

DCCA Board Meeting - November Meeting Minutes

Date: November 3, 2025

Time: 5:45 p.m.

Location: Drew Collier's home

Board Members Present: Drew Collier, Brian Burke, Penny Howell, Amanda Harding

Absent: Mike Merzke

Management Team: Cathy Pierce

1. Call to Order

Drew Collier called the meeting to order at **5:45 p.m.**

2. Landscaping (Rantos)

- Fall pruning was completed during the last two weeks of October.
- New corner plants have been installed.
- Hwy 54 entrance plantings are on hold until construction is completed and access is clear.
- A fallen tree between Fenton and Barbee Chapel was removed.

Action: Request Rantos to limit leaf blowing to hard surfaces only in an effort to "leave the leaves."

Action: Request Rantos to provide a contract for 2026.

3. Tree Maintenance

Cypress Trees between Jamestowne and Downing Creek Parkway:

The Board acknowledged homeowner concerns regarding the cypress trees behind 1639 Jamestowne. The letter read and presented at the annual meeting has been made accessible to all homeowners with an active HOA-Life profile. The trees have been evaluated, and the Board will take appropriate action.

Emerald Ash Borer:

The Board suggested reevaluating the ash trees to confirm there is no Ash Borer risk.

Approved: The Board approved consulting arborist Eli Beverly regarding possible additional treatment. Former board member Hoyt Taylor will be consulted.

1776 Dunmore Tree Replacement:

No immediate action. The Board agreed to include this item in a broader neighborhood tree-planning discussion.

4. Wetlands Natural Area / Drainage

Drainage concerns in the wetlands behind Bearkling were reviewed with City of Durham Water Management during two on-site visits with the Community Manager. The project remains open with an active ticket.

The Community Manager also met with Carolina Civil Works regarding the sinkhole repair behind 107 Blakely. Work is expected to be carried out before the City's lift-station repairs later this year/ early 2026. Additional estimates will be requested.

5. Community Maintenance

Clubhouse Refurbishment:

Action: Collect contractor names for estimates. The Property Manager will coordinate vendor walk-throughs and gather bids.

Lamp Posts and Street Signs:

ACE Construction was asked to provide estimates for power washing and repairs. The Board will evaluate replacement costs for street-corner lamp posts and signs.

Playground fence (painting):

ACE Construction was asked to submit an estimate (time and cost) for painting the newly replaced gate.

Lighting Issues:

- Ticket opened with Duke Energy for Carriage Way light repair.
- Additional outages were reported on Beecham, Dunmore, Carriage, and the Barbee Chapel entrance.
- Hwy 54 entrance, Chedworth, and Bearkling lights are blinking. The Property Manager will follow-up with an electrician.

Action: Identify a new electrician to provide an estimate for converting fixtures to LED on street corner lampposts.

6. Miscellaneous Items

Bradford Place Garden Dumpsters:

The Board noted complaints from Bradford Place Garden residents regarding Downing Creek residents using their dumpsters.

Landscaping Committee Proposal:

The board revisited the intention to form a committee to provide recommendations on plantings, trees, and landscaping improvements.

Action: Ask Rosemary Simpson to review corner-lot sunlight categories (full sun, partial, shade) when considering plant species; Drew Collier and Amanda Harding volunteered to support this committee.

Communication Preferences:

Discussion held on improving use of email and HOA-Life tools for better communication and decision making, including the 72-hour “courtesy hold” for all ARC requests.

Newsletter Items:

- Include Yard Waste Days (same day as recycling).
- Reminder to homeowners to be considerate with outdoor lighting - especially at night - to minimize “light pollution” for neighbors and overall community.
- The board discussed lighting improvements for dark walkway areas, specifically between Carriage Way and the tennis courts. Options will be considered after December 1 to accommodate migrating birds.

Board Leadership Structure:

Motion: Drew Collier moved to appoint himself as President and Mike Merzke as Vice President.

Vote: Motion approved.

Motion: Reappoint Brian Burke as Treasurer

Vote: Motion approved.

Note: Miscellaneous items discussed during the meeting will be summarized in the upcoming community newsletter.

7. Approvals

Financials:

The Treasurer presented the monthly financials for review.

Motion: To approve the Treasurer’s financial report as presented.

Vote: Motion approved unanimously by the Board.

8. Next Meeting

Date: Monday, December 1, 2025

Time: 5:30 p.m.

Location: TBD

9. Adjournment

There being no further business, the meeting was adjourned at 8:15 p.m.