

Approved
Board of Directors' Meeting
Sky Bryce Association, Inc. (SBA)
March 27, 2020

The meeting of the Board of Directors (BOD) of SBA was called to order at 9:20 AM by President Tom Wright via Zoom Internet teleconferencing. Also in attendance via Zoom Internet were Directors John Tauber, John Barnes, Lynn Nouvel, Jeff Manning, Linda Nelson and Deborah Goddard. Business Manager Bonnie Henry and Assistant Business Manager Laura McDaniel participated by telephone.

Approval of the Agenda for the March 27, 2020 meeting: Motion made and seconded to approve the agenda as submitted. Unanimously approved.

Approval of minutes of BOD meeting held on February 28, 2020, and of the Special BOD Meetings held on March 9 and March 21, 2020: Motions made and seconded to approve the minutes of the regular meeting held on February 28, 2020 and the Special Meetings held on March 9 and March 21, 2020. Unanimously approved.

President's Report: Tom Wright reported that he had contacted Patrick Felling, Director of Public Services, Shenandoah County for information on potential fee increases for the Stoney Creek Sanitary District in the upcoming county budget. Water/sewer user and hookup fees and taxes will not increase, but there will be an increase of approximately 20% to commercial users of the landfill. The County does not plan to open any additional citizen convenience sites or open the sites on Thursdays.

Treasurer's Report: Members were provided a copy of the accountant's financial report through February, 2020. Ms. Nelson reported that there was nothing unusual in the report. She had no report on upcoming budget preparations because she has not received proposed budgets from the department heads, and requested that they be submitted as soon as possible. The upcoming budget needs to be finalized at the April meeting.

Committee Reports:

Business Manager's Report: Bonnie Henry reported that since the January meeting (she was absent from the February meeting due to the death of her mother), she has received approximately 10 property owner's packages, three of which were for vacant lots. Four are pending. Ms. Henry also expressed her gratitude for the board's charitable donation in memory of her mother.

Ms. Henry reported that, with the mandated temporary closure of the courthouse due to the COVID 19 outbreak, new liens cannot be filed at this time. She reported that a new trash receptacle was being installed at the administrative office for the use of property owners during the suspension of trash pickup for the next two weeks due to the potential exposure to COVID-19 by SBA Road employees when picking up trash. (See Roads Committee Report).

Architectural & Environmental: No report. In response to an earlier email request from Director Jeff Manning, Ms. Henry reported that she will create a spreadsheet with information and the status of the property owner packages received.

Budget and Personnel: (See Treasurer's Report.) There was general discussion about the publications budget which includes the newsletter development, printing and postage fees. Ms. Nelson will provide Chair Deborah Goddard with the data to submit a proposed budget for the coming year.

Legal: No report. The SBA Business Office will provide Ms. Nouvel with a copy of the Chadwick Washington Report to the Board on collection costs from July 2019 through January 2020.

Long- Range Planning & Publication Liaison: (See Treasurer's Report and Budget and Personnel.) Mr. Tauber noted that there was previously a coalition of homeowners associations in this area, which met semi-annually to discuss common problems, and suggested resumption of the group in light of the issues we commonly faced due to the COVID 19 virus . Ms. Henry reported that it included about 12 associations, and she will provide Ms. Goddard with the names of the participants.

Patrol Committee Report: Members were provided a copy of the March Patrol activity report. John Barnes reported that he had discussed the impact of the virus restrictions with Patrol Chief McDaniel who felt that, at this time, the patrol staff has adequate protective coverage to continue their jobs and maintain social distancing requirements.

Mr. Barnes also reported that dated standard operating procedures and job descriptions exist for the patrol staff. He will provide copies for the BOD and assist in updating the documents.

Ms. Nelson suggested that in view of two recent patrol calls which involved deceased residents, the patrol staff may be in need of counseling. John Barnes will discuss this issue with Chief McDaniel.

Roads Committee Report: Mr. Tauber reported that there are dated job descriptions for the foreman and assistant foreman. He will obtain copies and follow up on updating.

The Directors discussed the temporary plan Mr. Tauber had previously shared with regard to fears of the road crew about picking up trash during the current health crisis. In addition, they all have pre-school children needing child care and/or school age children at home because the schools are closed until the end of the school year. The plan provides a temporary, two-week solution allowing members of the crew to remain home while receiving 2/3 of their regular pay and benefits. The 2/3 pay will be a loan to be repaid at a later date. Trash pickup by SBA will be suspended for the two-week period, with a temporary receptacle installed outside the administrative offices for the convenience of residents.

Tom Wright will arrange a conference call with legal counsel to discuss the provisions of this plan, and to develop a plan applicable to all SBA employees going forward through the virus epidemic.

Stoney Creek Sanitary District: No report. (See President's Report.)

Unfinished Business: The previously-approved informational breakfast with local real estate brokers will be postponed for the duration of the viral pandemic.

Ms. Henry reported that cleanup is well underway on the lot in Section 10, previously identified to house multiple old cars, car parts, and related items. A complaint was received about a potentially abandoned white truck, without license plates, on another lot in Section 10. The owner received and signed for our certified letter requiring removal in 30 days, but has not responded. They will now be notified that a legal process will be implemented resulting in a fine or daily violation assessment.

John Barnes will contact VDOT with regard to our previous discussion of the establishment of walking paths along the roads.

There was general discussion about the lack of additional funding for staffing fire and rescue services at Orkney Springs location.

The board discussed the old piping material located along Resort drive. Ms. Henry advised she had contacted the Stoney Creek Sanitary District, and learned the piping does not belong to them, but in fact is snow blowing equipment belonging to Bryce Resort. Ms. Henry contacted the Bryce Resort General Manager who advised he will move the equipment in May, when heavy duty equipment is available.

New Business: The board extensively discussed the impact of COVID 19 on our operations and continued discussion on the temporary two-week plan covering Roads' employees. Mr. Tauber had discussed implications of the plan with the SBA accountant and Chadwick Washington. However, provisions of the Families First COVID-19 Response Act that provide paid leave and the Stimulus Bill increases unemployment compensation by \$600 a week needs to be considered by the Board. The Board requested that a conference call be arranged with Chadwick Washington to discuss COVID-19 as it applies to all SBA employees. The discussion needs to address the temporary plan, employee safety, and essential services, and continuation of operations. (See Roads Committee Report).

Tom Wright announced that signs had been posted regarding the temporary closure of the administrative and patrol offices to walk-in visits from homeowners and others. Ms. McDaniel reported that a notice will be posted on the Sky Bryce website addressing office closure and suspension of trash pickup for two weeks. In addition, Mr. Wright will post a notice on the Bayse community Facebook page concerning suspension of trash services.

John Barnes had requested that "communications strategy" be placed on the agenda for discussion. The members agreed that the need for better communication had been addressed throughout the meeting.

Laura McDaniel provided a history of the activity that had led to the belief by the administrative staff that a third, full-time, administrative employee had been approved by the BOD. The Board will not approve any additional positions until position descriptions and standard operating procedures are developed for the administrative staff. There was general discussion of the need to update job descriptions and identify the work that is done by all SBA staff prior to the creation of new positions. Mr. Wright provided a document outlining steps to establish and fill positions.

Next Board Meeting: The next Board meeting will be held on Friday, April 24, 2020 at 9:00 AM.

Adjournment: Motion was made and seconded to adjourn the regular monthly meeting of the SBA Board of Directors at 11:48 AM. Unanimously approved.

Respectfully submitted by:
Deborah Goddard, Secretary
Board of Directors, Sky Bryce Association, Inc.