



Welcome to Woodlake! We're delighted that you've chosen our beautiful community as your new home. The Woodlake Property Owners Association (POA) is here to support you however we can. Our office is conveniently located at **110 Woodlake Boulevard**, on the exit side of the main guardhouse.

The POA office handles all POA related issues from payment of your Woodlake Assessment fees to registering new residents for gate RFID tags.

**The POA office contact information:**

- **Hours are Monday through Friday, 9:00am – 5:00pm**
- **Phone number is 910-245-3324**
- **Email address: [woodlakepoa@casnc.com](mailto:woodlakepoa@casnc.com)**

The POA Board meets every month, and everyone is welcome to attend. The 2026 POA Board of Directors are:

President: Lewis Nuzzie

Vice President: Keith Nann

Treasurer: Rene Pare

Safety & Security: William Sticklen

Landscaping: Jeffrey Crabbe

Roads & Causeways: David Harris

Street Signs and Lights: Anthony Wozniak

We hope the enclosed information helps make your transition into our community smooth and easy. Please feel free to contact our office if you have any questions or need assistance.

Welcome – We are happy to have you here!

## **CONTACTS, ACTIVITIES AND ORGANIZATIONS**

**NOTE:** To find out more about what is happening in our community, be sure to keep your contact information updated with the POA office.

**CYPRESS POINT FIRE & RESCUE: 911 (emergency) or 910-245-7974 (non-emergency)**  
**205 Murdock C Rd, Cameron NC, 28326**

**MOORE COUNTY SHERIFF'S DEPARTMENT**  
**302 S McNeill St, Carthage, NC 28327**  
**910-947-2931**

Local POA Office: [Woodlakepoa@casnc.com](mailto:Woodlakepoa@casnc.com) - 910-245-3324 - Contact us with any questions you may have.

Security Office: 910-245-4864 – Main Gate – Manned 24/7

POA Website: <https://woodlakepoa.frontsteps.com> - Here you can view your account information, make an assessment payment, and submit inquiries to the POA office.

CAS (Woodlake's Management Company): <https://casnc.com>,

Woodlake Country Club: <https://woodlakecountryclubnc.com> - Here you can obtain information regarding all amenities the Country Club offers. The Country Club is a separate entity from the POA.

### **LISTED BELOW ARE SOME CURRENT COMMUNITY ACTIVITIES/ORGANIZATIONS IN WOODLAKE**

#### **WOODLAKE PROPERTY OWNERS' ASSOCIATION BOARD OF DIRECTORS**

Call the POA Office at 910-245-3324.

#### **WOODLAKE COMMUNITY STANDARDS COMMITTEE**

Contact the [cscfwoodlake@gmail.com](mailto:cscfwoodlake@gmail.com) for CSC inquiries.

#### **WOODLAKE WOMEN'S CLUB**

Open to all ladies in the Woodlake community. Monthly luncheon meetings are generally held on the second Thursday of each month. Visit their Facebook Page at [Woodlake Women's Club](#). Or you can email them at [woodlakewomensclub@gmail.com](mailto:woodlakewomensclub@gmail.com)

#### **VASS LIONS CLUB**

This organization serves the Vass, Lakeview, and Cameron communities. Call John German at 910-245-3177.

#### **WOODLAKE QUARTERBACK CLUB**

Open to all members of the Woodlake Community who enjoy football. Please contact Don Carfagna at 910-245-3952 or [don.r.carfagna@outlook.com](mailto:don.r.carfagna@outlook.com).

## **EXPLANATION OF WOODLAKE PROPERTY OWNERS' ASSOCIATION ASSESSMENTS**

The Woodlake Property Owners Association (POA) is responsible for the maintenance and upkeep of the following services within Woodlake:

- Operation of all gates
- Security guards on duty 24/7
- Maintenance of all roads, causeways, and signage
- Landscaping of common areas (owned by POA)
- Mowing of easements and rights of way
- Maintenance of streetlights and installation approval of new lights
- Operation of POA Office – Administrative services
- Billing and collection of assessments
- Payment to service providers
- Budget preparation
- Financial reporting
- Customer Service

All property owners pay a yearly assessment fee for the above services. The assessment charged by the POA is based on the Moore County tax valuation on your lot or home. The current **(2026)** rate charged by the POA is **\$.003406**.

An assessment statement will be emailed to you in December, every year, with a due date no later than December 31<sup>st</sup> of the following year.

