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President's Comments



There is much change in the air – and even Mother Nature can't quite decide if she wants winter to continue or should we transition to spring a little early? The changes at the Board Level are being pursued with great expectation and energy. We would like the following topics to be seen as our guiding principles: Diligence, Doing Right, and Ingenuity. In **Diligence**, we are constantly adding objectives to our own board menu of topics based on your input, sorting and resorting them into priority sequence, and having many email exchanges to get the board member's opinions fully discussed so we are achieving the second topic: **Doing Right**. Toward that end, we have opened up our meeting to everyone in the community and questions can be on any topic, not just agenda items. We are focused on gathering resident's opinions so we make ourselves aware of the community's desires. In other words, doing something efficiently is of no value if it does not need to be done at all. We will be hosting the first of many Town Halls on March 3rd at Bradford Hall, so please attend with your thoughts, desires, issues, opinions and questions. We will be hosting Cary's Mayor for a community discussion about events in Cary, and how they will affect us. The Mayor makes time to take questions, and if he does not have an immediate answer, he makes a point to get an answer back to us. The third topic is Ingenuity. This impacts all of the tasks we undertake so we do not simply do things a certain way because that's the way it has always been done – we are creating improved checklists of operations, testing them to make sure they are effective, achieve the objective we set out to accomplish, and working with our Management Company staff to make sure all our bases are covered. As a result, we will end up with an "Operations Manual" that will guide our future actions and those of future boards and staff. When a mistake occurs, we will look to see what is missing from our checklist that allowed that mistake to happen, and improve our checklist, just as the board regularly updates our board operating procedures based on problems we have encountered in the past. The lessons learned from our Pavilion project, and some which were inadvertently repeated on our Locker Room project, are being used to update our very new Project Management and RFP (request for proposal) guidelines. We will soon be adding a new page to our website that lists all projects in process, when they were approved, when work started, current status, original budget, and budget changes, estimated completion date, and link to a more detailed explanation of each project so you are aware of what is in progress. Please take advantage of Board meetings, Town Halls, Pocket Park meetups, and opportunities to let the board members know how you see it going. And, as a reminder, don't put your Winter Parka away too soon or put your plants out too early!



ETHICS FOR ALL

The Board has eliminated the non-disclosure form and will simply use the new Code of Ethics form. This was sent out for review and the new form was approved for use at the last Board meeting. This form applies to ALL members of the Board, Committees, Task Forces, Counselors and Management company staff. They are being signed currently, and the signed forms are stored in the CP public folders here: HOA Signed Code of Ethics.

TOWN HALL

A community town hall will be held on March 3 from 1pm to 3pm. It will be in-person and virtual. The purpose is for residents to comment on any topic relative to the CP community. Questions may be answered in the meeting or afterwards if research is needed. Questions can be submitted (through the Communications Form with the Topic = "Comment/Question on a Board Meeting Agenda/Minutes Item") before the meeting so that the Board can do any research needed.

RESIDENT INFORMATION

A link to the Resident Information Packet can be found on our website under "Resident Meetings." Although the Packet of information was developed for new residents it contains valuable information for ALL residents. Residents are urged to look at the information contained in this packet at their earliest convenience.

SOFTWARE ASSESSMENT TASK FORCE STARTUP

This task force will initially capture information about all software being used in support of CP. Once this information is gathered and validated then there will be an analysis of alternatives to improve operations and/or lower costs. The Information Technology Committee (ITC) has the lead on this effort with the chair being Dennis Curtin and members being Margaret Horst and Bob Willenberg. John Adamo is the Finance Committee liaison and Stan Levine is the Board Liaison. Residents may be added as members.

RESIDENT MEETINGS

The Board approved the following minutes at the Board Meeting on 1/28/2025

- Minutes from the 12/30/24 Open Board meeting: <u>12-30-2024 Board Open Working Mtg</u> <u>Minutes</u>
- 2. Minutes from the 1/2/25 Executive Session: 01-02-2025 Board Exec Meeting Minutes



The CP Board decided that it needed additional expertise to help it in its decision-making process. The CP By-Laws (para 3.1.5) allows the Board to appoint Counselors to the Board for specific purposes. On 28 January, 2025 the Board approved three residents as Board Counselors. All counselors have to sign the CP HOA Code of Ethics. The first counselor had served unofficially in the function for many years.

