

Foxwood Hills Property Association
Board of Directors 47th Annual Meeting Minutes for
March 15, 2025

The 47th Annual Meeting of the Foxwood Hill Property Owners Association was called to order at 9:00 a. m. by Sonya Hale, President and Sandy DeLaney gave the invocation.

Board members in attendance:

Sonya Hale – President
Keith Cagle – Vice President
Treasurer – Vacant
William K. Thompson – Secretary
Patrick Coates
Johnny Urraca
Greg Lohman - absent

The Chair appointed William K. Thompson as Recording Secretary for this meeting.

Mark Pendleton, General Manager certified that this formal notice was mailed to the record address of each Member by first class mail on Feb 20, 2024. Member Kathy Moore certified that she received the notice on or about February 24, 2024. The Notice was accepted and will be recorded by the Secretary as proof of Notice.

President Hale asked for motion to waive the reading of the minutes of the previous Annual Meeting that was held March 18, 2024. Keith Cagle made a Motion to approve last year's minutes, Thompson seconded, Motion passed. Those minutes were approved as written and are posted on our website.

Casey Poague, Chair of the Nominating Committee, introduced the candidates: Patrick Coates, Dan Delano, Keith Lifcofsky and Dawn Markelon. Michael Alban's had a work conflict and was not able to attend the meeting.

President Hale spoke about a few of the past year's accomplishments.

- Posted liens on all past due accounts.
- We spent over \$500,000 on road repairs.
- New flat-top grill and oven were purchased for the kitchen.
- We have a new General Manager, a new Restaurant Manager, and a new Code Enforcement Officer for the staff.

- We have repainted the Offices and updated the lighting.
- We have cleaned up the roadways of all downed trees from the hurricane.
- We commissioned a new Reserve Study and working to comply with it.
- After two years of significant work, the ACC guidelines were approved.
- We passed the budget, funds were included to fund a full-time enforcement officer, and employees will be offered benefits.
- Additionally, with the passage of the budget, \$931,000 will be placed in Reserves.
- The official Neighborhood Watch was relaunched.
- New floors have been installed on the first floor.
- New equipment was added to the Fitness Room
- Our POA lots are selling around \$8,000, compared to \$2,500 in 2019.

She spoke that these accomplishments testify to the dedication and service of the staff and volunteers and was excited about Foxwood Hills' future. Much has been achieved, but our work is far from done. We are confident that our commitment to members and community will continue to grow stronger.

General Managers Report – Mark Pendleton

- Installed Heating and Air Conditioning System in the Kinston Comfort Station.
- Installed two heating and air conditioning systems in the Lodge. One system serves the dining room, offices, and lobby. The other system serves the downstairs, rest rooms, fitness room, and Cabana area.
- Shingled and rolled roofing on this building.
- New wood paneling around the dumpster site.
- New ceiling tiles throughout the first floor, including the Bar/Restaurant.
- New paint color on the walls and trim.
- Pulley Systems is totally rebuilding the Kiddie Pool
- New heating and air conditioning system for the Kitchen. That new system required new duct work for the entire kitchen area.
- We are seeking bids to remodel the Comfort Stations. We will make the Stations ADA compatible. Toilets and on shower to be wheelchair accessible. We will install commercial toilets with automatic flush options.
- Two contractors will be submitting bids, and we are looking for a third bid.
- The sewage system downstairs needs major repairs, requiring a full replacement. This must be done before remodeling the locker rooms.

- We continue to work on cleaning up from hurricane Helene. There are seven remaining sections to be cleared. The contractor and GM drove the property, so we know what needs to be cleared, we will not forget anybody, it just takes time.
- Our new Chef, Dave Templin, has totally clean all the equipment and flooring, including the walk-in refrigeration lockers. He did this on his own, this was not part of his contract.
- We also have a new line cook; Wesley White has been added to staff. Tabby is still in the kitchen to round out the staff.
- We have doubled the amount of shelving in the kitchen, it is much easier to keep track, cleaner and more accessible.
- We have also completed significant electrical and plumbing additions to the kitchen to bring it up to code.

Security Report – Captain Jeffery Carroll

Chief Carroll spoke to the analytics sheets compiled for Securities number of General Service Calls; Calls for Service by Site, Calls for Service; Emergency Calls; and calls for Non-Emergency Calls. He reported that the report covers eight months of the year. He reported the gap was caused because Security had to wait on a business license. He noted that in those eight months they had right under 200 calls for the Foxwood Hills Community.

We try to keep everything in house. There were only two arrests, meaning everything else that we dealt with, which we handled inside Foxwood.

