

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

The meeting of the Board of Directors (BOD) of SBA was called to order at 9:05 AM by President Tom Wright via Zoom Internet teleconferencing. Also in attendance via Zoom Internet were Directors John Barnes, Lynne Nouvel, Jeff Manning, Linda Nelson and Deborah Goddard. Business Manager Bonnie Henry appeared during the Business Manager Report portion of the meeting.

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

Approval of minutes of BOD meeting held on March 27, 2020, and of the Special BOD Meetings held on April 1 and April 10, 2020: Motions made and seconded to approve the minutes of the regular meeting held on March 27, 2020 and the Special Meetings held on April 1 and April 10, 2020. Unanimously approved.

President's Report: Tom Wright reported that he had received information from the attorneys on conducting virtual meetings during the COVID-19 epidemic restrictions. The Commonwealth no longer requires two or more BOD members to be present at the regular meeting location. Property owners must be provided with a method of attending the meeting virtually.

Treasurer's Report: No report. Members were provided a copy of the accountant's financial report through March, 2020.

COMMITTEE REPORTS:

Business Manager's Report: Ms. Henry reported on covenant violations at two properties in Section 10. One property is part of an estate and she is working with the estate managers to correct the violations. Trash violations at a second property have been resolved. Ms. Henry reported that she is creating a spreadsheet with data on architectural requests and covenant violations. The billing software program contains extra fields where property owner e-mail addresses and other contact information can be reported. She noted that owners have been reluctant to provide contact information in the past. She said that architectural requests receive an immediate acknowledgement, which is verified by return receipts requested on emails. In the future, she will include all appropriate committee members in communications with property owners.

Architectural & Environmental: No report. The board discussed denial of the request from a property owner in Section 10 for construction of two temporary greenhouses at the side of the house because SBA bylaws prevent erection of temporary structures. The property owner will be invited to instead seek approval for a permanent structure.

Budget and Personnel: Ms. Nelson is working on the next budget and will complete the review soon for presentation to the board.

Legal: No report. Ms. Nouvel reported that she received a report from the attorneys but has not yet had a chance to review it.

Long- Range Planning & Publication Liaison: No report. Ms. Goddard noted that she had reached out to Linda Nelson about the upcoming publications budget.

Patrol Committee Report: Because of staff vacation absences, a patrol report was not provided this month.

Roads Committee Report: Tom Wright reported that he had talked with the employees who elected to take leave to provide child care pursuant to the FFCRA provisions. Nonetheless, two of the three have located child care and are back at work. The office is maintaining a separate accounting of all extra expenses stemming from the COVID-19 pandemic. Director Barnes suggested that SBA send all employees a letter of appreciation for their flexibility and willingness to continue services during the COVID-19 pandemic.

Stoney Creek Sanitary District: Tom Wright reported that the FY 2021 county budget did not increase the ad valorem tax, user fees or connection fees. Landfill dumping fees will increase in Fiscal Year 20/21.

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

Mr. Barnes reported that he has nothing new to report with regard to walking paths, but he will pursue this matter.

Tom Wright reported that trash pickup has resumed and is going smoothly. Road service employees are also cleaning culverts and applying gravel to some dirt roads.

#### New Business:

Future contact with our attorneys will occur through or with permission of the president, and all members of each committee will be included in communications relating to specific committee operations.

There was general discussion about budgeting for employee compensation, merit increases and bonuses, with a goal towards not increasing property owner assessments or utilizing capital reserve funds in the coming year.

The directors briefly discussed Federal stimulus money available to SBA. Our accountant has advised that SBA does not qualify for PPP funds, and criteria for small business association loans is unclear. Ms. Nelson will arrange a meeting with the accountant for advice on our options.

There was general discussion about collection of email addresses and contact information from property owners, as well as a database to hold the same.

Directors discussed the location of five signboards recently purchased, and information to be included in the signs.

Mr. Wright announced that Vice President John Tauber resigned from the board on April 13, 2020. Directors discussed his replacement and will reach out to previous directors for their interest in fulfilling his term until the next election.

The board discussed appointment of a new road services chairman. Acting Road Services Chair Tom Wright agreed to be Chair.

Motion made and seconded to appoint John Barnes to fill the existing vacancy on the architectural committee. Unanimously approved.

Motion made and seconded to appoint Jeff Manning as Vice President of SBA. Unanimously approved.

The directors discussed the general structure of SBA and the lack of a general manager or property management company to handle day-to-day operations. Mr. Wright advised he will contact a local association management company to request a presentation on their services.

Next Board Meeting: The next Board meeting will be held on Friday, May 22, 2020 at 9:00 AM.

Adjournment: Motion was made and seconded to adjourn the regular monthly meeting of the SBA Board of Directors at 10:50 AM. Unanimously approved.

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