Data and Website Management Counselor:

Margaret Horst shall serve as the Data and Website Counselor. The duties shall include System Administrator duties for Club Express and SharePoint, as well as the monitoring and if necessary, the approval of community message board posts and the use of website facilities to ensure that CP rules are not violated. She shall have the authority to remove any message board post deemed as inappropriate according to the current version of the Facilities Use Manual and/or to put a resident poster/user into a Moderated Status, pending approval by the Board.

Treasurer Support Counselor:

John Adamo shall serve as the Treasurer Counselor. The duties shall include analysis of any Carolina Preserve or Amberly financial information and activities that the Treasurer deems necessary.

Research Counselor

Dawn Schildhorn shall serve as Research Counselor. The duties shall include analysis of Carolina Preserve, Amberly, Cary, and North Carolina documents; working with the Data and Website Management Counselor to manage documents, data and the website; research; and activities that the Board of Directors deems necessary.

Club Advisory Committee (CAC)

The CAC held its first meeting of the year and elected officers: Chairperson Cindy Jackson, Co-Chair Sandy Stein, Secretary Joel Glassman.

·The training for Club Leaders was held on Feb 7. The Club Operating Manual has been updated and is under Clubs – Club Forms – <u>Club Operating Manual</u> on our web site. Treasurer training will be scheduled and invitations sent out in the near future.

The Club Expo will be held September 5 at Bradford Hall from 2 – 4PM. Save the date!

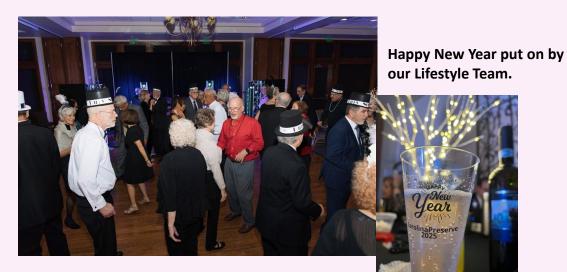
Lifestyle Advisory Committee (LAC)

- 2025 CP University is starting off strong with sellouts for both D-Day and Artificial Intelligence note that for 2025, with the exception of Great Decisions and Wine classes, we have doubled the room size for talks to accommodate more people applies to all CPU
- We published a note on the communications one should receive after registering for a paid event. One important process change designed to allow more people to attend is requiring payment for CPU or evening entertainment 7 days before the event. We were finding that we were holding slots open for people who had not paid which led to folks on the waitlist not being able to use those spots. People will be reminded to pay within 7 days of the event both at registration and 3 days before their registration is cancelled.
- The Health and Wellness vendor fair, coming March 1st, will have an exciting new activity this year. We will be holding a health screening focused on aspects of senior health that are often overlooked. More details to follow.
- Our first evening entertainment performance will be March 25 Voice of Legends impressionist singer.
- We will be bringing back a very popular activity that was held several years ago: an Audubon led bird hike right here in Carolina Preserve. That is scheduled for April 12.
- Annual Community picnic will be May 17 and yes, the pool will be open.
- Volunteer Expo will be June 2.
- Next New Resident Orientation Mtg. is May 7, 7-9pm.

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Some great events that took place in January at Bradford Hall. There is always something fun going on.

*All Clubs are encouraged to submit pictures for consideration in future Newsletters.



Pongal – Thanksgiving of our Tamil Community. It was an education, celebration, and feast! Sponsored by The Fun Club

> Wine Enthusiasts 17th Anniversary

Celebration

Wine Enthusiasts monthly gathering. January celebrated the 17th Anniversary!

Mardi Gras – sponsored by SPSS **Club (Senior Partying Second** Saturday)



Landscape Advisory Committee (LC)

- The Landscape Committee held its first meeting and elected officers: Co-Chairs, Rick Kirkpatrick and Linda Woodbury, and Secretary volunteers (in rotation) Debbie Merten, Carol Randall and Justin Culkowski.
- The Committee reviewed the tasks planned in 2024 by the Landscaping Transition
 Task Force that were to be initiated or completed in 2025. First was the O'Kelly
 Chapel Entrance. This was completed on January 18, 2025. This project was cost sharing between the HOA and Hansley's Landscaping and addressed landscaping and
 lighting issues.



- Still to be completed is the work on Serenity Park and the Community Park.
- Working with the General Manager, the committee will continually assess the community landscaping needs and prioritize recommendations.