Additionally, we have another full-time officer now, so we are fully staffed with three full time Officers. Two on site all the time, one on site half the time.

We have divided the Community into eight zones, zones six and three are most active. The area behind the country store is our most active call sites. We also have more traffic violations in those two zones.

Question from the floor about a vacant house on Walnut. Chief Carroll said they are aware of the situation and check it regularly. He reminded the members, if they if you are leaving to go somewhere, call and let us know, we will keep an eye on your place.

Mark further stated that in the front office, Courtney Carroll was hired in July 2024 and has done an excellent job. She is on top of what is going on in the Office. With the help of Kelly Ross, she has completed updating property owner's files, with over 4,100 of them with deeds. She has used the Oconee County website to put the deed in the owner's file.

Courtney and I review the pay on a Biweekly basis, we make sure it is correct before we sign off. That payroll is then sent to Good Management and then onto ADP for final processing.

Another duty Courtney is to work on liens; she takes them to the County Office in Wahalla. She manages the process for the Association on behalf of the Board.

Expenses come in from varied sources, we take care to code them to the General Ledger correctly to match the current plan and budget.

Objective for next year: The top of the list is to hire qualified people, train and to retain those hired. We are looking for quality employees who bring the skills necessary to do the job.

The GM also advised that he will work closely with the different Committees, namely the Marketing, Roads and especially the Budget Committee to make sure that all the Committees have the resources to complete their responsibilities. Repairs in Foxwood Hills is a full-time commitment in a community this large and this old. I call on Contractors to solicit bids, normally three for comparison, vet those and make recommendation to the Board for final approval.

Treasures Report – Patrick Coates

The wrong financials were placed in the packets for the members to review.

Coates said the March 2024 financials were reviewed, approved, and posted on the website.

- He chose the year-end December 2024 financial report to review. “I am going to skip the balance sheet because we are also going to do the January 2025 financials”. He started with the year-to-date budget in comparison with the annual budget.
- For the month of December, we collected \$8,057 in current year revenue. We collected \$6,875 in prior year revenue.
- Our restaurant revenue was \$12,106. Our other revenue was \$21,227, \$5,231 of that was violation fees. \$10,861 was lien fees and attorney fees that we were able to collect and \$3,191 was interest in past due payments.
- Our land sales for the month of December were \$42,598, our total income for the month was \$90,862.
- Cost of goods sold to the restaurant was \$13,007, and our total operating expenses were \$9,526 for a total restaurant expense of \$22,533. That means it costs \$10,427 to run the restaurant for December.
- Our G&A expenses were \$35,883.
- Our Comfort Stations expense was \$2,148, our repairs and maintenance were \$15,030, but \$5,000 of that was chipping up trees from the hurricane.
- Our Security expenses were \$9,970; our swimming pool expenses were \$1,284, and that was completely for electricity.

- Our reserve income for CapX is \$1,814; Architectural Control Committee (ACC) has non-refundable deposits of \$400.
- Special Assessment for Roads on regular lots was \$4,374; for special assessment for partial lots \$144 dollars. In the previous year's road assessment, \$1,594 was collected. For a total reserve income of \$8,325, for our reserve expenses CapX we had \$31,800. Roads: We had \$12,626 for a total of \$44,626.

Coates said he would like to review the January financials.

- On our budget sheet, we have \$601,555 in cash, and then we have reserve balance of \$282,988 for a total bank of \$884,543.
- Liabilities – we owe Monterey Collections \$5,083. We also have deferred income, which is people who pay their assessment dues ahead of time of \$15,383. Added ACC deposits of \$119,325, for a total liability of \$141,616.
- Year-to- date, (YTD) budget comparison, our current year revenue for the month of January \$4,706, YTD \$972,095, which is \$52,384 more than anticipated.
- Prior year fee revenue for the month was \$3,846 for the year \$113,977. Which at this point is \$17,623 less than we anticipated.
- Revenue for the restaurant for the month, \$3,821 for the year, \$157,428.
- Other revenue: We have a negative \$8,478, that is because we had interest in the reserve money market account, our auditor said that the money needs to stay with the reserves. So, it was taken out of the regular budget and moved over into the reserves. We show operating bank interest earned a negative \$10, 934 that was simply shifted over the reserves and out of operating funds.
- Operating revenue YTD, \$109,335. Against budgeted \$63,840; so we are great there.
- Land sales: For the month, \$13,979 for the year, \$130,749. There again, we had only anticipated \$73,640, we are \$57,109 over of what we expected.
- Total income for the month, \$17,873, for the year, \$1,483,575. That is \$106,151 more than we anticipated.
- Restaurant cost a goods sold, \$3,435, YTD \$79,619. For total restaurant expenses of \$12,767 for the month, YTD \$ 201,869.
- G&A Expenses: For the month of January, \$25,775, for the year, \$524,197, we are over budget by \$57,876 in G&A.
- Comfort Stations: For the month, \$2,988, YTD \$42,142, that puts it \$17,445 over budget. We had building interior costs for the Comfort Stations of \$15,840. This last cost should really be shifted over to CapX now that those repairs are complete.
- Repairs and Maintenance for the month, \$12,913, YTD \$115,151, that puts us over budget \$24,792.

