

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

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 Malcolm Wilfong, Vice President Gary McDermott, Secretary Lynne Nouvel, Treasurer Linda Nelson, Board members Pat Werner, Tom Wright and Jeff Manning. Also present was Bonnie Henry, SBA Business Manager/Assistant Secretary.

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

Approval of the Minutes of the January 25, 2018 Meeting: Motion made by Pat Werner and seconded by Gary McDermott. Unanimously approved.

President's Report: Malcolm Wilfong provided information on upcoming seminar opportunities for Board members – more details to come. All were invited to attend and asked to respond to Bonnie with availability. Employee evaluations have been completed and management will be performed soon. Malcolm requested that budget figures be reviewed and requested that a budget draft be completed by the April Board meeting.

Treasurer's Report: Nothing significant to report, running slightly ahead of budget.

Business Manager's Report: Bonnie Henry reported that 5 packages for homes were prepared since last meeting and two are pending. Memorandum of liens (85) – thirty homes, fifty-five lots for FY18-19 are being prepared. She also reported two recent inquiries about building of tiny homes – currently not permitted according to SBA Covenant #6.8.

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

Committee Reports

Environment and Architectural Committee Report: Malcolm distributed the past month's activity and reviewed with the committee: nine closed requests, three pending. There is ongoing discussion around builder's non-compliance relative to an Aspen Way property. The architectural committee has recommended that the homeowner and builder be invited to an informational meeting to review site plan and issues of non-compliance.

Budget and Personnel Report: No updates to personnel.

Legal Report: Legal Chair, Pat Werner reported that the SBA attorneys (Chadwick) continues action in regard to top five delinquent accounts. First-quarter report from the attorneys will be available for next board meeting.

Long Range Planning/Publication: Lynne Nouvel asked for any feedback on the draft shared at last meeting. Requested review and input of the Board. She reminded all that a final plan for vote must be prepared in May or June.

Patrol Report: Gary McDermott shared the monthly patrol report.

Road Services Report: Tom Wright distributed report. The walls and roof of the maintenance garage are in place and the metal siding and five windows have been installed. Power to be installed by Dominion Energy in April. Project finish date is targeted for May 10.

Minimal equipment issues during snow plowing – received several compliments from homeowners. Roads crew is working on road repairs such as pot holes.

Stoney Creek Sanitary District Liaison Report: No report. Malcolm asked Board if they'd like to invite new director to a meeting for introduction. An invitation will be extended for the April meeting.

Unfinished Business

Document retention: Jeff Manning made a motion that general office documents (ie: receipts, utility bills etc) not subject to audit be shredded/decarded at the discretion of the business office. Property and homeowner files are not included. Pat Werner seconded the motion. Unanimously approved.

Safe Use of Firepits language: Bonnie distributed current Information sheet as well as proposed new language (attorney reviewed/proposed). Board members will review for action at the April meeting.

Scott Road cul de sac: SBA attorneys will review liability of SBA in regard to the parking situation.

New Business

Recycling discussion: Short discussion regarding the potential of offering curbside recycling pick up for residents was introduced. No action taken at this time.

Discussion of Section 8 Roads: Tom Wright shared homeowner concerns regarding the road conditions and pot holes in Section 8. The road services crew is evaluating and repairing as is appropriate in addition to other sections/roads. Malcolm asked Tom to follow up with the homeowners.

Other: Pat Werner brought up for discussion amount of litter on ground and noted larger quantity of down-trees lately. No action requested.

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

Next Board Meeting: The next Board meeting will be held on April, March 26, 2019, 9 AM in the SBA Meeting Road Office.

Adjournment: The meeting was adjourned at 10:45.

Respectfully submitted by:

Lynne Nouvel, Secretary to the SBA Board.