July 31, 2025

CROSS CREEK HOMEOWNERS’ ASSOCIATION BOARD MEETING (CCHOA)

CCHOA meeting called to order at 6:15 pm by President Doug Fullenkamp.

The following HOA Board Members were in attendance: Jerry Raynor (Vice-President), Madelyn Barrett (Secretary) and Keith Barrett (Member At Large).

**Approval of Last Meeting Minutes on July 5, 2025**

**Presentation of Reports:**

**Treasurer Report:** Board Members reviewed past months invoices/receipts submitted to Archway Management pertaining to the following line-item expenses:

* Administrative, Grounds, Maintenance & Repairs Expenses. CCHOA Board members reviewed expenses for projects completed in the past 30 days, as well as, upcoming projects and charges for completion.
* CCHOA and Archway staff reviewed Delinquency and Collection efforts pertaining to unpaid dues and road assessments to ensure fiduciary obligations are met. CCHOA Board in conjunction with Archway Management and CCHOA Legal Counsel continues addressing delinquent accounts.
* Archway HOA Management provided CCHOA sample documents utilized by other HOA’s pertaining to Assessment Collection Policy Procedures for CCHOA Board members to review.

**Old Business:**

* 415 Knollwood Drive (Pender County Owned). CCHOA has agreed to waive HOA fees and Roadway Assessments if Pender County maintains the property under the following conditions:

1. Post “No Trespassing Signs” – COMPLETED;
2. Cut the grass (first 15 feet minimum) once a month to maintain line for sight for drivers on the roadway. Pender County continues to complete this monthly. Currently, it has been observed by CCHOA the grass has not be cut as per the agreement with Pender County. CCHOA has reached out to Pender County to ensure grass is maintained as per the agreement. CCHOA has also contacted the CCHOA Attorney notifying him that the agreed upon maintenance is not being completed.
3. Remediate the drainage ditch and maintain it over the years – INCOMPLETE.

Currently, the Attorney for Pender County position vacancy has not be filled. CCHOA Board has requested assistance from Pender County in having this issue resolved. Next Steps: CCHOA Board will continue outreach to CCHOA Attorney via phone, email and letters for assistance to ensure the agreement is followed and grass maintenance is completed as per the agreement.

CCHOA continues working with individual homeowners to ensure compliance with CCHOA policies as outlined in the Covenant/By-Laws pertaining to maintenance of individual properties after a complaint is received, as well as, requests for fencing, pools outbuildings garages and dead tree/tree branch removal.

CCHOA continues working to reduce insurance liability/safety issues regarding violations of the Motorized Vehicle Policy, as well as, working with Archway Management and the Attorney in the collection of fines for those in violation of the Motorized Vehicle Policy.

**Old Business**

* CCHOA ordering new signage to be displayed throughout the community asking residents to comply in the following policies: dumping of yard debris in HOA common areas, street parking and Off-Road Motor Vehicle policy. Replacement signage at the Boat Ramp regarding the alligator will also be replaced. The CCHOA will be sending a reminder of these policies via the CC website, email and CC Face Book page.
* Boat Ramp Water Entrance Repairs: CCHOA Board Members received phone complaints regarding additional repairs needed to the Boat Ramp. CCHOA observed additional stone was needed to complete ramp repairs due to a severe drop-off during low tide creating a hazard for boat owners using the ramp. CCHOA will be getting an additional 15 tons of rock to complete the repair. INCOMPLETE.
* Gazebo Repair: CCHOA Board Members will volunteer time to ensure these repairs are completed.
* Cambridge resident sent a written request to have signage to the Cambridge entrance power washed, as well as, fencing along State Highway 210. CCHOA Board has scheduled the work to be completed through Grabow Ground Care, LLC. INCOMPLETE.
* Residents requested an additional entrance to the soccer field be added to the gazebo side. CCHOA Board will be contracting Grabow Ground Care, LLC to complete this service. COMPLETED

**New Business:**

* Annual Fall Meeting & Hot Dog Roast will be held Sunday, October 19th @ the Cross Creek Soccer Field with Hot Dogs from 1-3pm followed by a special meeting. CCHOA has booked a Palm Tree Bouncy House and Face Painting for the event. Will outreach to the community for volunteers to bring tables, coolers, ice and a dish to share!

Meeting adjourned at 7:45 pm by CCHOA President.

Cross Creek H.O.A. Inc. Board of Directors

Douglas Fullenkamp / President

Jerry Raynor / Vice President

Susan Dayton / Treasurer

Madelyn Barrett / Secretary

Keith Barrett / Member At Large