

Downing Creek Community Association - Board of Directors Meeting Minutes

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

Management Team: Community Association Manager, Cathy Pierce

Date: April 23, 2026

Time: 5:30 PM

Location: DCCA Community Pool

Call to Order: 5:40 PM

1. Property & Maintenance Updates

Pool Area

- The board agreed the baby pool umbrella base will be replaced.
- Pool house progress was reviewed.
- Pool signage will be ordered through Pool Pros.
- Opening Day (May 16) planning is underway, including fob distribution logistics.

Lighting Maintenance

- The lamppost at the corner of Fenton & Winslow has been painted.

Carriage Way

- A power washing request for 2116 Carriage Way was discussed following a complaint from the neighboring property.

Bradford Dumpster

- Ongoing complaints regarding Downing Creek residents using the Bradford Gardens dumpster were reviewed. Residents will be reminded that this is not permitted.

Chedworth Property (Shed/Terrace on HOA Property)

- The board discussed the presence of structures encroaching on HOA common property.
- **Decision:** Board members will meet in person to determine how to work with the homeowners to remove the existing structures from HOA property and reconcile the terrace area.
- Any proposed plan must address drainage and watershed impact and be submitted for HOA approval.

2. Landscaping & Grounds

Tree Health & Maintenance

- The status of newly planted trees was reviewed; verification has been completed by Rantos.
- Replacement of a dead tree near Jamestown Place through Trees for Triangle is in progress.

Cypress Tree Inquiry

- The board discussed a homeowner inquiry regarding a cypress tree and will follow up with an arborist to assess current health.

Tree Removal – 2060 Carriage

- The board reviewed prior notifications and confirmed the compliance deadline of May 3.
- The homeowner retains the option to request a hearing prior to fines being assessed.

HOA Tree Planning

- Ongoing planning efforts related to HOA tree management and replacement were discussed.
- The broader tree strategy remains in development.

Ash Borer Protection Plan

- Update provided on treatment planning.

3. Safety & Community Concerns

Signage

- The board discussed potential updates to “No Trespassing” signage around pond areas.
- Barbee Chapel signage was also reviewed.

Wasp Activity in the Playground

- Increased bee activity in the retreat and playground areas was discussed.
- **Decision:** The board approved treatment for bees in the playground area.

4. HOA Life / ARC & Motions

- HOA Life usage and ARC process updates were reviewed.

Late Fee Adjustment

- **Decision:** The board approved increasing the late fee for HOA dues from \$10 to \$25 per month, effective June 1, 2026.

5. Financials

- **Decision:** Financials were reviewed and approved.

Adjournment: 7:40 PM

Next Meeting: June 4, 2026