POA is a non-profit organization. A yearly budget is prepared by the Board and distributed to property owners with the annual meeting notice every November.

If you have any questions regarding the assessment charged on your property or POA funds, please do not hesitate to call the POA office at 910-245-3324 or CAS at 910-295-3791 ext. 2.

## UTILITIES



SPECTRUM	855-860-9068
DISH NETWORK	855-767-0477
DIRECT TV	844-214-5254
CENTURYLINK PRISM	833-320-2794



AQUA WATER & SEWER	877-987-2782
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DUKE ENERGY PROGRESS	800-452-2777
CENTRAL ELECTRIC	800-446-7752



MERIDIAN WASTE	919-708-8230
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\*\* Meridian Waste picks up on Monday mornings. Call to set up pick up service in your name. Only items placed inside container are collected. Please visit <https://www.moorecountync.gov/public-works/solid-waste> for recycling locations.



### LANDSCAPING/YARD DEBRIS PICK UP

\*\* Please note residents are responsible for the landscaping of their property. Residents are responsible for removing any debris. Yard debris may not be dumped anywhere in Woodlake.

## Policy on Issuing RFID Tags:

**New Residents:** (New owners or tenants) must provide proof of closing documents/deed or rental lease with names of all occupants & copy of vehicle registration(s) at the POA Office. Only individuals with proof of Woodlake residence will be issued RFID Tags.

A Woodlake Vehicle Registration Form must be filled out for each vehicle. This form can be obtained at the POA Office or online at <https://woodlakepoa.frontsteps.com> if an account has been set up. You can find them under Documents / Resources / Resident Resources / Forms.

You must be registered and active in Frontsteps. The POA office will send you an invite to register with Frontsteps when you register your vehicle(s).

**Note: A non-resident owner (lot owner), with required documentation as stated above, is allowed 1 RFID tag at \$20.**

### Fees:

- May be paid in the form of checks or money orders payable to [Woodlake POA](#).
- Residents can purchase RFID tags for \$20 each.
- Replacement of RFID tags for new vehicles purchased to replace existing chipped vehicles is \$20.

### Limits and Restrictions

- Motorcycles may be issued chips, if a place can be found on the bike where the barcode will work. **It cannot be applied to the helmet.** The motorcycle would be counted as a vehicle and under the same fees and documentation as above.
- **Temporary car registrations cannot be used to purchase RFID Tags.**

**Established Residents** may receive a new or replacement RFID tag by filling out a Woodlake Vehicle Registration Form in the POA office. The same fees and restrictions apply.

**Any exception to this policy will be submitted by the Directory of Safety & Security to the POA board for consideration.**



**WOODLAKE**  
COUNTRY CLUB

Address:

245 Woodlake Boulevard

Vass, NC 28394

Phone:

910-556-1273

For membership information:

Jeff Crabbe, General Manager

[Jeff.crabbe@woodlakecountryclubnc.com](mailto:Jeff.crabbe@woodlakecountryclubnc.com)

Website:

<https://woodlakecountryclubnc.com>

## Woodlake Condo/Townhome Community Associations

Although located and operated within the Woodlake Community, the organizations listed below are not owned or managed by the Woodlake Property Owners Association.

Further information about these communities can be obtained through the associations' management Point of Contact (POC's).

The Woodlake POA assumes no liability or responsibility for the accuracy, availability, or the quality of the information, products, and services provided by these companies.

To find out more about these communities or their associations, please contact them directly at the phone number or email provided below.

### **Cranes Cove HOA**

Contact: HOA President Harry Williams

Phone: (910) 638-8291

Email: [trikeman150a@aol.com](mailto:trikeman150a@aol.com)

Insurance: PAL-Trisure -- Phone: 919-469-2473

### **Dogwood Landing HOA**

Contact: Dani O'Meara, ACT Property Management LLC

Phone: (910) 585-6455

Email: [actpropertymanagement941@gmail.com](mailto:actpropertymanagement941@gmail.com)

<https://www.actpropertymanagement.com/>

PO Box 941 Vass NC 28394

### **Mallards Cove HOA**

Contact: Corey Munn, HOA President

Phone: (910) 556-3064, Email: [mallardcvhoa@gmail.com](mailto:mallardcvhoa@gmail.com) (Mon-Thurs, 10-4)