- Security for the month, \$13,863, YTD \$99,713, which is \$18,208 under budget.
- Swimming Pool: For the month, \$1,326, YTD, \$58,297, which is \$6,367 under budget.
- Our total expense for the month, or \$69,642 YTD, our expenses are \$1,041,369, that puts us \$65,880 over budget.
- Our reserves income for the month we show \$11,345 in interest. That is the money I just said was shifted. The month before, plus the additional interest for the month
- CAPX revenue, \$1,055, ACC Non-refundable dollars were \$1,850.
- Road Reserves Special Assessment, regular lots, \$2,643, Special Assessment for Roads on partial adjoining lots, \$68.38, Road Reserves for prior year \$833 for a total reserve income of \$17, 794 dollars. We had no road expenses for the month.
- Our CAPX expenses for the month were \$8,100. We had a beginning balance in road reserves of \$224,333, to that we added \$596,584, we have spent \$667,840 repairing roads this year. We have a balance in the road reserves of \$153,077.
- Our CapX started with \$47,29 to that we added \$246,977, we have spent \$164,357 for a balance of \$129,911. Our combined balance for reserves is \$282,988.

Coates asked for a motion to approve December and January financials. Thompson made a motion to approve, Cagle seconded. Motion passed.

Budget Recap for FY 2025/2026

- Revenue on dues and assessment, both current and prior year, \$1,175,811, Other income, land sales, miscellaneous revenue \$253,321 for a total revenue of \$2,600,416.
- Operations, payroll benefits, recruiting, training, and payroll processing come to \$477,736.
- Billing, Accounting and Auditing Services, \$74,916.
- Committees, \$21,000; equipment purchases, maintenance, and repairs, \$33,075.
- Grounds and buildings, \$25,532, insurance expenses \$119,239.
- Member meetings and Communication are \$24,048.
- National and legal expenses, \$75,021
- Restaurant and Lounge, net cost including liquor licenses, \$54,972, supplies, \$24,402.
- Taxes, licenses, bank fees and other expenses, \$17,150
- Utilities and services \$93,081, vehicle expense of \$35,122.

- Total operation expenses of \$1,075,295, our net operations, /4931,121.
- Reserve allocations, CapX \$305,837
- Roads \$625,284, total Reserve allocations \$931,121

Our fiscal audit for 2023/2024 fiscal year has been completed and is available on the website. Once we get the March financials done for the fiscal year, an audit will follow. Again, we will use the same ABC policy we have been using for the last couple of years.

Committee Reports:

Architectural Control Committee: Casey Poague-Chairperson

Last year has been very busy for and below are examples

Permitting:

Extensions from previous years: 31

- 151 New Permits
- 6 Additions
- 6 Lot clean-up
- 9 Decks
- 7 Driveways
- 7 Fences
- 15 Lot Clearing
- 6 Manufactured Homes
- 49 New Construction
- 10 RV Placement
- 15 Sheds
- 9 Other

126 Permits still active

- 107 Closed Permits
- 8 Carports
- 5 Decks
- 6 Driveways
- 4 Fences
- 9 Lot Clearing
- 2 Manufactured Homes
- 30 New Construction
- 11 RV Placement
- 15 Sheds
- 14 Other

Anyone that has completed a project and still has the permit open, that I have not been notified to close, please let her know. It makes it easier than driving around and saying that it looks done and then giving you a call.

To complete construction, we do need a certificate of occupancy from the County, stating it has passed all the requirements for occupancy.

New ACC guidelines will be implemented on 1 April 2025.

