

**3 CHERRY WAY HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS
MEETING MINUTES OF SEPTEMBER 16, 2025**

1. CALL TO ORDER:

The meeting was called to order by K. Brockman on September 16, 2025, at 6:30 PM in the 3 Cherry Way Community Clubhouse.

2. ROLL CALL:

A roll call was taken of the Board of Director members by M. Barnes, Recording Secretary. As indicated below, there were five (5) directors in attendance, a quorum.

<u>OFFICE</u>	<u>OFFICER</u>	<u>ATTENDANCE</u>
President	Karry Brockman	Yes
Vice President	Cindy Dubac	Yes
Treasurer	Curt Hendricks	Yes
Recording Secretary	Marge Barnes	Yes
Corresponding Secretary	Patricia LaCourse	Yes

3. AGENDA APPROVAL:

- A. C. Dubac/P. LaCourse: Motion to approve the meeting agenda (with additions or deletions)
Passed, unanimously.

4. APPROVE MINUTES:

- A. C. Hendricks/C. Dubac: Motion to approve the August 12, 2025, 3CW Standard BOD Meeting Minutes with correction to Page 3 error.
Passed, unanimously.

5. OLD BUSINESS: See Attachment A.

A. Karry Brockman, President:

1. List of items is on the Attachment A to the Agenda, which shows the status of projects that have been completed or put on hold.

6. NEW BUSINESS: See Attachment A.

A. Karry Brockman, President:

1. The Townhome Maintenance List was updated and is posted on the website. As we experienced things related to maintenance and upkeep to the community, we do update the Maintenance List to keep it relevant.
2. The AquaTech contract for 2025-2026 has been approved.
3. We are working on getting contracts for 2026 in landscaping and association management.
4. We are putting together the Budget for 2026 and need the contract costs.

7. TREASURERS REPORT: (C. Hendricks)

- A. M. Barnes/C. Dubac: Receive and file Superior Mgt. July 2025 financials documents.
Passed, unanimously.

1. Total Operating Income July 2025 Year-to-Date: \$392,527.79.
2. Budget Income Year-to-Date: \$394,304.19.
3. Annual Budget: \$675,950.00.
4. Operating Expenses: Total Actual Year-to-Date \$318,135.60. Budget Year-to-Date: \$316,170.74.
5. Categories under budget:
 - a) Contracts: Actual Year-to-Date: \$1,708.64. Budget Year-to-Date: \$2,770.88.
 - b) Landscape: Actual Year-to-Date: \$169,713.32. Budget Year-to-Date: \$190,570.00.
 - c) Utilities: Actual Year-to-Date: \$35,780.84. Budget Year-to-Date: \$37,391.62.

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- d) Administrative: Actual Year-to-Date: \$42,248.66. Budget Year-to-Date: \$52,708.31
- 6. Three (3) categories are over budget:
 - a) Building Maintenance Actual Year-to-Date: \$46,925.62. Budget Year-to-Date: \$21,875.00
 - (1) There are multiple projects that have to be done throughout the community for drainage that we are looking at. These were/are major expenses we have had throughout the community.
 - (2) These projects are needed for property potential damage and need to be addressed.
 - b) Pool: Actual Year-to-Date: \$17,970.07. Budget Year-to-Date: \$8,108.31.
 - (1) An additional expense was the replacement of the underwater lights in the pool.
 - c) Recreational: Actual Year-to-Date: \$3,780.54. Budget Year-to-Date: \$2,566.62.
 - (1) This was due to the replacement of the chaise lounges at the pool.
- 7. Net Income: \$74,392.19.
- 8. Assets at the end of July 2025:
 - a) Operations Account: \$44,654.44
 - b) Pre-Reserves: \$68,249.25
 - c) S. A. Stone Account: \$1,274,201.19
 - d) Total Assets: \$1,387,104.88
- 9. So far this year, we have put \$120,000.00 into the S. A. Stone investment account. We are scheduled to do \$154,300 for 2025.
- 10. Effective January 1, 2026, the HOA will no longer accept paper checks in the drop box in the Clubhouse due to security issues. The payments either have to be mailed or set up as an automatic draw from either your bank or directly with Superior Association Management. The Board recommends that all members set up an account with Superior so that you can check your payments and balances.
- 11. The Board is currently working on the 2026 Budget.