Financial: Freeman & Barrett, 130 Magnolia Square, Aberdeen, NC 28315

Contact: Lisa, [Lisa@freemanandbarrett.com](mailto:Lisa@freemanandbarrett.com) (910) 695-1400

### **Shore Villas**

Contact: Kevin Dagon

Phone: (337) 378-2793

Email: [k.e.dagon@gmail.com](mailto:k.e.dagon@gmail.com)

### **Little Nines (152-160 Cranes Cove)**

Janice Barr – President

Phone: 919-812-9113

Email: [barr.janice@yahoo.com](mailto:barr.janice@yahoo.com)



When you have registered with **Frontsteps** website, you can:

- View your Assessment Account if you are a property owner
  - At the menu bar on the left side, go to **'Quick Actions'** then **'Payments'**
- Receive important information from the POA Board and Community Managers, via text and email
  - At the menu bar on the left side, go to **'Community Communications'** then **'Bulletins'**
- Maintain your guest lists for them to enter Woodlake. Your guests must be added to Frontsteps to receive a QR code to show the guard at the main entrance to Woodlake for entry.
  - At the menu bar on the left side, go to **'Visitor Management'** choose the type of guest and enter contact information. NOTE: If you want your guest to receive a QR code, make sure you check the box named **'send epass to guest'**.
- View 'resident resources' (documents, meeting minutes, forms, etc)
  - At the menu bar on the left, go to **'Documents & FAQs,'** then **'Resources'**

# Woodlake 2026 Community Emergency Preparedness Guide

## OVERVIEW:

Emergencies arise in many different forms. They may be local, county, state, or nationwide. They may be the result of fires, floods, hurricanes, tornadoes, snow/ice storms, high winds, or other incidents that threaten the safety and comfort of individuals and/or communities.

Direction and coordination of response and recovery efforts for unincorporated areas such as Woodlake are the responsibilities of the Moore County Emergency Operations Center located in Carthage, NC. The Cypress Pointe Fire and Rescue, Moore County Emergency Medical Services and the Moore County Sheriff's Department are the agencies that will respond to most emergency situations and assist with recovery.

Typically, the fire department will be the agency coordinating response and recover operations dealing with weather related events. For law enforcement situations, the Moore County Sheriff will be the agency in charge. For water (lake) rescue/recovery operations, the fire and rescue department will be in charge.

## BEING PREPARED:

Emergency preparedness is the responsibility of each individual's family. How well you plan ahead will determine how well you survive/thrive during any emergency. Potential emergency situations should be reviewed with all members of a household and plans for reacting to each situation set in place. Each household member should be familiar with where to go, where emergency supplies are kept, who should be called, etc.

Smoke detectors are a must in every home. If they are battery operated or battery backup, the batteries should be checked at least once a year. We recommend that when the clocks are set forward or backwards for Daylight Savings Time, it's a good time to check the batteries in all detectors installed in the residence. Carbon Monoxide detectors are also a good investment. Fire extinguishers should be located strategically throughout the home. Identify two (2) escape routes from each room in the home. Designate a family gathering place away from the home.

Most emergencies are weather caused or related. A good investment is a weather alert radio. These can be bought in most electronic stores. Normal radio and TV stations are also a good source of weather alerts.

The Moore County Emergency Operations Center has a **911** record of every address. You should check the content of this record for accuracy and completeness. This data can be verified by calling **(910) 947-2911**. If you have special medical or other needs; this information can be included in the **911** database.

**Woodlake 2026 Community Emergency Preparedness Guide, continued**

## WHAT TO DO IN THE EVENT OF SPECIFIC EMERGENCIES

The general rule in most emergencies is: **CALL 911**. Remain calm and follow the instructions of the 911 operator. **If time permits**, call the Woodlake gate at **(910) 245-4864** and advise them that an emergency exists and that emergency vehicles are on the way.