Energy Efficiency Task Force (EETF)

The EETF met to discuss a list of energy efficiency measures to research and possible implementation for 2025. They are:

- Water heater replacement
- Pool pump efficiency
- · Ventilation controls
- · ECM motors for HVAC systems
- Irrigation systems
- HVAC system controls
- Zoning of Activity 1 and 2
- Recommissioning of Bradford Hall

Finance Committee (FC)

The Finance Committee held its monthly meeting on January 29. In addition to its usual review of transactions, the following was discussed:

- Wells Fargo Bank will soon be requiring that all checks clubs submit for deposit
 must have the full name "CP-HOA" on the Payee line of the check. We have legally
 added this as a DBA so it is acceptable to the bank.
- The Finance Committee is also evaluating various mobile payment apps for possible use to pay for activities in CP. Once they have completed their evaluation, they will make a recommendation to the Board.
- Clubs with checking accounts have a responsibility to promptly complete and submit the appropriate forms when holding an event that may be subject to sales tax. Many times there is a delay and the members of the Finance Committee have to track this information down. Please submit your forms promptly.

Facilities Advisory Committee (FAC)

** Call for Volunteers **

As we plan for 2025, the Board of Directors recently approved to re-establish a Facilities Advisory Committee (FAC). The Board is currently seeking assistance from residents who have technical skills and experience aligned with the purpose of the Committee which is to provide analysis, advice, consulting, and information necessary for the Board, Community/General Manager, and Facilities Manager to understand the priorities of any maintenance needs, refurbishment, additions, usefulness, effectiveness, and changes to any of the assets within Carolina Preserve.

The FAC plans to meet once a month and if necessary may include project teams/sub-committees to work on specific tasks. Additional information about the Committee's DRAFT charter can be found on the community website at: 2025 Facilities Advisory Committee (FAC) Charter.

Preferred Qualifications for Membership:

Members of the Committee must have prior experience with managing physical facilities e.g. construction, maintenance, electrical, electronics, plumbing, heating and ventilating systems, irrigation systems, etc. An engineering background would be advantageous.

If you are interested, please complete the <u>Volunteer Form</u> on the <u>CP Website</u>. Please include information pertaining to your background and professional experience.

Thank you for your willingness to volunteer and make Carolina Preserve even better!

Election Policy Task Force (EPTF)

** Call for Volunteers **

The CPHOA Board of Directors is seeking assistance from residents who have election experience or an interest in the election process. The EPTF will meet to review "lessons learned" documents and CP By-laws in order to formulate an official Election Policy for CPHOA Board of Directors elections. They will also make recommendations for the 2025 ETF charter.

Qualifications for this task force membership are: you must be organized and willing to devote time to this project. The Task Force will meet regularly from late February until May 15, 2025. Having solid research and interviewing skills are a plus. Most importantly is the strong desire to help your Community thrive. Previous experience on the CP Election Task Force and/or experience working in a management role in governmental elections would be advantageous.

If you are interested, please complete the Volunteer Form on the <u>CP Website</u>. Please include information pertaining to your background and professional experience.

Thank you for your interest.

Architectural Review Committee (ARC)

January is the least busy month of the year for ARC. ARC meets four times a month, twice to review submissions and twice to vote on submissions. Through Jan. 22 ARC has processed 18 Modification Requests and Fast Tracks. ARC processed 261 last year.

ARC meetings almost always involve discussing current issues regarding the Design Guidelines and how the community perceives them as well as trying to ensure that they abide by them.

There is always an ARC member on call to help the community with clarifications, concerns or issues.

All Community Members are Encouraged to Attend the Committee and Task Force Meetings. Please let the chair of the group know you are coming a few days in advance, so accommodations can be made for adequate seating. You generally will not be able to speak at the meetings, but can submit written questions and/or comments through the committee email. On rare occasions the chairman may close the meeting and ask observers to leave the meeting if sensitive topics will be discussed. Meetings will be announced on the Community Calendar.

