

Lake Junaluska Assembly Property Owners Organization, Inc.
In-person/Zoom General Meeting Minutes
Saturday, February 21st, 2026 10:00am at the Gaines Auditorium

Board Members: (In-person or Zoom) Matthew Burton - President, Jeff Mickle - Vice President, George Kenny - Treasurer, Julie Bruijn - Secretary, Susan Giles - Ex-Officio President. Board Members: Elaine Dye, Cynthia Lindberg, David Lawson Ed Hernandez

Administration Members Present:

Lake Junaluska Assembly Executive - Director Ken Howle
 Assembly Public Works Director - Junior Woody
 Public Works Administrative Assistant - Pam James

Call to order: President Matthew Burton called the meeting to order at 10:03 AM.

- Matthew welcomed all participants of meeting.
- And opened by offering a moment of prayer.
- Provided an overview of the meeting agenda

Minutes: The minutes of the July 5th, 2025 Annual Meeting were approved without corrections / additions by members present (as posted on Assembly of Public Works website)

Financial Report

LJAPOO Finances 2025 and 2026					
Check #	Date	Action	Expenses	Income	
117	1/14/2025	LJA Mailing	\$ 196.65		
	1/23/2025	Deposit		\$ 860.00	
	2/11/2025	Deposit		\$ 780.00	
	2/18/2025	Deposit		\$ 680.00	
	3/4/2025	Deposit		\$ 325.00	
118		Void			
119	3/12/2025	LJA Room Rental	\$ 93.75		
	3/17/2025	Deposit		\$ 20.00	
	4/7/2025	Deposit		\$ 200.00	
120	4/14/2025	LJA Doggie Bags	\$ 625.00		
121	5/28/2025	LJA Refreshments Lk Cleanup	\$ 50.00		
	5/28/2025	Deposit		\$ 20.00	
122	6/24/2025	LJA Mailing Meeting Reminder	\$ 141.40		
123	7/5/2025	LJA Room Rental	\$ 127.34		
	7/21/2025	Deposit		\$ 720.00	
124	8/19/2025	USPS Mailbox	\$ 188.00		
	8/29/2025	Deposit		\$ 100.00	
125	12/2/2025	LJA Dam Fund	\$ 1,500.00		
126	12/2/2025	LJA Employee Christmas	\$ 750.00		
	1/1/2026	Carryover From 2025		\$ 3,432.40	
	1/23/2026	Deposit		\$ 855.00	
127	1/29/2026	LJA Mailing for Meeting	\$ 106.80		
	2/12/2026	Deposit		\$ 760.00	
			\$ 106.80	\$ 5,047.40	
	2/12/2026	Bank Balance		\$ 4,940.60	

Treasurer's Report: Treasurer George Kenny reported that LJAPOO, Inc. has a balance of \$4,940.60 (details @ left)

A reminded to everyone:

- **Membership Dues - \$20 per household**
- **Dues paid by check can be mailed to:**
LJAPOO, Inc
Box 1175
Lake Junaluska, NC 28745

• Reminder to all present that only dues paying members may vote on matters of LJAPOO - with 1 Vote / Household allowed.

Nomination & Election Coordinator - Matthew Burton introduced Ron Clauser as Board selected Nomination Chair to proceed over the upcoming 2027 Elections at the July Annual Meeting. A motion was made to accept Ron and seconded with all members present voting in favor of the appointment.

If you are interested in serving as either an officer position or as a board member, please reach out to Ron.

2027 Officer & Board positions up for election include:

Vice-President, Treasurer and 4 Board Member Positions

Permission for replacement of Helen Ryde's position to Board

Cynthia Lindberg was introduced as the LJAPOO, Boards nominee for this position. A vote of all members present were in agreement for her to fill the vacate Board Position

Reports from Lake Junaluska Assembly and Lake Junaluska Public Works

LJA Executive Director Ken Howle began by sharing that this is his 21st summer here at Lake Junaluska. He presented the following agenda:

Governance and where to find information

Public Works Update

- For information on LJA Mission, Vision, Values Strategic Vision and The a list of the members of the Board of Trustees - lakejunaluska.com/vision
- Update on governance and the Board of Trustees , currently consists of 25 Members of which 94% UMC (75% required by Bylaws) and 83% Property Owners (60% required by Bylaws)
- He provided a list of the current Executive Team:
 - Ken Howle, Executive Director
 - Sendy Crenshaw, Director of Finance and Administration
 - Mike Huber, General Manager
 - Senior Administrative Assistant, Leisa McDonald
 - Junior Woody, Director of Assembly Public Works

Ken Provided a list of Virtual and Physical sites to go to for information about the Lake Junaluska Assembly, Public Works and our Community

