

Board of Directors' Meeting  
Sky Bryce Association, Inc. (SBA)  
February 22, 2019

The meeting of the Board of Directors of SBA was called to order at 9:05 a.m. by Vice President Gary McDermott at the Association's meeting room located at 7200 Supinlick Ridge Road, Basye, Virginia. Present were Vice President Gary McDermott, Secretary Lynne Nouvel, Board members Pat Werner, Tom Wright. President Malcolm Wilfong and Treasurer Linda Nelson were not present. Member Jeff Manning was not present. Also present was Bonnie Henry, SBA Business Manager/Assistant Secretary and Allen Warren, Esq., attorney for SBA.

Approval of the Agenda of the February 22, 2019 Meeting: Motion made by Tom Wright and seconded by Pat Werner. Unanimously approved.

Approval of the Minutes of the January 25, 2018 Meeting: Motion made by Lynne Nouvel and seconded by Pat Werner.

Executive Session for purposes of legal counsel: Motion made by Lynne Nouvel and seconded by Pat Werner.

Attorney Allen Warren distributed the Collection Cost Analysis for year-to-date for Board review.

Board training commenced with review of hierarchy of VA and Federal laws as they relate to property owners' associations.

Open Session Board meeting re-convened: Motion made by Lynne Nouvel and seconded by Pat Werner.

Presidents Report: No report

Treasurer's Report: Treasurer Linda Nelson was not present, no report shared.

Business Manager's Report: Bonnie Henry reported that 6 packages for homes were prepared since last meeting and four are pending including two vacant lots. Sky Bryce website is almost updated. Letters have been sent for those who are past due on assessment fees for FY 18-19 and FY 17-18.

### **Committee Reports**

Environment and Architectural Committee Report: Tom Wright distributed the past month's activity and reviewed with the committee in Malcolm's place.

Budget and Personnel Report: Linda Nelson was not present, no report shared.

Legal Report: Legal Chair, Pat Werner reported that the SBA attorneys (Chadwick) continues 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 distributed the current draft and requested review and input of the Board. She noted that by April the Roads Services capital plan and projected expenditure schedule will be needed. reported no updates or changes since last meeting. Lynne reported that she printed some research on best practices in regard to document storage and retention.

Patrol Report: Gary McDermott shared the monthly patrol report.

Road Services Report: Roads team has been busy with recent snow and ice. Trucks and equipment did not experience any down time. On the maintenance garage the walls, roof trusses and windows have been completed. Plumbing, electrical, insulation and the concrete floors will be installed.

Stoney Creek Sanitary District Liaison Report: No report.

## **Unfinished Business**

Safe Use of Firepits language: Postponed to next meeting per Bonnie.

## **New Business**

Discussion on a parking on Scott Road cul de sac: Postponed to next meeting.

Discussion on records and documents retention: Lynne researched, shared some articles and will circulate via email to Board for discussion at next meeting.

Non-board Member Discussion on agenda items: None present.

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

Adjournment: The meeting was adjourned at 10:55 as motioned by Gary McDermott and seconded by Tom Wright.

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