2025 Financials At A Glance

By Ron Lepionka, HOA Treasurer

	OPERATIONS (\$000'S)									
	For the Year E	Full Year								
	Actuals	Budget	Variance	Budget						
Income	\$5,249	\$5,137	\$112	\$5,137						
Uses:										
Reserves	(\$875)	(\$925)	\$50	(\$925)						
Expenses	(\$4,221)	(\$4,209)	(\$12)	(\$4,209)						
Net	\$153	\$3	\$150	\$3						

	RESERVES + EQUITY (\$000'S)						
					Operating	Total	
					Reserve	Reserves	
	Replacement	Villa	IIF	Painting	(Equity)	+ Equity	
Beg. of Year	\$1,447	\$294	\$3	\$51	\$664	\$2,459	
Contributions	\$850	\$0	\$10	\$15	\$153	\$1,028	
Interest	\$57	\$10	\$0	\$1	\$0	\$68	
Expenses	(\$927)	(\$17)	(\$4)	\$0	\$0	(\$948)	
Deceember 31, 2024	\$1,427	\$287	\$9	\$67	\$817	\$2,607	

Treasurer's Comments By Ron Lepionka, HOA Treasurer

Net income for the month of December, 2024 was \$73,308 compared to a budgeted loss of \$(601). This was mainly due to reclassifications of costs charged to expense throughout the year that should have been charged to the reserve accounts, plus a lower amount contributed to the Replacement Reserve. This results in 2024 net income for the year 2024 of \$153,176, compared to a budget of \$3,420. As you may recall, we were favorable to budget by \$79,868 through eleven months due mainly to higher than budgeted resale fees and operating fund interest.

The operating reserve (owners' equity) now stands at \$817,279, or 19% of our annual assessments, well above the 15% goal outlined in our Financial Policy.

Our Capital Reserves (made up of Replacement, IIF, Villa and Painting) total \$1.790 million at December 31, 2024, down \$200 thousand from November. This was mainly due to costs of \$126 thousand for Marsalis, \$93 thousand for the sound system, and \$46 thousand in reclassified storm water management costs, offset by \$60 thousand in reserve contributions and interest earned.

We currently have \$1.6 million in CD's at a weighted average interest rate of 4.64%. We had one \$126,000 CD mature in January and renewed it for 18 months at 4.0%. We also have \$1.4 million in money market and checking accounts.

* Assessment Reminder *

As a reminder, Carolina Preserve's monthly HOA Assessment increased to \$307 (\$328 for Villas) staring in January. If you have not paid the full amount for January and February, please catch up with your March assessment payment.

Thank you.

Secretary's Comments By Stan Levine

Communications

Several months ago we implemented a new form-based method for the residents to communicate. This was to improve feedback to the residents and also reduce the workload. It also allows the residents to see the status at any time.



We have received a lot of positive comments from the residents on the use of the form. However, we have also encountered some significant problems and received some concerns with constructive comments from some residents.

The training of both the residents and those who have the action to response to resident submissions was not as good as it should have been. We still get a number of emails directly to the Board and Communications Form submissions with the wrong topic selected. In addition, we have had a significant number of submissions that were not responded to in a reasonable time.

We plan to make some adjustments to the form and to also provide better training for those who have to respond to the residents' concerns. We will more closely track the status of submissions in order to make sure that they are being processed expeditiously.

Software analysis

We will be analyzing/evaluating all of the software used in support of CP in order to make sure that it is cost effective, well integrated, utilized effectively, and best supports what the residents need. This will be initially accomplished by a Software Assessment Task Force led by the Information Technology Committee and Kuester with the HOA Board Secretary as the liaison.



Policies Review

We have started the review of CP policies and documents. An updated copy of the Board Operating Procedures Policy was sent out to the community for comment, was approved by the Board, and is posted on the website. There will be some new policies in the next few months. The drafts will be sent out to the community for input. The next existing document to be reviewed will be the By-Laws. We will be considering ways to get the residents more involved in the update of all documents.



If residents have any suggested changes to the <u>By-Laws</u> then please provide them by using the <u>Communications Form</u> and selecting the topic "Comment on Draft Documents".

Information Access

We are analyzing how we store CP information in order to maximize and simplify the residents' access to information and to reduce the maintenance overhead. There will be an increased number of documents stored in the public (for CP residents) folders. If residents go to the CP document storage through the website, they will see that we have already started to add more items.



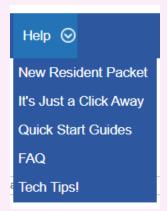
Website Changes

We are making changes to the website to improve it. "Board Communications" has been changed to "Board Meetings" and restructured to be more accurate and ensure that residents have access to all the information. The Resident Communications Form selection under "Governance" and "Resident Services" has been removed and its name changed to "Contact Us Form". It and the "Contact Us" information from the bottom of website pages (renamed "Contact Us Information" have been put into a new "Contact Us" selection on the blue menu bar.



