

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

The meeting of the Board of Directors of SBA was called to order at 9:00 AM by President Tom Wright via Zoom Internet. Also in attendance via Zoom internet were Vice President Jeff Manning, Treasurer Linda Nelson, Secretary Deborah Goddard and Directors Lynne Nouvel, John Barnes, and John Lavelle. Business Manager Bonnie Henry and Assistant Business Manager Laura McDaniel participated via Zoom from the SBA office complex.

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 June 26, 2020: Motion made and seconded to approve the minutes of the meeting held on June 26, 2020. Unanimously approved.

President's Report: None. See committee reports.

Treasurer's Report: The most recent financial statements were distributed to the board prior to the meeting. The board discussed funding of various accounts and the drawing down of savings and contingency funds. Mr. Lavelle noted that we maintain six different accounts. Funds are transferred into checking account for payroll, insurance and employment tax purposes.

Business Manager's Report: None.

Committee Reports:

Architectural & Environmental: Mr. Manning discussed potential setback problems in an architectural request. The committee approved a request for the building of a garage. A draft excel spreadsheet tracking open architectural requests is in process.

Budget and Personnel: Linda Nelson reported the hiring of a new roads crew member and that we await DMV licensing for him. He is not a mechanic.

Legal: Lynne Nouvel requested the status of a tracker of pending items requiring action by the legal and architectural chairs. Directors discussed collection efforts. Mr. Lavelle noted that Laura McDaniel has undertaken initial letters and notices previously prepared by the attorney. The board discussed potential viability of unpaid assessments and noted that in some cases legal fees for collection can be higher than the amount collected. While the filing of liens is a deterrent, liens that we cannot collect will be written off.

Long-Range Planning, Publications and Liaison: Ms. Goddard reported that she has been in contact with the Beacon designer and requested that articles be submitted by August 1.

Patrol Committee Report: Directors were previously provided a copy of the monthly Patrol Activity Report. Bear activity has decreased somewhat. There have been reports of potbellied pigs in the

community. Chief McDaniel and Ms. Henry have both contacted the resident who owns the pigs, and a letter will be sent advising that SBA covenants ban the ownership of swine.

Roads Committee Report: Mr. Wright reported that tar and chip operations are being done in the roads in Sections 9 and 11. A homeowner had complained that when ditches were cleaned on his street, water ran into her driveway. He was notified to build a culvert to address this issue. Directors discussed the general design problems with culverts.

Stoney Creek Sanitary District And Solid Waste: No report.

Unfinished Business: SBA Director Nominating Committee: Ms. Nelson reported that five members have announced their intention to run for election to the SBA board of directors. Biographies are being completed and will be provided for the board's approval at the next meeting.

CARES Act: John Lavelle noted that we have received a letter from our attorney regarding our eligibility to apply for PPP loans. An "intent of the board" is required setting out the amount sought and the purpose. The purpose would be to provide us with some security in the event assessment payments become delinquent because of financial difficulties encountered by members following the virus. However, he checked with FirstBank and BB&T and both banks have stopped offering the loans.

Sky Bryce Beacon: See Long Range Planning, Publications and Liaison report.

Bears: Tom Wright reported that he met with an expert from the Virginia Department of Wildlife and Fisheries in early July. They report an increase in bear populations in our area and advise citizens to try to "coexist" with the bears. They caution against bird feeders between April and November. A representative of the VDWF will appear at the SBA annual meeting in November, and Mr. Wright will provide an article for the newsletter.

Electric Vehicle Charging Stations: Mr. Manning reported that requests for electric charging stations must go through the architectural committee, as with any other architectural requests.

Guidelines/SOPs/Major Purchases: The board discussed creation of standard operating procedures for major purchases, including guidelines for their approval. Guidelines should address the number of bids required, who signs a contract, etc. The board also discussed creation of SOPs for the use of debit cards and the creation of real estate resale packages.

Capital Replacement Program – Various: Directors discussed the lack of a reserve study. While reserve studies generally cover community property like roads and buildings, ours would cover equipment. The Virginia Property Owners Act requires that a reserve study must be completed every five years. If we allocate less than the amount budgeted for various items, the surplus should go to capital replacement.

New Business:

All Employee Meeting Action Items: The board noted several action items stemming from the meeting with all employees on July 8, 2020. The board will address the enforcement of trash regulations; the hiring of backup snow plow drivers and equipment they use, in the event of a major snowfall; enhancing communication between the board and employees; and conducting regular meetings with the board and all employees.

SBA Employee Health Insurance: Ms. Nelson previously provided the board with several options on the continuance of health insurance for SBA employees. Ms. Nelson approved renewal of existing coverage at 100%, resulting in an 8% increase to SBA, as an employee benefit to partially compensate employees for whom the board was unable to provide merit pay increases this year.

SBA Management Update: The committee members from the external management working group reported that streamlined, “financials only” proposals would be provided by Coventry and Matchbox. There was general discussion about “add on” or unknown costs that could be incurred in a professional management contract. Mr. Lavelle noted that the Quickbooks software, already owned by SBA, can be utilized to enhance automation in several areas. President Wright appointed directors John Lavelle, Linda Nelson and Deborah Goddard to a committee to review and make recommendations for in-house management options.

Next Board Meeting: The next meeting will be held on August 28, 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.