

Approved
Board of Directors' Meeting
Sky Bryce Association, Inc. (SBA)
December 14, 2018

The meeting of the Board of Directors of SBA was called to order at 9:00 a.m. by President Malcolm Wilfong at the Association's meeting room located at 7200 Supinlick Ridge Road, Basye, Virginia. Present were President Wilfong, Vice President Gary McDermott, Secretary Lynne Nouvel, Board members Pat Werner, Tom Wright and Jeff Manning. Treasurer Linda Nelson was absent. Present was Bonnie Henry, SBA Business Manager/Assistant Secretary and John Tauber (immediate past Chair of the Roads and Architectural Committees).

Review for approval the Rules and Procedures for Board of Directors' meetings: Motion made by Lynne Nouvel and seconded by Pat Werner to approve the Rules and Procedures for Board of Directors' meetings. Unanimously.

Approval of the Agenda of the December 14, 2018 Meeting: Motion made by Pat Werner and seconded by Gary McDermott. Unanimously approved.

Maintenance Garage and Salt Shed Update: John Tauber provided an update on construction of the maintenance garage and salt shed, noting that significant progress has been made although rainy weather has caused challenges. The concrete slabs will be added following the roof installation. Heaters will be brought into warm the air when concrete is poured. Anticipated completion of the project is February-March 2019 (weather dependent.) John Tauber left the meeting after providing the update.

Review of the SBA governing documents: Malcolm Wilfong provided reference to the documents in advance of the meeting. Pat Werner made a motion that the Board of Directors will enforce the SBA's governing documents, Tom Wright seconded the motion. Unanimously approved.

Committee Assignments Review and Approval: Malcolm invited discussion about the proposed Committee Chair assignments, hearing none, Jeff Manning made a motion to approve, Pat Werner seconded. Unanimously approved. Approved Committee assignments for 2018 to 2019 to be made a part of the record; see Appendix A. The approved committee assignments will be posted on the SBA website.

Approval of minutes of Board of Directors' meeting held on October 26, 2018: Motion made by Lynne Nouvel and seconded to approve the minutes of the Board of Directors' meeting held on October 26, 2018. Unanimously approved.

Approval of minutes of Special Board of Directors' meeting held on November 10, 2018: Motion made by Pat Werner and seconded to approve the minutes of the Special Board of Directors' meeting held on November 10, 2018. Unanimously approved.

President's Report: Malcolm Wilfong noted that he's been assisting with administrative functions and committee responsibilities between the annual meeting and the approval of committee assignments. He added that this meeting is one with heavy organizational emphasis.

Treasurer's Report: None provided as Linda Nelson was absent. Bonnie distributed the October financial report instead. Also reviewed as a note submitted by former Roads Chair John Tauber to address overages in that budget: SBA had budgeted to replace three culverts however 11 storm drain culverts needed replacement due to the excessive rain; heavy rainfall also washed away the 21A stone that is used for pot hole fill and the more expensive cold patch method has been required; relining of the storm drain culvert under Aspen Way North was not a budgeted item (\$8,900).

Business Managers Report: Bonnie announced that nine property owner packages have been completed since last meeting and five more are pending. Delinquent property owner letters have also been mailed out. The staff will be focusing on covenant violation letters next with 7-8 to go out. She provided a reminder of the holiday staff lunch: 12/20 Wood Grill, Harrisonburg. The SBA office will close at 12 noon on Christmas Eve and New Year's Eve. Bonnie also noted that all pending proposed changes to the Rules and Information document will be made once they are all approved.

Comments from Non-Board Members on Non-Agenda Items: None.

Committee Reports: None.

Unfinished Business:

Proposed changes/update to SBA Information Sheet #7-safe use of outdoor fire pits: Bonnie said this item will be deferred for discussion and presentation of suggested language at the next meeting. She is seeking input from local fire personnel.

Presentation of Updated Long Range Plan and Projects: Lynne explained the status and purpose of the document for the benefit of new Board members. It will be emailed to them for review and input. Former Roads Services Chair John Tauber and current Chair Tom Wright will update the anticipated capital expenditures in early Spring. The Board is required to update and approve the plan in June 2019.

New Business:

Review items, if any, discussed at the annual meeting of members on 11/10/18: None.

Discussion on requests to settle delinquent accounts that are with CW: A discussion on Memorandum from our attorney providing their recommendations on certain large balance in collections with their office: Legal Chair, Pat Werner recapped the recent memo from the SBA attorneys regarding the most significantly delinquent accounts. The Board discussed and evaluated the memo in full. A motion was made by Pat to accept the attorney recommendation to involve private investigators for the top five delinquent property owners. Tom Wright made a second to the motion and it was unanimously approved. Bonnie stated she would contact the attorneys with our decision by Monday, December 17.

Proposed changes to SBA Rule 5: It was suggested by Gary McDermott, Patrol Chair that the paragraph Alarm Systems be deleted and under the section entitled Special Check on Home the language "full time residents" be replaced with "homeowners". Motion to accept the changes was made by Tom Wright, seconded by Pat Werner and unanimously approved.

Request from Realtor Bob Scrivener for SBA to grant a waiver of the 25-foot setback requirement for 231 Valley View Road – Section 6, Block A, Lot 158 owned by M/M Stephen & Janet Yannucci: A memo from realtor Bob Schrivener was shared. In it he persuades the SBA board to override a property owner’s decision not to grant a waiver that would clear up a title default for his clients (Yannucci). The Board discussed the long history of this situation that dates back to 2008. It has been the decision of past Boards upon the advice of counsel to decline involvement in the situation. This Board concurred that it supported those past decisions after Malcolm read the SBA attorneys advice. Given the property owners themselves did not bring this to the Board at this time, Malcolm stated he will reach out to Bob.

Next Board Meeting: The next Board meeting will be held on Friday, January 25, 2019, 9 AM in the SBA meeting room.

Adjournment: Motion made by Jeff Manning and second by Gary McDermott to adjourn the regular monthly meeting of the SBA Board of Directors at 10:29 AM. Unanimously approved.

Respectfully submitted by:

Lynne Nouvel, Secretary
Board of Directors
Sky Bryce Association, Inc.