- Junaluska Weekly
- Discover Lake Junaluska magazine
- Junaluskans email notices
- lakejunaluska.com
 - lakejunaluska.com/drawdown
 - lakejunaluska.com/calendar
- Lake Views and News Articles

Public Works and Community

- lakejunaluskacommunity.com
 - Junaluska Assembly Community Council Minutes
 - Information on LJAPOO, JACC and the Junaluskans
 - Minutes from LJAPOO and JACC (Junaluska Assembly Community Council)
- Sign-up for Text Alerts from Public Works
- ncuc.gov for NC State utilities information

Other Locations for Information

- Assembly Public Works Office
- Bethea Welcome Center
- The Terrace
- Lambuth Inn
- Lake Junaluska Gifts and Grounds
- Lakeside Kiosks

APW Director Junior Woody

Agenda:

- APW Metrics (graph)
- Water Loss (graph)
- APW Financial Summary (graph)
- Utility & Capital Improvement (graph)
- Current Topics
- Update on the Dam
- NCDOT Project Update (Bridge, Entrance, Crosswalks & Russ Ave)

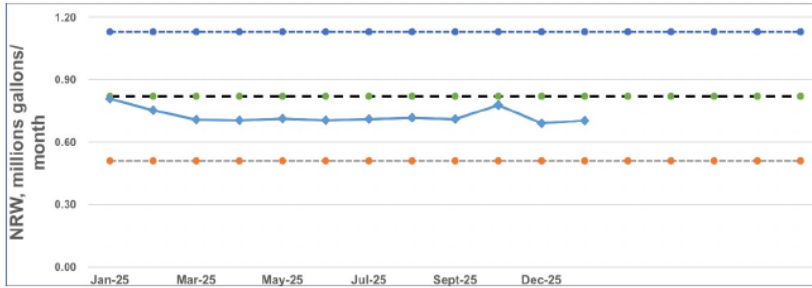
Director's Report - Metrics					
Assembly Public Works Director's Report - Metrics					
Item	NOV 2025	Dec 2025	JAN 2026		
Service Charges	2025 SC bill	2025 SC bill	2026 SC bill	\$ Less than Prev M	# Accts/People Les
Total Amount Billed	\$1,302,324	\$1,302,324	\$1,378,270		
2026 Balance Owed	\$1,346,618	\$875,390	\$439,064	\$436,326	276 acct (328less)
2025- Balance Owed	\$56,669	\$34,524	\$28,733	\$5,791	30 acct (4LESS)
2024 -Balance Owed	\$13,994	\$13,509	\$12,969	\$540	11 accts(1 less)
2023- Balance Owed	\$11,646	\$11,646	\$11,646	\$0	8 accts (0 less)
2022- Balance Owed	\$9,010	\$9,010	\$8,910	\$100	8 accts (0 less)
2021- Balance Owed	\$4,970	\$4,970	\$4,970	\$0	5 accts (0 less)
2020-2013 Balance Owed	\$26,990	\$26,990	\$26,990	\$0	6 peo (0 less)
Total in Collections	\$186,650	\$976,040	\$533,282		
Water/Sewer - Non-Revenue Water				Quarterly Average	
Current Month				Cubic Feet	Gallons
-Volume in cu.ft.	106,428	80,977	106,394	97,933	732,539
-Cost of NRW	\$7,453	\$5,671	\$7,451		
12 Month Rolling Average					
Percentage of NRW-By Month	22.04%	16.21%	22.68%		
-Average NRW in cu.ft.	94,537	92,361	94,684	93,861	702,078
-Yearly Cost of NRW	\$85,146	\$90,817	\$7,451		
Security				Quarterly Average	
Incidents					
-Residential	9	21	7	12	
-Lake Assembly	5	3	4	4	
-Outside/Other	1	0	0	0	
Reports Typed	66	80	67	71	
Patrol Miles Driven	2,064	2,024	1,986	2,025	
Total House Checks	181	177	190		



Lake Junaluska

A place of Christian hospitality where lives are transformed through renewal of soul, mind and body.

Water Loss Graphic



Lake Junaluska

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Financial Update

Water and Sewer Funds				
Operational Revenues		\$ 901,563	\$ 934,057	\$ 32,495
	Water	\$ 390,000	\$ 379,703	\$ (10,297)
	Sewer	\$ 502,908	\$ 519,365	\$ 16,457
	LJA reimbursement	\$ 8,655	\$ 9,001	\$ 346
	AIA Grant Reimbursements		\$ 25,987	\$ 25,987
Operational Expenses		\$ 769,326	\$ 812,170	\$ (42,844)
	Operations	\$ 769,326	\$ 812,170	\$ (42,844)
	AIA Grant Expenditures			\$ -
Operational Cash Flow Balance		\$ 132,237	\$ 121,887	\$ (10,349)
	Net Reserves Beginning Balance		\$ 302,228	
	Capital Assessments	\$ 190,004	\$ 192,400	\$ 2,396
	CI Assessment Water	\$ 95,629	\$ 96,664	\$ 1,035
	CI Assessment Sewer	\$ 94,375	\$ 95,736	\$ 1,361
	Capital Expenses 2025	\$ -	\$ 94,458	
	CI Assessment Water		\$ 71,928	\$ 71,928
	CI Assessment Sewer		\$ 22,530	\$ 22,530
	PRELIMINARY Reserves Balance 12/30/2025		\$ 522,057	