8. ACC STATUS REPORT:

- A. Jim McClellan:** The BOD instructed the ACC to request paperwork for items that were previously installed prior to the finalization of the Architectural Standards and Guidelines and the Landscape Standards and Guidelines. This would include all verbal permissions given to a resident by the builder. There are several American flags in the neighborhood, all of these will require that a form be filled out to fly the flag. I do not agree with such policies and therefore, I am resigning from the ACC because I cannot agree with the ACC's current mission.

9. OFFICERS' STATUS REPORTS:

A. K. Brockman, President:

- 1. Frank Coletto has worked with a contractor to set up a program where the contractor will change the smoke alarm batteries and the filters for the HVAC systems.
- 2. Drainage – We are getting through the drainage issues throughout the community. There is some rework to be done on Glacier and North Star.
- 3. The landscape contractor will be aerating and seeding within the next couple of weeks.

B. C. Dubac, Vice-President:

- 1. We're currently writing a policy and procedure for petitions in the community.
 - i) Basics for a petition:
 - The BOD will review and once the petition meets all of the requirements, an email will go out to the community 30 days before the next meeting.
 - A vote will be held at the next meeting and if 2/3 of all attending the meeting vote affirmatively, then the BOD is obligated to have the item installed.

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- If the item will not be covered in the Budget for the current year, then it will be put on the Budget for the following year.
- 2. We have amendments to the Bylaws ready for the November 13, 2025, General Membership Meeting, which will be included in the package you will receive 30 days prior to that meeting.
- 3. The inventory of the community is near completion. The purpose of the inventory is to identify what is in the neighborhood and then amend the Architectural and Landscape Standards and Guidelines to loosen the restrictions.
 - i) There are a lot of bushes planted in the HOA planting area and the BOD will not be asking the residents to remove the bushes.
 - ii) As an HOA we are required to have Governing Documents but our goal is to have those documents be reasonable.
 - iii) There were no violations issued for September and there won't be any issued in October because the documents are under revision.

C. C. Hendricks, Treasurer:

D. P. LaCourse, Corresponding/Record Retention Secretary:

1. The Board is currently doing an Age Verification of the community as required by HUD regulations to maintain our status as a 55+ community. The requirements are that this is to be conducted every 2 years.
2. The other reason for doing this is that the documents that were obtained for age verification were all kept on paper here in the Clubhouse. These have all been destroyed.
3. This age verification will be digitized and kept on the Cloud with limited access and the paper will be destroyed.

F. M. Barnes, Recording Secretary:

1. Home Sales – I am aware that there is some concern about the number of homes for sale in the community.
 - i) The homes are tracked on line as to their status of currently still for sale, under contract or sold.
 - ii) There was 11 homes for sale recently in the community. Most of the sales are as a result of the death of the resident.
 - iii) There are now 6 left for sale, not under contract. Real estate agents are not putting up “under contract” verbiage on the for sale signs.

10. RESIDENTS COMMENTS/Q & A:

A. Tim Donnelly, 8313 Glacier Dr.

2. *Question/Comments:* Spoke of concerns with the concrete in the community and roofs as well as some of the roads, which are showing cracks, etc. Roads and concrete issues will cost a large amount of money. Is there anyone on the BOD who has a construction background? Or is there a committee that has that type of background to assist the BOD?
 - i) *BOD Answer:* No, there is no one on the BOD with construction experience and there is no such committee. The BOD uses the 2023 Reserve Study as a guide for budget and community maintenance. We are planning on having the Reserve Study updated in 2026. The replacement of the roofs as well as other maintenance is scheduled per the Reserve Study beginning with the oldest buildings. In addition, the Reserve Study estimates the amount of money that will be needed to accomplish the repairs and general maintenance. The Reserve Study projects the funds that will be needed year by year to be set aside to perform the required maintenance/repairs. The five-year plan was shown and explained by the BOD treasurer.

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B. Diane Hendricks, 8507 Van Ct.

