

PFFPOA Board Meeting

October 23, 2025

via Zoom

Board Members present:

Patrick Kelly, President

Randy Paquette, Vice President

Wally Booth, Treasurer

Debra Grice, Secretary

Amy Kelly, Road Maintenance

The meeting was called to order at 6:02 p.m.

Jodi Harbin was welcomed into the meeting.

Minutes from the previous meeting were approved.

President's Report - Patrick Kelly

- **Website Update:** Prior board policies that were voted on at the last meeting have been removed from the website.
- **Evacuation Routes:** Patrick is continuing to update the evacuation routes on the map of the neighborhood. The new document will show maps of the two separate routes and will be posted to the website.

Treasurer's Report:

- **Assessments:** Patrick asked if the three new homes will be added to next year's assessments. Wally stated that two are completed and the residents will be billed accordingly; the other has not been completed in the designated time of one year due to Helene.
- **Assessment Status:** Wally stated that there was only one remaining resident who hadn't finished paying the yearly assessment. Assessments are due at month's end. The board will wait to see if payment is made before taking any action.
- **Proposed Budget:** Wally reviewed portions of the proposed budget. (See below).

Roads Report: Amy has nothing new to report.

- **Rerouting Heavy Trucks and Equipment:** Wally mentioned that any construction trucks should be taking the long route on Pisgah Forest Drive due to road conditions by the pond. Chan has placed cones on the road. Jody Harbin said that is why she's present and would like to discuss the deterioration of the road by the pond. She also mentioned that she spoke with truck drivers about not taking the short route as the road is being compromised. Debra asked if Chan ever discovered who removed the signs prohibiting large trucks and heavy machinery. Wally responded he did not.
- **Repairs on Pisgah Forest Drive near McDonald Court.** Discussion on whether to have a professional company to evaluate and repair or to have Chan do it. Randy wanted clarification as to the urgency of the repair as the area doesn't seem to have changed in years. Randy also

wanted clarification on the method of repair. Chan is proposing to dig up the cracked pavement 3 to 4 inches down, 4 feet wide, 160 feet long. After removing the cracked pavement he will put down gravel and pave over to make it level. Wally stated it would not be a permanent fix but would buy time until we could resurface the road. Debra asked if we could get a professional to give a quote. Jody also asked why we couldn't get a professional opinion when the company comes to evaluate the area on Pisgah Forest Drive by the pond. Patrick stated that we've also had problems near this area and that it could worsen during winter with icing. Randy said he would agree to have it done, but he felt like the issue's urgency came out of the blue. He also wondered whether Chan created this sense of urgency to get the work. Wally responded that he didn't believe Chan needed the work. Wally said it would only be \$3000 to fix it and it would buy us more time. The board voted to have the work done as soon as the weather permits.

- **Berm Repair:** Debra pointed out an area that Chan missed—Repairing the berm on Pisgah Forest Drive between the Williams's and the Dupree's home. She asked Wally if Chan can repair it while he has the hot asphalt for the above mentioned repair. Wally will speak to Chan about that area as well. **Drainage Issue:** Debra also pointed out that an area near 360 Pisgah Forest Drive where Chan built a new culvert has gravel that is washing, forming rivulets. Wally stated that was because the culvert got clogged. He will ask Chan to take care of that problem as well.
- **Roads Committee:** Debra also asked Patrick about sending out an email to solicit residents to help Amy on the Roads Committee. Patrick will send out an email. **Signs:** Amy will purchase signs for the two ponds and the evacuation routes. Jody asked about getting signs preventing heavy trucks and equipment.

Nominating Committee: Randy reported that the committee met and they agreed to nominate Amy and Wally for the two open seats, which are not necessarily for a designated position.

Old Business:

- **By-Law Review:** Patrick reviewed the by-laws and the amendments from 2011, 2015, and 2018 (which were documented in the minutes but never posted). He put together the by-laws as amended now and referenced amendment dates at the bottom. He will get that posted in a single document to the website. Patrick asked if everyone had a chance to review the document, which everyone had done. All members agreed to have it posted to the website with the date of December 2018.
- **Emergency Reserve Fund:** Wally made a few additional changes after the last board meeting. Discussion ensued on the dollar amount of \$70,000 as the base for the emergency fund and that the allotted time to replace the fund should be 3 years or less if it is used. After a lengthy discussion, the board agreed that the reserve fund should be increased to \$90,000, which is the prior 2016 index plus inflation as of December 31, 2025. Wally will revise the amendment and give a brief explanation to the residents at the annual meeting.
- **Impact Fee:** After discussion to increase fees at the last meeting, Wally asked members to research fees in neighboring communities and report at the next meeting. Debra reported on her research which suggested the need to increase. Randy suggested increasing the fee by 50%. After discussion, Debra made a motion to increase the impact fee from \$2,500 to \$3,750 and the additional fee per square foot overage charge of 2500 square feet from \$2.00 to \$3.00.

Randy seconded the motion and the board voted unanimously to pass the motion. The increase will be in effect as of January 1, 2026. Additionally, after a suggestion by Randy, he made a motion to the board to add a transfer of property fee for new home buyers of \$300. Debra seconded the motion which was voted upon and unanimously passed. It will also be in effect as of January 1, 2026. Patrick will inform the architectural committee and the website will be updated to reflect the changes.

- **Tires for Chan:** Debra asked if Patrick had found any information regarding past purchases of tires for Chan. Since no information was found, Wally spoke with Chan, and the board will not be purchasing or helping to purchase tires for him.