- 1. Vehicle Accidents: Call 911** and inform the operator of the nature of the accident, number of vehicles and people involved and the extent of any injuries.
- 2. Water Related Accidents: Call 911** and inform the operator of the nature and location of accident, the number of watercraft and people involved, extent of injuries, and if watercraft is needed for recovery. If damage exceeds \$100.00 and/or injuries are involved, the North Carolina State Fish and Game Commission must be notified
- 3. Medical Emergencies: Call 911** and advise the operator of the nature of the emergency. Unlock your front door and turn on the outside lights.
- 4. Fires:** Immediately vacate the house or building. If conditions permit, **call 911** and then get out of the house. Verify that everyone is safe and wait for fire personnel to arrive. **DO NOT re-enter the house.**
- 5. Winter Storms:** Sever winter storms can result in power outages in addition to making roads impassable. In case of a power outage, call your power company immediately. Your planning should pay off in keeping your home livable. Keep the area warm as small as possible. Bundle up and wait out the storm. **NOTE: If you have a medical condition that requires electricity, or the cold becomes too intense, seek help from 911!**
- 6. Hurricanes/Tornadoes:** The first thing is to survive the hurricane or tornado. Have all family members stay in your designated safe area until the storm has passed. If time permits, gather living supplies and disaster supplies to the safe area. Turn off any propane valves. If you incur injuries, or have some other medical problems, you should seek medical assistance from **911**.
- 7. Woodlake Entrance Flooding:** Occasionally Spring rains and/or hurricanes have caused the lake to flood the main gate area. When this occurs, the POA will provide notice at the front gate and via email messages that will direct traffic to the Wood Sage Gate or the Chestnut Gate.

## Woodlake 2026 Community Emergency Preparedness Guide, continued

### EMERGENCIES AT HOME

The following are actions that will help prepare for emergencies

Designate an area within your home that will provide the most protection during a tornado, hurricane, etc. Ideally this would be a basement but a hallway or closet in the middle of the home, away from windows or doors, should be identified;

Make sure you have a hardwired phone or cell phone. Cordless phones will not work in a power outage;

Have light sources available. Battery operated lights are preferable. Use of candles and fuel operated lanterns can be used with proper handling and ventilation;

Store water ahead of time. This can be in portable containers or in areas such as bathtubs. If the quality of the water is compromised, bleach can be used to purify water (16 drops per gallon);

Practice opening your garage door manually;

Stockpile nonperishable foods for use for up to three (3) days;

Have a well-stocked First Aid Kit and adequate supplies of all medications needed;

Have a battery-operated radio. Local stations that offer community news during extended power outages are: **WIOZ** (102.5 FM and 550 AM); **WEEB** (990 AM); **WQNX** (1350 AM), and **WLHC** (103.1 FM);

Have extra batteries for flashlights and other battery powered devices. Propane Lights and stoves can be used during power outages with proper handling and ventilation;

Wood or propane fueled fireplaces can be used as a heat source. Ensure proper handling and ventilation is provided. NEVER use a charcoal or gas grill indoors; and,

Arrange with a neighbor to check with each other. Have a plan to signal for HELP.

## **Woodlake 2026 Community Emergency Preparedness Guide, continued**

### **EMERGENCIES REQUIRING EVACUATION**

If an evacuation is necessary, notifications will come by (1) telephone; (2) radio/TV announcements; (3) mobile public address systems, or (4) house-to-house notifications. Evacuations will be under the direction of the Moore County Sheriff's Department or other governmental agencies. You will be directed to the appropriate shelter or advised where to go. Moore County currently provides shelters at the Moore County High Schools; Cranes Creek Middle School being the closest to Woodlake.

If an evacuation occurs, you will need to take living essentials with you. These essentials should include a blanket or sleeping bag for each person. Appropriate extra clothing, house keys, money/checkbook/credit cards, sanitation supplies such as toilet paper, trash bags, and bleach or disinfectant, books, magazines, playing cards, First Aid Kit, snack foods, and necessary medications. Use of alcohol, tobacco products and drugs is prohibited in shelters. Animals are also NOT permitted in public shelters except for seeing-eye dogs, etc.

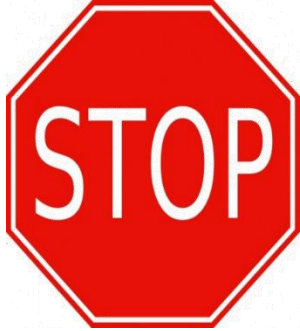
When leaving your home, all appliances should be turned off, windows and doors closed and locked, and all water, gas, and electricity turned off. Check with your neighbors to ensure they are aware of the situation and can evacuate.

In case of an area-wide disaster and your family is separated, designate in advance a friend or family in another area that can serve as a contact point for information.