1. *Question/Comments:* Curt and I have lived in 3CW for eight (8) years. In that time, we completed forms for permission to do various things at our residence. There are many who did not complete the forms required by the HOA. Filling out a form for what is needed at your individual home should not be that difficult.

C. Gail Foster, 8726 Vandalay Dr.

1. *Question/Comments:* We need to find a better way to communicate so that no one leaves a meeting hurt or angry.

D. Phyllis Wilson, 8348 Glacier Dr.

1. *Question/Comments:* We are grossly over spent on the budget in several categories. I have asked for the details of the expenditures. I do not know if anything was put out to the community that the detailed reports would no longer be included in the monthly meeting package and that the history of these documents was removed from the website. Many people like to look at these reports so that we can watch the spending on repair work. Why were these reports removed from the meeting package and the website?
 - i) *BOD Answer:* The year-to-date expenses for July were approximately \$2,000.00 over the budgeted expenses. This still puts us in a very good financial position. Superior supplies a financial report every month which is audited by the Treasurer and the Audit/Investment Committee. These financial reports are usually 100 pages in length. If you want the detail, it can be provided. You will need to request the BOD, via email, to show you the financial reports and provide the reason(s) why. Then the BOD will consider the request. The BOD follows the NC State Statute 55A and legal opinion.

E. Susie Williams, 8891 Sweet Cherry Ln.

1. *Question/Comments:* I want to ask about the drainage issue at my residence. When will this be done because it is getting worse?
 - i) The solution we came up with, with input from Lincoln Landscape and B. P. Drainage, is to rake the mulch back and then install an edge guard around the mulched areas with the popups being on the outside of the edge guard to prevent the mulch from washing away. You are on the list and we are hoping to be able to get to it. We had other more pressing drainage issues to fix in the community.

F. Karen Newman, 8769 Vandalay Dr.

1. *Question/Comments:* Does the BOD get multiple estimates for items that Mr. Handyman is currently doing in the community such as painting the doors? I think that \$519 to paint a door is way too high. I spoke to a handyman that said he could do that for a fraction of the cost. Should the community be given the opportunity to vote on the funds being spent before any work is done? Also, is it true that the BOD purchased stop signs when there were stop signs in the storage shed?
 - i) *BOD Answer:* Regarding using Mr. Handyman, it has taken the BOD several months to build up trust in a contractor that will work with us and we know does good work. In the beginning, we had to check out their experience and, with all contractors, make sure they were fully licensed, bonded and insured. Mr. Handyman is reliable and will work with us on many different projects such as the painting and caulking. The simple answer to the question of did we get multiple estimates to paint the doors is no.
 - The BOD does not have the time to find 2-3 or more estimates to do a particular job and then put it to the community for a vote. That is why the HOA has a BOD; the BOD does this for you and that is why we were elected.
 - ii) *Answer:* We did use the stop signs in the storage shed. There were about 30 to 40 stop signs in shed which were purchased by a previous BOD.

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G. Susan Ocepa, 8769 Vandalay Dr.

1. *Question/Comments:* If someone has a violation, what are the steps?
 - i) *BOD Answer:* Superior Association Management handles the violations. Once a month, Superior does a drive-thru to identify potential violations per the HOA's regulations. The first step is a courtesy notice notifying the resident that they have a violation, a picture of the violation, and an offer for assistance from the BOD and Superior. The next month Superior will do another drive-thru and if the violation is still present, a violation notice letter will be issued. After another 30 days has passed, Superior will drive-thru again and if the violation is still present, the third and final violation notice will be sent to the resident. During this time period there are no fines issued. After another 30 days has passed and the violation is still there, then a notice of a hearing will be issued, which gives the resident the opportunity to speak to the BOD to let them know why they want to keep the object in question. The BOD will review and then let the resident, within 10 days, know whether or not they may keep the object or a fine will be issued at \$25 a day until it is removed. The BOD focuses on safety items.
2. *Question/Comments:* This age verification project - is this required by the government?
 - i) *BOD Answer:* Yes, it is a government requirement that needs to be done every two (2) years to keep our credential as being a 55+ community. The Government can come to us and ask to see the results. Your personal paper information will be destroyed and not be seen by anyone. The digitized version will have very limited access. Access will be for BOD members only. If a person leaves the BOD, they will no longer have access to this information.

