

Board of Directors' Meeting
Sky Bryce Association, Inc. (SBA)
January 25, 2019

The meeting of the Board of Directors of SBA was called to order at 9 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, Treasurer Linda Nelson, Board members Pat Werner, Tom Wright and Jeff Manning. Present was Bonnie Henry, SBA Business Manager/Assistant Secretary.

Approval of the Agenda of the January 25, 2019 Meeting: Motion made by Gary McDermott and seconded by Pat Werner. Unanimously approved.

Approval of the Minutes of the December 14, 2018 Meeting: Motion made by Tom Wright and seconded by Jeff Manning with one change: removal of property owner names as it relates to delinquent accounts. Unanimously approved.

Treasurer's Report: Per Linda, no report.

Business Manager's Report: Bonnie Henry reported that 13 packages for homes were prepared since last meeting and one is pending. Sky Bryce website is in process of updating by technician. Business Manager requested that the Board consider adopting a document retention and destruction policy. The auditor has suggested keeping records for seven years. A discussion was held. The President stated this matter will be addressed at the next Board of Directors' meeting.

Committee Reports

Environment and Architectural Committee Report: Malcolm distributed the past month's activity and reviewed with the committee. Tom Wright will take the lead on Architectural Committee while Malcolm is away.

Budget and Personnel Report: Linda shared that there is no update to report.

Legal Report: Legal Chair, Pat Werner reported that the SBA attorneys (Chadwick) are pursuing action in regard to top five delinquent accounts. Bonnie Henry reported that there are four homeowner violations being pursued.

Long Range Planning/Publication: Lynne Nouvel reported no updates or changes since last meeting. President Wilfong requested that Lynne research best practices on document retention, disposal and storage and share with Board for consideration of updating the Plan.

Patrol Report: Gary McDermott shared the monthly patrol report.

Road Services Report: Tom Wright provided report. During the Jan. 12/13 snowstorm, five trucks with snowplows were utilized. Two plows and one spreader developed mechanical issues that have since been repaired. Parts have been purchased for repairs/maintenance needed after snow events. Eleven culverts were installed since July 1, 2018. Approximately eleven diseased trees will be removed across from Fitness Center. The walls and roof trusses have been delivered for the Maintenance Garage and installation will begin soon. Homeowner on Dale Drive will be notified of need to install driveway culverts because of thick ice that has formed. At Kilmon Road, homeowner complained of water running down in driveway rut. The owner will be advised to build up the driveway or install a box drain.

Stoney Creek Sanitary District Liaison Report: Per Malcolm, no report.

Unfinished Business

Safe Use of Firepits language: Bonnie said she is waiting for feedback from the attorney on this item.

Next Board Meeting: The next Board meeting will be held on Friday, February 22, 2019, 9 AM in the SBA Administrative Office.

Adjournment: The meeting was adjourned at 9:54 am.

Respectfully submitted by: Lynne Nouvel, Secretary to the SBA Board.