

Approved
Board of Directors' Meeting
Sky Bryce Association, Inc. (SBA)
January 24, 2020

The meeting of the Board of Directors of SBA was called to order at 9:00 AM by President Tom Wright at the Association's meeting room located at 7200 Supinlick Ridge Road, Basye, Virginia. Present were President Wright, Treasurer Linda Nelson, Secretary Deborah Goddard, and board members John Barnes and Jeff Manning. Treasurer Lynne Nouvel participated by telephone. Also present was Bonnie Henry, SBA Business Manager/Assistant Secretary and Laura McDaniel, Assistant Business Manager. Director John Tauber was absent due to illness. One property owner attended the meeting. Several guests appeared as described below.

Approval of the Agenda for the January 24, 2020 meeting: Motion made and seconded to approve the agenda as submitted. Unanimously approved.

Approval of minutes of Board of Directors' meeting held on January 3, 2019: Several directors made comments or requested clarification of items recorded in the draft minutes of the meeting held on January 3, 2020. Secretary Deborah Goddard will make the requested adjustments and forward an updated draft to the directors via email. It was moved and seconded that, when the new draft is approved by the directors, the minutes will be adopted by email vote. Unanimously approved. The directors agreed that future minutes will identify properties by section and lot numbers, rather than owner name or address.

Guest Speakers:

1. **Dick Neese** was introduced by Chairman Wright. Mr. Neese is the SBA and Bryce Resort representative on the Shenandoah County Board of Supervisors, District 1. Mr. Neese had been invited to discuss county services available to SBA. There was general discussion that while Bryce is somewhat isolated from the rest of the county, it is a significant tourist attraction and revenue producer, and we wish to exoect maximum available benefits, particularly with regard to law enforcement, fire and rescue and road services.

Emergency Services: Mr. Neese noted that there is 24/7 coverage of fire and rescue services. The area is serviced by paid first responders, and supplemented by several volunteers. The number of both paid staff and volunteers is insufficient because of limited budgets of those entities. There was general discussion on the shortage of volunteers because of the personal time commitment required of the volunteers, who hold regular, full-time jobs, for training and certification. Bonnie Henry said that the required 120-hour training course consists of approximately four months of personal time commitment.

Mr. Neese said the paid first responders are funded by Shenandoah County, and towns like Woodstock, Mt. Jackson and New Market have their own dedicated emergency services. Edinburg has given up its own police force, but has a county deputy dedicated specifically to it. Budgets for incorporated cities can also fund paid emergency services.

Patrol Chief Bryan McDaniel entered the meeting. While SBA has a paid, in-house patrol service, Mr. Neese said there currently are no county deputies dedicated to this area for routine patrol.

He mentioned potential funding conflicts between the county board of supervisors chairman and the county sheriff.

Chief McDaniel explained that emergency calls made to 911 are handled according to protocol of the Emergency Communications Center, which dispatches law enforcement and fire and rescue calls. A sheriff's deputy will be dispatched and respond to life threatening or other criminal activities. After receiving a dispatch, the deputies also notify Sky Bryce Patrol . Depending on the nature of the complaint, if Sky Bryce Patrol secures a location before arrival of a sheriff's deputy, they cancel the dispatch to the sheriff. Both Mt. Jackson and New Market serve our area, as needed.

Chief McDaniel noted that, although we used to have mutual agreements with the local sheriffs, they are no longer in effect because participation requires SBA patrol to obtain special police status, and that the cost for which is prohibitive.

Mr. Neese said that average call response time depends the time of day, with less coverage at night. Chief McDaniel stated that response time is also dependent on the nature of the call. For example, a call of gun shots would probably be responded to within 15-20 minutes.

Chief McDaniel left the meeting.

Road Services: The directors and Mr. Neese discussed the Board of Supervisors' relationship with VDOT. There was general conversation about the condition of some of the roads outside Bryce, particularly Crooked Run Road and Alum Springs Road, which are partially gravel and in poor condition. The group discussed dangerous areas on Resort Drive, owned by VDOT, and asked if Mr. Neese thinks the Supervisors would be willing to fund a pedestrian or bike pathway in some of the more dangerous spots, particularly the bend by Mid-O-Green.

Mr. Neese said that Sheriff Tim Carter would know if the state has a special pool of money that could be accessed for this. There was general discussion about the state funding of pedestrian or bike trails along railroad rights of way. While the state does not release ownership of rights of way, there is a method for converting them to "rails for trails" while still retaining ownership. He said that VDOT could give funding estimates, and Sheriff Carter could also give advice on the process. Ms. Henry advised that SBA departments already have relationships with VDOT.