H. Jim Valenti, 2256 Early Robin Dr.

1. *Question/Comments:* Regarding the painting of the doors, couldn't you negotiate with Mr. Handyman on the cost of painting the doors?
 - i) *BOD Answer:* The BOD will take that into consideration.

I. Bruce Lowe, 8721 Vandalay Dr.

1. *Question/Comments:* Regarding the age verification, I moved here five (5) years ago and handed over my proof of age. I am not any younger now than I was then. You already have the information.
 - i) *BOD Answer:* It is a requirement by the Government, Housing and Urban Development, that this be done every 2 years.
2. *Question/Comments:* Of the administrative costs paid for this year, how much of that is Superior? Also, do we have a contract with Superior, and, if so, how long is the contract.
 - i) *Answer:* The Superior contract is an all-inclusive contract. Administrative costs include:
 - The contract is yearly and is for 12 months.

J. David Kelly, 2230 Cashmere Ct.

1. First, I would like to thank this BOD and all of the previous BOD's, including the transition team for all of the hours that have been worked for this community.
2. *Question/Comments:* I contacted the contractor who had painted all of the doors in the community. His charge is \$125 per door and provides all of the material.
3. *Question/Comments:* Jim McClellan and I worked very hard and removed all of the used shingles from the storage lot and took them to the dump. I spoke with a former BOD member and asked him if Rick Earnhardt had carried off the shingles and he said they did. Why doesn't the contractor remove the used shingles?
 - i) *BOD Answer:* I talked to Rick Earnhardt and he has no way to dispose of the used shingles. The only way to dispose of them is to take the shingles all the way across Lincoln County to dispose of them. I

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have tried to ask a vendor that is supposed to supply a dumpster where we could put the used shingles in and they would pick up the dumpster and dispose of them. However, they have not returned any of the phone calls.

K. Judy Okoniewski, 2228 Cashmere Ct.

1. *Question/Comments:* I have a question about illegal parking in the community. Do some people have permission to park at the end of streets?
 - i) *BOD Answer:* We are not enforcing parking violations. The reason is that it is too complex to enforce this.
2. *Question/Comments:* Are you going to do an assessment for the roof replacement? You do not have enough money to replace the roofs when needed.
 - i) *BOD Answer:* The only assessment we can do is based on the budget from year to year.
3. *Question/Comments:* According to this summary, there has been thousands and thousands of dollars that have been approved by this BOD in one month. You need to show the budget and the expenses together. Why don't we have the individual items?
 - i) *BOD Answer:* The summary does show both the expense figures as well as the budget figures.
4. *Question/Comments:* Why do we have to ask the BOD if we want to look at the financial reports?
 - i) *BOD Answer:* We are following the State Statute 55A which supersedes all of the Governing Documents and the legal opinion from the BOD's attorney.
5. *Question/Comments:* Are you planning on raising the assessments for 2026?
 - i) *BOD Answer:* We do not know that as of yet and are working on the Budget currently for 2026.
6. *Question/Comments:* Where did you get \$100,000 to pay for drainage projects and other items?
 - i) *BOD Answer:* The funds come from the assessments paid each month, the Storage Lot rental fees and the interest earned from the investment account. The funds are from the budget. The budget was approved in November 2024.

L. Bill King, 2455 Royal Anne Dr.

1. *Question/Comments:* When we do get to having the roofs replaced, can we get ridge vents?
 - i) *BOD Answer:* We will have to wait until we do begin replacing the roofs and find out the associated costs.
2. *Questions/Comments:* Concerning the drainage issues, there's a drain a couple of houses down that has the drain on a hill.
 - i) *BOD Answer:* The BOD depends on the community to let us know of issues that we are not aware of. If you have a concern, please complete an ACC Request (copies are available on the website or in the library) and put the completed form in the drop box here in the Clubhouse.
3. *Question/Comments:* Those stop signs in the community are absolutely worthless. Also, if something were to happen here, the sheriff's department cannot do anything because this is a private community with private streets.
 - i) *BOD Answer:* There are intersections in this community where an accident could easily happen. We installed the stop signs at these intersections, which has gotten people to slow down. Other streets simply had the stop and a line painted on the pavement. The signs and painted stops were done to protect the HOA from liability. If an accident were to happen, the two parties could sue the HOA because they didn't make an attempt to control the traffic. As for police or the sheriff's office not being unable to do anything here in the community, that is incorrect. If there is a problem, they will respond even though we are a private community.