New Business:

- **Fire Pond:** Debra asked (for a concerned neighbor) whether the privately owned pond at the top of the mountain can be used by the fire department without the owner's permission. Wally suggested that since the pond has a pipe, the original owner would have agreed to it being used as a fire pond; therefore, in Wally's opinion, permission doesn't have to be granted to use it. Additionally, there is a sign at the pond reading Little River Fire Department Fire Pond. Currently the pond has no water in it, and since it's privately owned, the board has no authority over the pond. Patrick has contacted the fire department to discuss their responsibility for maintaining the pond; he left a message for the chief who has never responded. Jody offered to speak to the chief.
- Wally asked if anyone had any current mailing addresses for three new property owners so new assessments can be mailed. Patrick suggested mailing them to public record addresses which can be found online. Debra is able to get one of the addresses and will share with Wally. Debra suggested that for future purchases we should not send any information to the attorney or real estate agent until they provide us with the name, the current mailing address, and the phone number of their client. Wally agreed to the suggestion.
- **Shed for Wally:** Wally will send information to be forwarded to the architectural committee.
- **Shooting Firearms on Properties:** Jody addressed the board on a concern about a neighbor shooting guns on his property. She has spoken to the neighbor, who stated that it was his girlfriend's son sighting in his pistol. The shooting has not stopped but has escalated, sounding like a semi-automatic or automatic firearm. Other neighbors on Butterfly Lane are equally concerned as they feel like their homes may be in the line of fire. Jody asked if we could change the rule, but Patrick explained that it would have to be a covenant change and not a change to a by-law. He added that we have tried to make covenant amendments and without success as people that we have to have 67% of the vote without proxies to pass. He further stated that the last time we attempted to pass an amendment, which was not controversial, only one third of the residents even voted. Jody understands the difficulty involved, but that she wants to try as she's extremely concerned that someone will be hurt. Patrick reminded her of the email regarding the same resident, which suggested calling the police each time he is shooting. He also added that the board has received multiple emails expressing concern over this issue. Amy suggested documenting the shooting each time through video recording and calling the police, who may direct you to a magistrate. Jody would like to pursue amending the covenant if for no other reason than to make residents aware of the problem. Patrick explained to Jody that if she wanted to amend the covenant, she would have to draw up a document with

language that makes it enforceable. The board would send it out to all the owners, and then it would have to be voted upon at an annual meeting. Jody asked if it would be a good idea for her to speak on this concern at the upcoming annual meeting. The board responded unanimously that it would be a good idea.

- **Annual Meeting:** The annual meeting will be held at 9:00 a.m. on December 6 at the Little River Community Center. All by-law amendment information will be mailed out to owners and residents before November 6.

The meeting was adjourned at 7:53 p.m.

Treasurer’s Report:

Pisgah Forest Farms Property Owners Association

2025

<u>Line</u>			As of:	10/20/25
			YE24	\$229,618
			Balance	
		<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
1	ADMINISTRATIVE EXPENSES			
2	Association Meetings	\$120	\$-	\$120
3	Annual Picnic	\$125	\$100	\$25
4	Attorney - Legal	\$3,500	\$-	\$3,500
5	Beautification	\$500	\$-	\$500
6	Insurance	\$1,025	\$1,118	\$(93)
7	State / Federal Tax	\$2,190	\$697	\$1,493
8	Office Supplies & Expenses	\$230	\$188	\$42
9	Web Site	\$-	\$21	\$(21)
10	Sub-Total	\$7,690	\$2,124	\$5,566

11	ROAD EXPENSES			
12	Gravel RoadMaintenance	\$6,000	\$10,830	\$(4,830)
13	Paved RoadMaintenance	\$45,000	\$27,102	\$17,898
14	Paved RoadResurfacing	\$-	\$-	\$-
15	Snow Removal	\$5,000	\$2,653	\$2,347
16	Tree Removal	\$500	\$-	\$500
Sub-Total		\$56,500	\$40,585	\$15,915
17	MAINTENANCE MANAGER	\$28,200	\$21,150	\$7,050
18	Material Expenses	\$3,500	\$1,850	\$1,650
Sub-Total		\$31,700	\$23,000	\$8,700
19	FIREWISE COMMITTEE	\$100	\$-	\$100
20	EMERGENCY / CONTINGENCY	\$3,000	\$4,130	\$(1,130)
21	ROAD RESERVE FUND/ Carryover	\$-		

22	TOTAL EXPENSES	\$98,990	\$69,839	\$29,151
23	ASSESSMENT INCOME	\$93,058	\$92,504	\$(554)
24	Approved spending from prior year	\$-	\$-	
25	Est emergency spending approved		\$-	
26	TOTAL SPENDABLE AMOUNT	\$93,058	\$92,504	
27	Amt available to spend		\$22,265	
28	INTEREST INCOME	\$6,096	\$6,452	\$356
29	IMPACT FEES	\$-	\$-	\$-
30	Prior Year CARRYOVER BALANCE	\$229,618		
31	TOTAL INCOME	\$99,154	\$98,956	\$(198)
32	TOTAL EXPENSES	\$98,990	\$69,839	\$29,151
33	PROJECTED YEAR-END BALANCE	\$229,782	\$258,735	\$28,954

Expires

ACTUAL BALANCES	- CHECKING	11,196.09	
	- SAVINGS	12,461.30	
	- CD Savings	74,575.16	02/12/26
	- CD Savings	76,688.23	01/12/26
	- CD Savings	62,263.63	12/12/25 & 1/12/26
	- DUKE	21,550.62	
	Total	\$- 258,735.03	

**Treasurer'
s Report
Book
balance**

\$258,735.03

Actual
balances
surplus/(defi
cit)

\$0.00

0

0

0

0

0

0

0

0

0.00

Net