Beautifications Committee – Alison Holman – Chair - No Report

Budget Committee: Gary Gasper – Chair - No Report

Communications' and Marketing – Beth Patterson, Chair

Communication

- Our primary way to communicate to all members by e-blast. We have 803 members signed up to receive information. If you want to receive e-blast, make sure the Office has your current email address.
- One of the projects that worked well was coordination with the Social Committee. The number of flyers we were going to have developed for them, and they produced a year-long schedule, which worked out very well for us, we hope that will continue this year.
- 589 flyers developed during the year (menus, job searches, board search, etc.
- Revised the new member letter that Good Management sent out to new members.
- Currently working on the new member Welcome Book.
- Developed and eblast five Association updates.
- Foxwood Hills Fan Page. This page exists to highlight our great neighbor's and amenities. Last year we had 912 people sign up for that page. This year we have 1,288.
- Surveys – we did two this year, one on communication and the other on the restaurant. The results of the surveys were provided to the members and the Board.
- Foxwood Hills was a T-box sponsor for the Oconee County Chamber of Commerce Golf Tournament. We were referred to in all promotional materials. Set up the Foxwood tent with Foxwood Hills promotional materials, met each of the golfers before they played.
- An application was sent to AARP for \$90,800 to enhance the Pavilion, we will find out in May if we have been selected for this Award. AARP each year selects communities who submit applications to better their communities.
- Foxwood Hills advertisement was placed in the August 2024 edition of *Waterfalls, Rivers and Lakes*, Visitors Guide. Forty thousand copies distributed via Oconee Visitors Center.
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- Placed a Foxwood Hills ad in the fall 2024 edition of the *Upstate Lake Living* magazine. Ten thousand copies were distributed by *The Journal* newspaper to surrounding communities.
- Added two new signs to the Community, one to Newbury and other to Hatteras.
- We continue to be an active member of the Oconee Chamber of Commerce, with Marsha Duval as our Ambassador.
- Continuing to collaborate with Red Hot Homes, Foxwood Hills preferred reality company. She sent a memo to the Board outlining her accomplishments: 91 total sales for the year, compared to seven in 2019.
- Lot sales for 2023 totaled \$1,000,800 compared to \$88,004 four years ago.

Neighborhood Watch – Muffy Chase, Chair

- Our current membership on Facebook is 238. If you wish to join there are three questions that you need to answer: your address; your lot number and if you own your property.
- The report only contains information from August 24, 2024, to February 25, 2025, I became Chair last August.
- Largest areas of concern: continue to be stray dogs, speeding vehicles, and instances of trespass. We do try and address the stray dog issue, but unfortunately, we are a dumping ground for that sort of thing.
- Working with Foxwood Security regarding monthly report and streamlining those reports to the members.
- Plans for the future: we want to clean the present signage that has POA, No Hunting and post the speed limit.
- Two neighborhood watch signs are posted in Foxwood Wood Hills. There are 20 roads coming from Dr. Johns and Blackjack into the Community, we need more signs, I will investigate that and bring my recommendation to the Board.
- Muffy will be posting on the Neighborhood Watch page the names of the Captains for each section.

Roads Committee – Russ Dukeman, Chair

- Russ advised that he would speak about what we did last year and brief plans for what we expect to accomplish next year. The numbers Patrick Coates gave you for the end of January, which will all be used by the end of March this year. We will be starting on a new budget at that point and time.
- This past year we worked on 29 different roads in 13 sections and two campgrounds.

- We completed 10 drainage projects throughout the community.
- Next year we got the bids for the roads, and I am in the process of getting bids for drainage problems.
- Got a preliminary report we are looking at on our roads, we will look at that and I will try and get out next week. He emphasized it was preliminary. You may have issues that I am not aware of, email me if you have issues.
- That goes for drainage too, right now I have three issues in Hatters. That area is a little different because there are not a lot of ditches and culverts.
- As we have done in the past, we will be looking at the main arteries, getting in and out. This is where we get the most traffic, we will take a look at those first.
- The next priority is to look back at the different sections and into each campground and see what the situation is, if any problems appear.
- We also look to see if there are no houses on the road, we will try and stay on the roads that have houses on them.
- We will be seeking advice from the Board on unpaved roads, which is really a misnomer, at one point all the roads were paving. Our committee would like to know what lots are selling or how we can get interest in those sections. When we have something, the committee formulates, we will to you all to know what we are looking at for the future.
- You can contact me anytime, social media does not work for me, just email me and I will get back to you.

Social Committee – Sandy DeLaney & Deborah Wiwczar, Co-Chairs

Sandy DeLaney said she will be stepping down after two years from the Committee and will be mentoring Tathy Ellis who will be the new Chairperson for Social Committee. She did not have a lot of numbers but we had a spectacular year. It was great working with Beth Patterson and Maria Stamey, we made an effective team. I want to thank the community for all the support. Bingo nights are a success, karaoke is a social event, Bill and Casey Poague volunteer their time and effort to make it a success. I need to thank Deborah for stepping up and taking over and helping me navigate through this year. We bumped up the budget to get food for the Memorial Day and Labor Day festivities.