## Woodlake 2026 Community Emergency Preparedness Guide, continued

### USEFUL EMERGENCY TELEPHONE NUMBERS

<b>IN AN EMERGENCY</b> .....	<b>ALWAYS DIAL</b> .....	<b>911</b>
Woodlake POA .....	(910) 245-3324	
Woodlake Main Gate .....	(910) 245-4864	
Utilities:		
Electric: Duke Energy Progress (Outage Reporting) .....	(800) 419-6356	
Central Electric .....	(800) 446-7752	
Water/Sewer: AQUA .....	(877) 987-2782	
Cypress Pointe Fire and Rescue .....	(910) 245-7974	
Moore County Sheriff's Department .....	(910) 947-2931	
Moore County Emergency Operations Center .....	(910) 947-6317	
NC State Fish and Game Commission .....	(833) 950-0575	
NC State Highway Patrol .....	(800) 572-8765	
NC State Bureau of Investigation .....	(800) 486-1262	
NC Governor's Emergency Hotline .....	(888) 835-9966	
Federal Emergency Management Agency (FEMA) .....	(800) 621-3362	
Center for Disease Control .....	(888) 246-2675	
Poison Control Center, Charlotte .....	(800) 222-1222	
American Red Cross: LOCAL .....	(910) 692-8571	
STATE .....	(704) 376-1661	
Terrorist Hotline .....	(800) 424-8802	

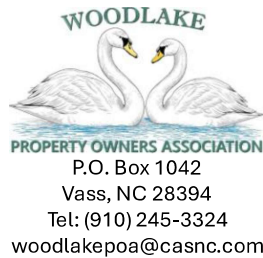


**DRIVE 25!**

**SECURITY AND SAFETY NOTICE:**

- ✓ **25 MPH IS THE SPEED LIMIT WITHIN WOODLAKE. VIOLATION CAN RESULT IN RFID TAG DEACTIVATION.**
- ✓ **PLEASE COME TO A COMPLETE STOP AT ALL STOP SIGNS.**
- ✓ **TAILGATING THROUGH THE GATES IS PROHIBITED.**
- ✓ **PASSING WITHIN WOODLAKE IS NOT PERMITTED.**

**WE APPRECIATE YOUR HELP IN MAKING WOODLAKE A SAFER PLACE TO LIVE, PLAY, AND DRIVE**



### **2026 POA Board Meeting Schedule**

Tuesday	January 20, 2026	6:00 PM	Regular Meeting
Thursday	February 12, 2026	6:00 PM	Closed Session
<b>Tuesday</b>	<b>February 17, 2026</b>	<b>6:00 PM</b>	<b>Town Hall Meeting *</b>
Monday	March 16, 2026	6:00 PM	Regular Meeting
Tuesday	April 21, 2026	6:00 PM	Regular Meeting
Thursday	May 14, 2026	6:00 PM	Closed Session
<b>Tuesday</b>	<b>May 19, 2026</b>	<b>6:00 PM</b>	<b>Town Hall Meeting *</b>
Tuesday	June 16, 2026	6:00 PM	Regular Meeting
Tuesday	July 21, 2026	6:00 PM	Regular Meeting
Thursday	August 13, 2026	6:00 PM	Closed Session
<b>Tuesday</b>	<b>August 18, 2026</b>	<b>6:00 PM</b>	<b>Town Hall Meeting *</b>
Tuesday	September 22, 2026	6:00 PM	Regular Meeting
Tuesday	October 20, 2026	6:00 PM	Regular Meeting
Tuesday	November 3, 2026	6:00 PM	Closed Session
<b>Saturday</b>	<b>November 15, 2026</b>	<b>10:00 AM</b>	<b>Annual Meeting **</b>
Tuesday	December 22, 2026	6:00 PM	Organizational Meeting

**Locations:**

Board of Directors Regular and Closed Session Meetings:  
Woodlake CC – Azalea Room

**\*Quarterly Town Hall Meetings: Cypress Pointe Fire Station, Murdock C Rd**

**\*\*Annual Meeting of Members: Vass-Lakeview Elementary School, 141 James St., Vass NC 28394**



## 2026 Woodlake Holiday Schedule

**All Contractors are not allowed in Woodlake on the following days:**

### **ALL SUNDAYS**

Wednesday	January 1, 2026	New Year's Day
Monday	January 19, 2026	Martin Luther King Day
Monday	May 25, 2026	Memorial Day
Friday	July 3, 2026	4 <sup>th</sup> of July Federal Holiday
Monday	September 7, 2026	Labor Day
Wednesday	November 11, 2026	Veterans Day
Thursday	November 26, 2026	Thanksgiving Day
Friday	December 25, 2026	Christmas Day