During the past several years, the ITC has developed a series of technical tips for trouble shooting technical problems with Email, Internet, Website, Computer and Smartphone devices. The solutions are somewhat technical in nature and are specific to the various devices used by residents at home and club members when making presentations at Bradford Hall.

After developing a series of "Tech Tips", the committee has decided to place them in a manual for general use. The tips cover a range of topics and can be found on the <u>Carolina Preserve Web Site's</u> main page and clicking on the blue menu bar's **Help** and selecting **Tech Tips!**



Architectural Submissions

Everything you need to know for Architectural Submissions



A box labeled ARC Modification Request and Fast Tracks is beside the front entrance at Bradford Hall.



Note: All Modification Requests to be placed on the agenda for consideration MUST be turned in at Bradford Hall by Wednesday 12 noon, seven days before the scheduled meeting.

Meetings are held twice a month on the 2nd & 4th Wednesdays

Please note the box is for architectural requests only – no other forms of communication will be accepted through this box.

Email inquiries to

Architectural.Committee@cpamberly.net

or

Patrick Dzimiri, Compliance Coordinator: compliance@cpamberly.net



The need for radon mitigation is something that a few homeowners have become aware of, and it's likely that several more may choose to investigate this. As you may know, radon is a naturally occurring radioactive gas that can seep into your home from the soil below.

Key points:

- Radon is an odorless and invisible radioactive gas that can lead to lung cancer.
- Radon can enter your home through construction joints, cavities and cracks inside walls, and sump pumps.

From Radonresources.com – "Cary, NC is located in Wake County, which has an EPA assigned Radon Zone of 2. A radon zone of 2 predicts an average indoor radon screening level between 2 and 4 pCi/L, which is within the recommended levels assigned by the EPA. According to the EPA, Cary is located in a moderate risk area of the country."

From a recent WRAL news story: "New data from the NC Department of Health and Human Services shows 77 of the 100 counties in North Carolina have at least one building with high radon levels. That includes all of the Triangle. Radon is a type of gas that you can't see, smell, or taste. It forms when certain radioactive materials, like uranium, thorium, and radium, break down in soil, rocks and water. The gas can seep into a home or building through cracks in the foundation, walls or floors."

To find out if you have an issue, do some research on testing. You can order a "test it yourself kit" to be mailed in for results. If the level in your house is above the recommended level, then mitigation may be needed.

If you go the mitigation route, please check the Design Guidelines section 4.4 for requirements. An approved Modification Request is required. **This is the main point of this article**, which requires the "Radon Mitigation materials and equipment shall be located at the rear of the house so that it cannot be seen from the street."

What is done to remove the radon from below your home is to drill a hole through the foundation / floor of your house or garage, then run a vent line up through the attic space of the house to the back wall / roof of your home. This must be out of sight from the street. In some homes, it may not be possible to run the vent line from the garage attic to the rear of the house, and if this is the case, consideration for venting through the roof of the garage will be considered.

Don't panic, few of our homes will have an above normal level of radon, but for peace of mind, you may want to do a test. Also, when the weather is appropriate, opening windows and allowing fresh air to flow through your home can reduce the risk.

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Happy February & Happy 2025!

I'm happy to say that overall, the community looks good, and I commend you all for continuing to strive to improve the appearance of our community. Also, recently it has been evident that more people are utilizing the online Architectural Guidelines resource to conduct research prior to submitting modification requests, well done!

In the month of February, the focus will be mulch and making sure that mailboxes are being maintained up to standard.

Yardnique is responsible for taking care of the mulch. Yardnique plans to start putting mulch down on February 10th starting in Section 5 and ending in Section 1. Their goal is to finish in 30 business days. Weather will play a factor in hitting that target. Finally, street tree removal will be done by February 10 before mulch goes down. However, if you feel that there hasn't been adequate mulch placed in your yard, don't hesitate to create a ticket through the <u>Kuester Homeowner Portal</u>. IF Yardnique is unresponsive after you've created a ticket, please don't hesitate to reach out to me at (919) 463 9435 or compliance@cpamberly.net.

For those of you celebrating Valentine's Day, decorations can go up starting January 31st, and must be removed by February 17, per Section 4.17 of the ARC Guidelines.