Mr. Neese said that final county budget approval will occur in April, and Ms. Henry suggested that SBA participate in VDOT's 7-year plan. Mr. Neese said that county influence over VDOT has shrunk each year with budget decreases. However, VDOT representatives do attend all county-level hearings.

The group discussed county influence over VDOT coverage for inclement weather issues, and noted that Route 263 had not been treated before the recent January storm, nor cleared after the storm, and was consequently shut down by multiple accidents. Mr. Manning noted that road closures and dangerous roads affect the resort's revenue, and consequently county revenue, if the public cannot get here in ski season.

Mr. Neese said the supervisors did not know why Route 263 was ignored, and noted that roads were treated and plowed beginning at the Rockingham County Line. He said that Orkney Grade

used to be a VDOT priority, but mentioned rumors that it is a difficult area to service because contractors assigned here are unfamiliar with the terrain. He also explained the lack of local individuals working as VDOT contractors because VDOT requires contractor vehicles to be equipped with GPS, which many locals do not have.

Mr. Barnes commended our road service personnel for their excellent assistance and noted that 8 cars had been stuck on Orkney Grade, with one in the pond. Other vehicles were stuck on Straton Way. The board agreed that SBA road services' response to the weather crisis was outstanding.

There was general discussion about SBA representation at County Supervisors meetings, and Chairman Wright informed Mr. Neese that SBA is willing to engage with and provide whatever support to the supervisors that might be useful. Mr. Neese reiterated that VDOT funding issues are determined solely at the state level, and that the roads outside Bryce are state obligations.

Sanitary and Landfill: Mr. Barnes noted that we have an effective working relationship with the Shenandoah County Sanitary District and Landfill. Landfill dump fees are determined by weight, and we are billed monthly. Chairman Wright noted that property owners have requested a recycle station within the resort and asked about the county's willingness to provide containers. Mr. Neese replied in the affirmative because Patrick Felling, our liaison with the Landfill, is a strong proponent for recycling.

Mr. Neese departed the meeting at 9:52 AM.

The directors discussed the need to become more proactive with regard to government and other service providers, and to improve relationships with them. They discussed partnering with Bryce resort and other county tourism-related groups.

2. **Jason Tate**, SBA accountant, was welcomed to the meeting at 10:00 AM. Mr. Tate had been asked to review his Statement of Financial Position to explain categorization of certain items. He provided an overview of the Statement as of December 31, 2019.

Mr. Tate first discussed current assets and identified cash assets as distinguished from property and equipment. There was general discussion about SBA's premium plus account with First Bank, from which it transfers \$20,000-\$25,000 to the regular checking account on a monthly basis in order to pay bills. The premium plus account earns a small rate of interest.

There was general discussion on longer-term investing and it was noted that some homeowners associations have negotiated higher rates of interest from their banks. Mr. Tate said that certain amounts of assets must remain liquid while others can be invested. The board's contingency fund holds three months' worth of operating expenses.

Mr. Tate reported that the special assessment fund in the amount of \$6,504.46 represents monies owed from a special assessment issued about 10 years ago for replacement of a storm-damaged bridge in Section 10. The bridge was never completed, and none of the 47 lots on one side are developed. Ms. Nouvel asked Mr. Tate whether we can recoup some of that amount if someone develops any of the properties. Ms. Henry reported that new construction there may be unlikely because electricity does not extend to those lots, and whomever first builds there

would be required to fund and establish electricity to all the lots. Mr. Tate noted that if this were to occur, incoming funds would be allocated to revenue.

Because of the age of the item and the unlikelihood of collection, Mr. Manning moved to reallocate this amount to a bad debt category. Ms. Nelson seconded the motion. Unanimously approved. Mr. Tate will move the item as of the next financial statement.

Mr. Tate said that the figure in the Assessment category represents the amount billed rather than the amount received during the period. Billed in July, about 60-65% of the assessments are paid in July and August. Adjustments are made at year end to reflect unpaid assessments. With regard to the bad debt allowances, when a property is sold or a builder declares bankruptcy, the debt is written off.

With regard to depreciation for vehicles and other equipment, Mr. Tate advised that he keeps projections for depreciation on a separate spreadsheet and will forward it to the board. Chairman Wright questioned whether the board had done long range projections on equipment when completing the last five-year long range plan, and Ms. Nouvel reported that they had prepared some basic capital replacement numbers. Mr. Barnes noted that the board should review the long range plan every year, rather than every five years, because the board members change annually.