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Utility Capital Improvement Plan 2026-2036

2026-2036 Projects	Total	Utility Work Estimate	Road Repair Estimate (Non-Utility Cost)
Tank Repairs/Additional	\$2,022,762	\$2,022,762	0
Fire Hydrant	\$131,300	\$131,300	0
Jetter Truck Loan (5-year)	\$1,875 monthly		
2025-2026 Projects in Phases			
South Lakeshore Drive (water line/valves) Phase 1	\$595,000	\$ 550,000	\$45,000
County Road (waterline/ valves) phase 1	\$600,000	\$520,000	\$80,000
Liberty, Kammerer & Kilgore (Water line/valves)	\$327,000	\$275,000	\$52,000
Hickory Hill (waterline/valves)	\$289,614	\$254,000	\$35,614
Leaf Machine	\$90,000		
Total	\$3,965,676	\$3,753,062	\$212,614



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Update on the Dam:

- Large stone and new drain pipe have been added on north slope of bridge. Still need to add more rock per states request.
- Continue on rework / replacement of gates (currently with the company that makes valves - Mueller)
- Study on Spillway Capacity for greater volumes of water has not yet begun

Current Topics:

- Will be conducting a Wastewater study (just like the water study) has been submitted, awaiting approval.
- Also applying for a grant to fund the improvements to the Water System
- Meters are completed on install except for the larger 2" and bigger which will be on demand.
- Recent fire line blow-out on Chapel Drive completed.

NCDOT Projects

- Main Entrance Traffic Light - projected complete May 2026
- Pedestrian Crossing @ Golf Course to be completed soon & Holston Village complete & working
- NCDOT Bridge Replacement (Zachary Construction) work on pilings and walls for flyover. May need to close South Lakeshore entrance for a day or two.
- Russ Avenue progress at 30% completion, a lot of utility work to be done at Exit 102- Main Street (Buchanan Construction) Main Street to bridge is nearly complete.
- Monthly Meeting with NCDOT throughout 4 year project (2028)

Introduction of Chief of Security - Edward Grey

- Update on security- hours of service, house visits numbers and types, incidents
- All security staff are now CPR certified

Call us if you need us :

Office: 828-452-5911

Security: 828-734-5575

Public Works on-call: Please call security

Lake Junaluska Update by Exec. Director Ken Howle

Financial Update

- One Organization with Two Financial Statements
 - 2025 - Conference / Admin Profit of \$32,714.00
 - \$433,997 spent in Landscaping of Common Areas
 - \$797,265 spent for facility maintenance (over 40 buildings on property that are old)

Lake, Dam & Sediment

- Without the Lake this would not be called "Lake Junaluska"
- Dam is over 100 years old and has under numerous repairs over the years
- Provided multiple pictures showing dam damage caused by Hurricane Helene.
- State has issued a Notice of Deficiency due to sparing of concrete on dam and it is listed as "High Hazard"
- The Pedestrian bridge was the unsung hero of the flood as it trapped debris from reaching dam.
- Grants are being obtained for Boom Placement and Anchors -this is a system that will in the future help catch debris as it comes into the lake before it reaches the bridge or the dam.
- Ken shared pictures of sedimentation cloudy water as it comes into the lake and discussed the need to continually remove it or the lake would slowly be filled. He also discussed the progress that has been made with silt removal over the years.
- A grant plus supplement support will be needed to increase the repository of the sediment collection up Sleepy Hollow Road - in the works.

Susanna Wesley Garden

- Pictures were shared of before and after the recent removal of the large overgrown trees that had been in the gardens years ago.

Sharing our Gifts Campaign - Ken shared the progress that has been made in this campaign and strategic plans for moving forward in the future. And just recently the campaign surpassed 14 million dollar goal. There areas that funding will be used for:

1. Annual Fund
2. Capitol Projects
3. Legacy Circle

Thank You

To learn more about the Sharing Our Gifts Campaign and ways that you can give, please scan the QR code to visit our website or contact the Lake Junaluska Development Office at [828-454-6680](tel:828-454-6680) or developmentoffice@lakejunaluska.com



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Adjournment: The Meeting was adjourned at 11:19am

Respectfully Submitted: Julie Bruijn, LJAPOO Secretary