As far as the mailboxes are concerned, please continue to make sure that the flag is in good repair, and *if* your mailbox color is starting to fade, it can be restored in warmer weather by spraying black Rust-Oleum spray paint which can be bought at Walmart, Lowes and your regular hardware store. The mailbox numbers must be 2 inches in height and ¼ inch in width and gold in color, preferred font: Goudy Old Style bold (Section 3.3.15 of the ARC guidelines).

All the best this month.

Your Friendly ARC & Compliance Manager,

Patrick (compliance@cpamberly.net)

P.S. This is an exciting time of the year to plant street trees! If you don't have one, you may go ahead and purchase and plant the tree now. Per Section 3.3.25 of the Design Guidelines, remember that street trees need to be at least 8 feet tall with a 2-inch diameter, with caliper measurements taken 6 inches off the ground. Please review the list of the specific types of trees that are permitted in CP.

2025 Committees

Architectural Review Committee (ARC)

Ed Benfold | John Bongino *co-Chair* | Bill Gurecki Claire Hammitt | Kent Kjellgren | Ken Merten *co-Chair*

Board Liaison: Ron Madl | Staff Liaison: Patrick Dzimiri

Club Advisory Committee (CAC)

Wanda Abel | Yvonne Gardner | Joel Glassman | Cynthia Jackson *co-Chair* Ian Jagoda | Cara Lehman | Francine McElhinney | Sandra Stein *co-Chair*

Board Liaison: Steve Rich | Interim Staff Liaison: Brian Kelly

Facilities Advisory Committee (FAC)

Seeking volunteers

Board Liaison: Bob Williams | Staff Liaison: Josh Hughes

Finance Committee (FC)

John Adamo *vice Chair* | Dennis Curtin | Colleen Ferner | Steve Harrison Rahul Parikh *Chair* | Paul Wolf | Ted Young

Board Liaison: Ron Lepionka | Staff Liaison: Paul Fogg

Information Technology Committee (ITC)

Jean Curtin | Dennis Curtin | Alan DeCrane *Chair* | Brian Dos Santos Jeff Hirsch | Margaret Horst | Bob Willenberg *Vice Chair*

Board Liaison: Stan Levine | Staff Liaison: Glenda Hunter

Landscape Advisory Committee (LC)

Anita Adelson | Justin Culkowski | Fred Hunter | Rick Kirkpatrick *co-chair* Debbie Merten | Carol Randall | Thomas Schwarcz | Linda Woodbury *co-chair*

Board Liaison: Ron Madl | Staff Liaison: Josh Hughes | Staff Rep: Patrick Dzimiri

Lifestyle Advisory Committee (LAC)

Robert Azar | Harlean Botha | Alora Burton | Nadine Dunn | Jackie King Genie Lazcano | Christopher Reinhold *Chair* | Alice Stenstrom | Betsy Stevens

Board Liaison: Bob Muller | Staff Liaison: Terrie Murray

2025 Task Forces

Election Policy (EPTF)

Seeking volunteers

Board Liaison: Bob Williams | Staff Liaisons: Glenda Hunter

Energy Efficiency (EETF)

Doug Brugler | Ron Madl | Staff Liaison: Josh Hughes

Software Assessment (SATF)

Dennis Curtin *Chair* | Margaret Horst | Bob Willenberg Board Liaison: Stan Levine | FC Liaison: John Adamo Staff Liaisons: Paul Fogg & Glenda Hunter

2025 Board

John Kasarda

President, Management Company & Attorney Liaison, Amberly Master Association Rep

Bob Muller Vice President, LAC Liaison

Stan Levine Secretary, ITC Liaison, SATF Liaison

Bob Williams Assistant Secretary, FAC Liaison, EPTF Liaison

Ron Lepionka Treasurer, FC Liaison

Ron Madl

Member at Large, ARC Liaison, LC Liaison, EETF Liaison

Steve RichMember at Large, CAC Liaison

Mark Your Calendar

All afternoon board meetings will be hybrid. Morning Meetings are Virtual Only by registration. This may change if the board combines the morning and afternoon sessions.

Board Open Working Meeting February 25 | 1:00 pm In person & virtual

> HOA Town Hall March 3 | 1:00 pm In person & virtual

Board Open Working Meeting March 25 | 1:00 pm In person & virtual

Board Open Working Meeting
April 22 | 1:00 pm
In person & virtual

Board Open Working Meeting
May 27 | 1:00 pm
In person & virtual

HOA Community Meeting
June 24 | 6:00 pm
In person & virtual