

Board of Directors' Meeting
Sky Bryce Association, Inc. (SBA)
April 26, 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, Board members: Tom Wright, Jeff Manning and Treasurer Linda Nelson. Absent was Pat Werner. Also present was Bonnie Henry, SBA Business Manager/Assistant Secretary. Guests immediate past chair of Roads Committee John Tauber was present for a brief report. Guests Patrick Felling, director of Stoney Creek Sanitary District and Jason Janita, public utilities operations manager of Stoney Creek Sanitary District were present for introductions and update.

Approval of the Agenda of the March 22, 2019 Meeting: Motion made by Tom Wright and seconded by Lynne Nouvel. Unanimously approved.

Approval of the Minutes of the March 22, 2019 Meeting: Motion made by Jeff Manning and seconded by Gary McDermott. Unanimously approved.

Special Presentation: Patrick Felling, Director of Stoney Creek Sanitary District introduced Jason Janita, Public Utilities Operations Manager and provided an update on SCSD operations. Both left the meeting after their presentation and discussion.

Construction Update: John Tauber, immediate past chairman of the Roads Committee shared that the garage has been roofed and the project is ninety percent complete. Dominion Power estimates power May 9-June 7. The salt shed will be completed by next week. Plans for a spreader pavilion shed (30 X 30) has been submitted for county permit. The pavilion shed would shelter salt spreaders and plows. We are installing a concrete pad between the new garage and the road materials building and the rear of the new garage. The existing rock shed next to the garage is in need of repair, paint and siding and he suggested the Board consider adding a tire changing machine to the road services equipment inventory as a cost and time efficiency measure. John Tauber left the meeting after the update.

President's Report: Malcolm Wilfong provided information on upcoming seminar opportunities for Board members – more details to come. The seminar is June 18 at 6:30 PM in Prince William - all Board members invited to attend and asked to respond to Bonnie with availability. Members can opt to attend another session if unavailable June 18. Employee evaluations have been completed.

Treasurer's Report: Linda Nelson provided report that the budget is tracking as expected.

Business Manager's Report: Bonnie Henry reported that 5 packages for homes were prepared since last meeting and one is pending. There are only nine more memorandum of liens to be prepared and sent (89 total). She shared a thank you note from a Section 11 resident which complimented the roads' crew.

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. There is ongoing discussion around builder's non-compliance relative to an Aspen Way property – architectural committee members met with the homeowner to share history with them. A meeting with the builder is scheduled to continue movement toward resolution.

Budget and Personnel Report: No personnel report.

Legal Report: Legal Chair, Pat Werner was absent. Malcolm reported in her absence on the five most delinquent accounts that were being pursued by Chadwick. Recommendations are other accounts were suggested for consideration and the legal committee will meet to bring recommendations to the Board.

Long Range Planning/Publication: Lynne Nouvel thanked Tom Wright for input to the roads services section. She invited additional inputs and feedback. She reminded all that a final plan will be presented via email shortly and voted upon at the May meeting.

Patrol Report: Gary McDermott shared the monthly patrol report.

Road Services Report: Tom Wright distributed report – nothing out of the ordinary with exception of excessive trees down due to weather.

Stoney Creek Sanitary District Liaison Report: See above for update.

Unfinished Business

Safe Use of Firepits language: The Board discussed the proposed new language from the attorney however the consensus was that additional guidelines – especially given we are a woodland community - should be addressed such as type of fuel, location from setbacks, screening, size restrictions, etc. Tom Wright will work with Bonnie to be more specific.

Scott Road cul de sac: SBA attorneys have reviewed liability of SBA in regard to the parking situation. Gary McDermott and Malcolm shared the attorney feedback. SBA will draft a letter to all homeowners on Scott Road outlining the problem of cars parked in the road and the situational dangers presented especially during inclement weather. The letter will also state that roads may remain unplowed if equipment is not safely able to remove snow. Gary McDermott and Chief Bryan McDaniel will assist Bonnie Henry in the drafting of the letter.

Discussion on ownership, maintenance and management practices of the roads was had. Chief Bryan McDaniel was invited to share details of current contracting, authority of patrol and historical practices. Malcolm suggested a meeting with Bryce Resort leadership to discuss authorization and delineation of responsibilities and liabilities of each organization should be held before the new patrol services contract is executed.

New Business

Draft FY 19-20 Budget: Linda Nelson presented drafts of departmental budgets. Board discussed the budget draft at a high level with specific focus on the roads service needs and budget proposal. Budget will be voted on at the May meeting.

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

Next Board Meeting: The next Board meeting will be held on May 24, 2019, 9 AM in the SBA Administrative Office.

Adjournment: Motion made by Linda Nelson and seconded by Tom Wright. The meeting was adjourned at 11:37 am.

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