There was general discussion about other allocations, including the road services category, which represents about 50% of our budget and includes multiple items. Paving allocations increased significantly over last year. Mr. Tate reported that he personally makes the decision of how to categorize allocations, based on his experience, but noted the board can at any time categorize entries as it sees fit.

Mr. Tate departed from the meeting at 10:50, and the board resumed its regularly-scheduled agenda.

President's Report: No report.

Treasurer's Report: No report.

Business Managers Report: Ms. Henry reported that four (4) property owners' association disclosure packets were prepared since the last meeting; two are pending. She reported an infestation of raccoons under the office building which were removed by the road services crew over a six-hour period the previous day. Several raccoons appeared to be infected and the animals were euthanized. The animals damaged the insulation, which has to be removed. In addition, a large accumulation of raccoon excrement remains on site. She reported that she will obtain estimates on the cost of removing the hazardous material and sanitizing the area.

Committee Reports:

Architectural & Environmental: No report from Chairman Manning. Ms. Henry noted that the owners of property at Section 2, Block 1, Lot 18 had removed and replaced existing steps with a handicap ramp. She reported that three applications for new construction are pending. Mr. Manning, as committee chair,

has reviewed the applications and is awaiting feedback from adjoining lot owners with regard to the 25' setback. When those owners respond, Ms. Henry will forward the information to the county.

Budget and Personnel: No report.

Legal: No report. Ms. Nouvel stated that she has received and will initial the current legal bill as approved for payment.

Long- Range Planning & Publication Liaison: No report. The board discussed establishment of a subcommittee to liaise and advocate for SBA issues with the county, VDOT and other service providers or groups. Chairman Wright requested that this item be placed on the agenda for the next meeting.

Patrol Committee Report: Chief Bryan McDaniel re-entered the meeting and reported multiple calls after the power outage on January 9 which triggered numerous alarms. During the snow storm, multiple vehicle accidents left motorists stranded on Straton Way and Brawley Lane. There was general discussion about closing Straton Way in inclement weather and establishing signs to indicate the closure.

Chief McDaniel reported that the new, hardwired security system has been installed. While a generator is not included, there is a battery backup which holds about five days' data. All cameras will be external with lights, with no internal cameras. Video equipment will be installed on Tuesday. Last year, the board approved \$4,373.92 for the system. The time elapsed since the estimate, as well as the fact that our staff will be performing the digging and conduit laying (which had been included in the original estimate) may result in a different amount from the estimate.

With regard to our relationship with the Sheriff, Chief McDaniel said that the Sheriff's Department does not have adequate staff to dedicate a deputy to us. He said they are fairly quick in responding to calls from Bryce, but their staff is limited to three deputies and one supervisor. The county has a mutual aid agreement with the towns of Mt. Jackson and New Market, and those authorities will respond to our area as needed. State police monitor the interstate and generally respond to traffic emergencies, but will respond to other emergency calls here if necessary.

Chief McDaniel said that while our patrol officers do not hold law enforcement powers, they can diffuse a situation until law enforcement arrives. They respond to domestic calls, but if a situation is volatile, they withdraw and wait for law enforcement. The sheriff responds to calls involving a crime, which includes domestic disturbances. Liability and insurance issues are excessive and the costs would be prohibitive to elevate our patrol to law enforcement status.

Roads Committee Report: Vice President John Tauber was absent from the meeting. Ms. Henry stated that an electrician would be arriving to complete new equipment installation at noon, after which the vendor will provide training to our staff.

Unfinished Business: None

New Business: Chairman Wright asked the status of covenant violations, and Ms. Henry reported that hardwoods will be planted in the spring on Section 4, Lot 3.

Lot 245 in Section 10 is strewn with damaged and disabled cars and car parts. The owner's representative has promised to remove the debris, and Ms. Henry provided her with a two-week deadline.

A letter has been sent to the owner of Section 10x, Lot 506, regarding trash violations, but a response has not yet been received.

Mr. Manning noted an accumulation of piping material which has been sitting along the creek near the basketball court for a long period of time. A house was to be built on Section 9xx, Lot 335A, and Ms. Henry will call Stoney Creek Sanitary District to remove the material.

Next Board Meeting: The next Board meeting will be held on Friday, February 28, 2020 at 9:00 AM in the SBA meeting room.

Adjournment: Motion was made by Ms. Nelson and seconded by Mr. Manning to adjourn the regular monthly meeting of the SBA Board of Directors at 11:20 AM. Unanimously approved.

Respectfully submitted by:

Deborah Goddard, Secretary
Board of Directors
Sky Bryce Association, Inc.