

JACKSON MANOR OWNER'S ASSOCIATION
ANNUAL MEETING MINUTES
11/12/25

1. **INTRODUCTION from HOA President** – Melanie Ziemniak introduced the Board members and stated that the quorum for the meeting had been met.
2. **REVIEW BUDGET from HOA Treasurer – Steve Duggins**
 - The annual HOA dues will increase from \$720 to \$800 for FY 2026 and will increase each year thereafter to fund the 30 year capitalization requirements for the community for a period of 8 additional years unless otherwise approved by the Board.
 - Current reserve amount of \$27,450.85 (as of 9/30/25).
3. **VOTE FOR NEW BOARD MEMBER; PRESIDENT AND VICE-PRESIDENT POSITION**
 - President – Melanie Ziemniak was voted as President for the 2026-2027 term.
 - Vice President – Mike Oppen was voted as Vice-President for the 2026-2027 term.
4. **DISCUSS OPEN COMMITTEE MEMBER OPPORTUNITIES –**
 - The following committees are available to homeowners who are interested in joining: Architectural Review Committee, Social Committee, Newsletter and Landscape Committee.
5. **30-YEAR CAPITALIZATION REPORT – Melanie Ziemniak**
 - Melanie provided a re-cap of the 30-year capitalization report that was prepared for the HOA in 2024 for the community. The full report is available for viewing and downloading on Rogers Property Management portal.
 - i. The HOA has sufficient operating expenses for the community; however, the operating income is severely underfunded for future major operating expenses.
 - ii. The 30-year capitalization report was prepared by Giles & Flythe, dated 10/10/24. The report illustrated that funding for both the major and miscellaneous repairs would most likely be depleted by FY 2030. If measures weren't taken to fund the HOA reserves, by FY 2054 the deficit is projected to be **(\$1,069,731)**.
 - iii. The report provided 2 viable options to fund the HOA reserves. The complete report was uploaded to the homeowner portal in October, 2024 for reference.
 - iv. **Funding Alternative #01** – Beginning in FY 2025, increase by \$6,800 every year for 9 years.
 - v. Option shown for reference only; **OPTION NOT TAKEN** - Funding Alternative #02 – Beginning in FY 2025, increase by \$20,000. Then, beginning in 2026, increase by 10% every year for 13 years.
 1. The primary expenses for the community are the major repairs to the bio-retention basin, dry-detention basin, repair/re-surfacing of the private roads (Hexham Road, Alden Lane, Kimalden Court, Kimillie Court).
 - vi. Miscellaneous expenses for the community are landscape/irrigation, front entrance signage, mailbox kiosk and structure.

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6. PARKING RESOLUTION – Mike Opper

- Parking on HOA Common areas has been an issue that needs to be addressed. The board has been developing a “Parking Resolution” that will be incorporated into the HOA’s Book of Resolutions which will provide clarity to all homeowners regarding which areas are prohibited from parking on. Specifically, the issue has been a few homeowners parking disabled vehicles on HOA Common areas for extended periods of time.
- The Parking Resolution is currently under review with an attorney to ensure that it provides both the homeowners and the HOA protection from vehicles being towed at the homeowner’s expense for being parked on HOA Common areas. This will include both disabled and operable vehicles.
- Of particular concern are vehicles parking on the access roads to the wells as this is a life/safety issue and this will be cause for immediate towing.

7. ROADWAYS PUNCH LIST COMPLETION – Mike Opper

- Discussion regarding the 4 private roads and Donlin as the public roadway. Millridge has started their work to complete the punch list with North Carolina Department of Transportation (NCDOT). Millridge has not provided a timeline for completion of the asphalt repairs and it appears that the temperatures will prohibit further repairs as the asphalt needs to be at least 40 degrees for installation and the temperatures are cooling down rather quickly at this time of year.

8. REVIEW OF 2024 Landscape & Irrigation – Melanie Ziemniak

- Update on the bio-retention basin, dry-detention basin and plunge pools. According to the developer, Jamie Adams, the as-built plans have been submitted to Wake County for review. Melanie has contacted Wake County for verification, but not received a response to confirm that this has actually occurred. Following is a recap of what Wake County will be reviewing:
 - ❖ The first pond is the “BMP #1 Bio-Retention Pond” which is located between the addresses 3540 and 3532 Donlin Drive has been substantially completed, and the “as-built” plans have been submitted to Wake County for review. The review process will take several weeks for final acceptance and sign off from Wake County so that the basins can be turned over to Jackson Manor HOA for maintenance.
 - ❖ The second pond is the “BMP #2 Dry Retention Pond” which is located at the lot west of 3516 Donlin Drive and this has been completed.
 - ❖ There are 2 plunge pools that have also been completed.

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9. MISCELLANEOUS DISCUSSIONS:

- ❖ Mark Constanza discussed the possibility of improving the drainage area by the crepe myrtle trees at the end of the community on Donlin. Melanie commented that this area has been slated for landscape improvements, but the Board is waiting for final sign off from Wake County before proceeding with additional improvements.
- ❖ Collectively, the homeowners would like to know what the cost is to complete the asphalt repairs and have a conversation with Millridge to determine if it's feasible to share a portion of the cost to complete the repairs in order to attain final sign off from NCDOT.
- ❖ NOTE: after the meeting Melanie called Glenn Zeblo and asked if he would call Jamie Adams, Millridge, in an effort to determine what the reason(s) are for not completing the roadway improvements. Glenn agreed to call Jamie and provide an update so that the Board can determine what our next steps will be.
- ❖ Bryan Tobias (3232 Donlin Drive) requested that the HOA take a look at trees behind his fence line to determine if they are on HOA property or his so that they can be trimmed.