Recognition of Manager and Staff

President recognized the incredible dedication and hard work of both Mark and staff. They have all demonstrated exceptional commitment exceeding expectations and driving the Association towards another year of success. She thanked Mark for bringing a unique

perspective to the table. It has been a privilege working with you for the past several months, and I am excited to see your continued success here.

And to our staff, your tireless efforts, diligence, and willingness to go the extra mile have been the backbone of our success. This team, from top to bottom, has proven what we can achieve when we work together with passion and purpose. Thank you all for your outstanding contribution.

We look forward to ongoing contribution's and bright and successful future together.

Please join me in thanking them all.

Recognition of Board

President Hale recognized the outgoing board members, Patrick Coates and Greg Lohman. She expressed gratitude for their service. Board service is the toughest volunteer role, and both took on the Board duties with dedication, seriousness and with sheer commitment.

She also commended all the board members for their invaluable guidance, strategic insights, and the long hours each of them has put in and for constantly juggling the demands of home with their volunteer work.

Volunteer Recognition

President Hale began to thank the many people who volunteer their time, talents, and passion, making a tangible difference in our community. Their commitment has been unwavering, and we are deeply grateful. To show the Board's appreciation for your contributions, a lunch was held following the meeting to honor the volunteers. This year there were fifty-two members who donated their time. Below is a list of volunteers:

List of Volunteers

Bill Bellas

Scott Butterbaugh

Debbie Butterbaugh

Carol Casey

Muffy Chase

Jan Coin

Judy Cooper

Charles Crumpton

Brian DeLaney

Sandy DeLaney

Marsha Duvall

Sherry Dukeman

Russ Dukeman

John Kozusco

Alex Marin

Matt Martinez

Dianne McMahan

Nadine Meece

Debbie Morgan

Cindy Parker

Mike Parker

Beth Patterson

Joe Patterson

Casey Poague

Bill Pogue

Mike Reifert

Tathy Ellis
Denise Evans
Jay Graves
Philip Haney
Jackie Hennessey
Tom Henessey
Alison Holman
Charles Holman
Steve Hunsdorfer
Tina Hunsdorfer
Daniel Huth
Kathy Johnson
Joe Johnson

Eddie Rembert
Kellye Rembert
Curt Stokes
Greg Sheperd
Perry Slaton
Bob Sloane
Maria Stamey
Sherry Stein
Mike Thomas
Paula Thomas
Jackie Wallace
Deb Wiwczar
Mike Wiwczar

Sonya also asked people interested in moving Foxwood Hills in a positive direction to consider joining committees and then turned the program over to Beth Patterson to continue the Volunteer Recognition program.

Beth Patterson advised that the volunteer recognition program was started several years ago; we have four categories. The Spirit Award, those volunteers who have donated their time from four to thirty-nine hours. Bronze Award, volunteers who put in forty to fifty hours and the Silver Award, those individuals who put in fifty to one hundred hours.

Silver Award winner: Mike Reifert – Gift Certificate to El Charro Restaurant in Seneca.

Bronze Award winner: Kellye Rembert - \$50 Restaurant Gift Certificate

Silver Award winner: Sandy DeLaney - \$100 reduction in POA assessment

Gold Award winner: Maria Stamey – full payment of Annual assessment

Open Forum for Members

Maria Stamey: Complemented everyone who has worked on sprucing up the Lodge. She asked if there was any money in the budget to update the furniture? Hale answered that it has been brought to our attention already, and we will work on that, the General Manager has that on his list.

Beth Patterson: Like to encourage the Board to have a sharper focus on setting future goals for the community. To set a framework from which to work. I would like to see where we are headed for next year, next five years and even ten years out. My other comment is for the Budget Committee; thank you for including funding for a full-time code enforcement officer.

Election Results

Verified by Casey Poague & Judy Cooper – Nomination Committee Co-Chairs

Witnessed by Maria Stamey & William K. Thompson

Board of Directors	Dawn Markelon	303
	Mike Ablan	253
	Dan Delano	189
	Keith Litcofsky	172
	Patrick Coates	133
	Amanda Murphy	1

Budget 2025/2026

For	402
Against	96

By-laws Revision

For	217
Against	315

Closing

President Hale returned to the meeting and concluded the 47th Annual Meeting of Foxwood Hills Property Owners Association and adjourned the meeting.

Meeting Adjourned at 10:25 a.m.

Next Annual Meeting – March 21, 2026

Respectfully submitted,
William K. Thompson
Secretary for the Board

