

Downing Creek Community Association (DCCA)

Board of Directors Meeting Minutes

Date: Monday, January 12, 2026

Time: 5:30 PM

Location: Home of Drew Collier

Attendees: Mike Merzke, Drew Collier, Penny Howell, Brian Burke, Amanda Harding

Property Manager: Cathy Pierce

Guests (if any): None

1. Call to Order

The meeting was called to order at **5:38 PM**.

2. Trees & Neighborhood Issues

- **1777 Dunmore (Tree Removal & Upkeep):**
The Board noted that tree debris has been removed and general cleanup completed. The homeowner will follow up in person with the property manager the third week of January.
- **City of Durham Tree Map:**
The plan to obtain an original (or as close to) tree map from the City of Durham remains in progress.
- **Street Sign Replacement:**
The board suggested delaying replacement of all street signs for at least a year..
- **Emerald Ash Borer:**
An evaluation by Eli Beverly is anticipated in late March or April.
- **Cypress Trees (Linda Giovanni):**
Motion: To offer the homeowner the option to split the cost of removal with DCCA or wait until Spring to reassess the health of the trees.
Result: Motion approved.
- **Ivy on Common Area Trees:**
Motion: To consult an arborist and Jenny from Rantos regarding ivy removal.

Result: Motion approved.

- **Bamboo Behind Tennis Courts:**

Motion: To remove bamboo behind the tennis courts.

Result: Motion approved. Rantos will be asked to evaluate.

- **Broken Lamppost Base (Winslow):**

Motion: To request evaluation and repair estimate from ACE Construction.

Result: Motion approved.

- **Front Entrance Cleanup (Long-Term):**

Discussion: The Board reviewed items present in the area, including fencing, a trailer that may belong to a third party, an excavator bucket, and unkempt rocks. The Board also discussed potential options for refurbishing the area once current work is complete.

Action Item: Cathy will contact the City of Durham to identify the appropriate point of contact and obtain guidance.

3. Sinkhole Repairs

(City of Durham Lift Station – Behind Blakely Area)

The Board reviewed three estimates:

- **IWALY:** \$12,000–\$15,000
- **RamJack:** \$3,798.91
- **Carolina Foundations:** \$11,140

Motion: To proceed with RamJack for sinkhole repairs.

Result: Motion approved.

4. Clubhouse Refurbishment

The Board reviewed refurbishment estimates from:

- Juan Mendoza
- Pablo Cabrera
- Curtis Riggins

Motion: To schedule a meeting with the full Board to review on-site options and determine scope of changes.

Result: Motion approved.

5. Lighting Updates

- All street corner lights have been converted to LED. The Board approves the shade and intensity of the light.
- Outstanding Electric items include two pool deck lamps, the Carriage Way corner light, and the front arch light. Cathy will follow up with John Rives regarding possible unintentional cut wire at the time of curb repair at Carriage Way.
- The Carriage Way meter issue remains unresolved with Duke Energy - a ticket remains open.
- Brian and Karen Burke have carried out an exhaustive neighborhood evaluation of missing or non-compliant lampposts. Homeowners who need to repair or replace their lampposts will be contacted.
- **Solar Path Lights:** Discussion regarding adding additional lights. Brian Burke and Drew Collier will discuss further.

6. Spring Street Corner Plantings

- Planning for spring street corner plantings was discussed. Rosemary Simpson will be included in planning. Orders are targeted for early February.

7. Financials

- The most recent financials were reviewed.
Result: Financials approved.

8. Other Business

- **Shed and Play Structure (1832 Chedworth):**
The City of Durham has indicated the shed and play structures appear to be HOA property.
Motion: To request the homeowners obtain a survey to confirm property lines and to request relocation of the shed and play structure if confirmed to be on HOA common property due to liability concerns. A 30-day response period was approved.
Result: Motion approved.

Meeting adjourned at 7.32pm