

APPROVED
Board of Directors' Meeting
Sky Bryce Association, Inc. (SBA)
June 26, 2020

The meeting of the Board of Directors of SBA was called to order at 9:06 AM by President Tom Wright located at the SBA office complex. Also in attendance via Zoom internet were Vice President Jeff Manning, Treasurer Linda Nelson, Secretary Deborah Goddard and Directors Lynne Nouvel and John Lavelle. Director John Barnes was on medical absence. Assistant Secretary Bonnie Henry was absent due to illness.

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

Approval of minutes of Board of Directors' meeting held on May 22, 2020: Motion made and seconded to approve the minutes of the meeting held on May 22, 2020. Unanimously approved.

President's Report: None. See committee reports.

Treasurer's Report: No report. The most recent financial statements were distributed to the board prior to the meeting.

Business Manager's Report: None. Ms. Henry will provide an interim report on covenant violations upon her return from sick leave.

Committee Reports:

Architectural & Environmental: No report. A draft excel spreadsheet tracking open architectural requests is in process.

Budget and Personnel: No report.

Legal: Lynne Nouvel reported that she had conferred with legal counsel relating to lien collections and judgments, as well as pending actions. She also requested the administrative staff to provide a tracker of pending items requiring action by the legal and architectural chairs.

Long-Range Planning, Publications and Liaison: Directors will submit drafts of their articles for the annual newsletter prior to the next meeting. We will again offer advertisements in the newsletter at the rate of \$25 per entry. Ms. Goddard will contact the newsletter designer to discuss design scheduling.

Patrol Committee Report: Directors were previously provided a copy of the monthly Patrol Activity Report.

Roads Committee Report: The Road crew completed the first mowing of the season and is now working on the second mowing. The first load of tar for the year will be delivered next week. The road crew continued cleaning out ditches during this last month. Jason Dove, road employee, resigned effective June 4 to accept another job opportunity. The staff is down to four employees--the SBA is looking at additional recruitment avenues. The tar truck was serviced for the year at a cost of \$6,789. It needed

extensive work on the cooling system, engine and replacement of the two front tires. The new Ford 550 truck with a dump body and snow plow was picked up from Shade Equipment in Winchester. The Board discussed the need to document the purchase, receipt and payment of major purchases.(See New Business--Major purchases.)

Stoney Creek Sanitary District And Solid Waste There will be no increase in water/sewer hookups, taxes or usage fees. However, there will be an increase in landfill tipping fees for commercial users from \$45 to \$54 a ton for commercial users, resulting in an approximate \$2,300 increase to SBA.

Unfinished Business: SBA Director Nominating Committee: President Wright reported that he had named Linda Nelson, Joe Griffin, and Malcolm Wilfong to serve on the 2020 nominating committee to identify individuals interested in running for the SBA board of directors this Fall.

CARES Act: Ms. Nelson continues to interact with the accountant and attorney to determine how the legislation impacts SBA.

New Business:

Annual Meeting: The 2020 annual meeting will be held on November 14, 2020. Mr. Wright suggested changing the time of the meeting from 3:00 PM to 10:00 AM. The Orkney Springs Fire and Rescue meeting room has been reserved for that date and time.

Bear Problems: The patrol report identified an increased number of bear sightings and complaints. Mr. Wright reported that an individual from the Virginia Wildlife and Inland Fisheries will speak on this issue at the annual meeting.

Chadwick Washington law firm provided the SBA with legislative updates affecting Property Owners Associations in Virginia.

Virtual meetings permitted: Based on COVID-19 related legislation, the board will continue indefinitely to meet virtually. Depending on the duration of the COVID 19 pandemic, arrangements may have to be made to conduct the November annual meeting virtually.

Political Signs if prohibited or restricted must be included in a resale package: SBA covenants provide parameters for erection of signs such as "No trespassing" "No soliciting" and "For Sale" by property owners. All signs except for name and address must be approved in writing by the SBA.

Solar Energy panels may not be unduly restricted: SBA does not have restrictions.

Electric Charging Stations: Installation of electric charging stations is not restricted or defined in SBA covenants and bylaws. Requests for the same are addressed individually as received; however, Mr. Manning will draft a new rule identifying accepted parameters of electric charging stations.

SBA Holidays: Lee Jackson Day, observed by SBA employees, has been abolished by the Commonwealth of Virginia. However, Election Day will now replace Lee Jackson Day as an approved state holiday. The Employee Handbook will be revised to reflect this change.

Major purchases: The board will adopt standard operating guidelines for the purchase of materials or services over the amount of \$2,500. Among other things, such purchases will require obtaining competitive quotes from three vendors, approval of the board, and separate quality control reviews of documentation and approval of all related invoices and delivery of the product. Ms. Nelson will draft a new policy addressing this issue.

The board also discussed implementation of procedures for itemizing all equipment including depreciation calculations and capital replacement schedules for the same. The board discussed past procedures relating to the contingency and other accounts as to their funding and methods of payments for operating expenses and other items like equipment and supplies. A previous board discussed but did not pursue this issue. This board will address a capital replacement schedule as part of the long term plan.

Next Board Meeting: The next meeting will be held on July 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 10:20 AM. Unanimously approved.

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