M. Dan Okoniewski, 2228 Cashmere Ct.,

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1. *Question/Comments:* On September 2, a cement truck was backing up on a concrete street. I was concerned about that truck cracking the concrete street.
 - i) *BOD Answer:* We will have to address those incidents in the future. It will cost considerably more to have to use a wheel barrow to get the concrete into some areas within the community.
2. *Question/Comments:* Does the pond have an item in the Reserve Study for maintenance and upkeep?
 - i) *BOD Answer:* If anyone would like to stay after the meeting, we will show you the spreadsheet developed from the Reserve Study that shows all of the items and the cost associated with them. It also shows the year that items need to be addressed and the amount of money that needs to be invested each year so that the cost of the improvement will be covered. The Reserve Study shows an interest rate of 2.5% for investments to increase in value. We have investments now that are 3.5% to 4%+, which will result in more income from investments for the HOA.

11. ADJOURNMENT: M. Barnes/C. Hendricks: Adjourned the 3CW HOA BOD meeting September 16, 2025, at 8:15 PM in the 3CW Community Clubhouse.

3 CW BOD MEETING AGENDA
ATTACHMENT A
September 16, 2025
6:30 PM at the 3CW Community Clubhouse

Old Business:

1. Contractual Agreement with B. P. Drainage to repair the common area at 8330 North Star Ct. at a cost of \$3,450.00. **Completed.**
1. Contractual Agreement with B. P. Drainage to extend the popups out at 8891 Sweet Cherry Ln. to prevent drainage issue at a cost not to exceed \$3,500.00. **On hold.**
2. Contractual Agreement with B. P. Drainage to repair the asphalt at the end of Rainier Dr. in front of the Storage Lot where the sewer line was repaired at a cost of \$2,350.00. **Completed.**
3. Contractual agreement for Phase 2 Signage for 3 Cherry Way with Mr. Handyman of Mooresville to put in additional stop signs, speed limit signs and paint lines on pavement where required at a cost of \$6,694.00. **Completed.**
4. Contractual Agreement with Mr. Handyman of Mooresville to paint (9) front doors in the community for a cost of \$4,671.00. **Completed.**
5. Contractual Agreement with Mr. Handyman of Mooresville to paint and caulk trim at 2334 Sylvia Ct, 8901 Sweet Cherry Ln., 8891 Sweet Cherry Ln., 8722 Vandalay Dr. and 8899 Sweet Cherry Ln. at a cost of \$3,032.00. **Completed.**
7. Contractual Agreement with Lincoln Landscape to trim trees on the east and west sides of the community to include clearing downed trees in the wooded area on the west side and clear limbs, undergrowth and spray the weeds and vines in that area for a cost not to exceed \$9,200.00. **On hold.**
8. Contractual Agreement with B. P. Drainage to rework the area by 8348 Glacier Dr. at a cost not to exceed \$1,800.00. **On hold.**

New Business:

1. Contractual Agreement with Mr. Handyman of Mooresville to repair the overhang of the Clubhouse and adding a sign to be painted on the overhang with the height at a cost not to exceed \$1,200.00.
2. The Townhome Maintenance List was updated for a correction to the sewer line issue and adding foundation repair/replace. The revised list is on the 3 Cherry Way HOA Website.
3. A \$60,000.00 CD was purchased for the S. A. Stone Investment Account.

3 CW BOD MEETING AGENDA

ATTACHMENT A

September 16, 2025

6:30 PM at the 3CW Community Clubhouse

4. Contractual Agreement with B. P. Drainage to repair the drainage issues 8330 North Star Ct and 8128 Attica Ct. at a cost not to exceed \$11,050.00. **Completed. Invoice pending.**
5. The AquaTech contract for pool services was renewed for 2025-2026 for the same cost as 2024-2025.