

APPROVED
Board of Directors' Meeting
Sky Bryce Association, Inc. (SBA)
August 28, 2020

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

Approval of the Agenda for the meeting: Mr. Wright verbally added several items to the agenda. See New Business. Motion made by Deborah Goddard to approve the agenda as revised. Seconded and unanimously approved.

Approval of minutes of Board of Directors' meeting held on July 24, 2020: John Barnes moved to approve the minutes of the meeting held on July 24, 2020. Seconded and unanimously approved.

Approval of minutes of Special meeting of the Board of Directors held on August 25, 2020: Jeff Manning moved to approve the minutes of the special meeting of the Board of Directors held on August 25, 2020. Seconded and unanimously approved.

President's Report: None. See committee reports.

Treasurer's Report: Linda Nelson reported that assessment payments are steadily coming in, with about \$200,000 remaining outstanding. Laura McDaniel discussed the initial process for delinquencies and said that, historically, another \$10,000-\$15,000 is received after notice of delinquency. Another \$15,000 trickles in during the following month. Apparently, Covid 19 virus has not impacted member payments, and receipts are up approximately \$12,000 over this date last year.

Financial reports have been received through June 30. The July report has not been prepared because we are still processing the assessment receipts in Quickbooks. Laura McDaniel said that processing should be complete next week, and the information will be provided to the accountant at that time.

John Lavelle reported that our accounting is prepared on an accrual basis and that losses identified on the financial statements are based on the total of monies billed, rather than funds actually received, so that actual cash losses are greater than reported. The board previously adjusted the budget for expectation of payments from 95% down to 91% this year because of uncertainty of the ability to pay assessments by members due to the Covid 19 virus, as well as to prevent an increase in assessments.

The board discussed the lien collection process and costs and the viability of actually collecting delinquent payments and when to write them off. John Lavelle and Laura McDaniel will work to identify delinquent accounts that offer a good possibility of recovery.

Business Manager's Report: Bonnie Henry reported that she processed 19 property owners packages since last month's meeting. Five are pending.

Comments from Non-Board Members on Non-Agenda Items:

Member and former director John Tauber sent an email on August 28, 2020 to Bonnie Henry. It contained five questions he wished to be presented to the board. Mr. Tauber's questions, and the Board's discussions are as follows:

1. *"In the new budget are there funds set aside as prescribed in the bylaws and shown in the long term plan for vehicle replacement?"*

The language in the bylaws provides setting aside such funds "if available." Because of potential inability to collect assessments from members experiencing financial difficulty from Covid 19 restrictions, and the desire of the board not to increase member assessments, there were no funds available for the current Budget. The availability of funds will be reviewed in May 2021.

2. *"Is there a plan for the two office buildings to be replaced? And is there a future replacement fund?"*

There are no current plans for replacement of the office buildings. There is no future replacement fund.

3. *"If the board is thinking about a management firm, have they interviewed any current and past clients of the management firm?"*

The board is reviewing all management options, both internal and external, in response to the upcoming retirement of business manager Bonnie Henry.

4. *"If the board is looking at hiring a general manager, have they considered contacting JMU about their hotel management graduates?"*

The board is reviewing all management options, both internal and external, in response to the upcoming retirement of business manager, Bonnie Henry.

5. *"Why did Jason Dove leave to take a job that paid over \$2.00/hr. less than he was making and no insurance – this information would be helpful in attracting new employees"*

Sky Bryce does not divulge personal information about current or former employees.

Committee Reports:

Architectural & Environmental: No report.

Budget and Personnel: A new roads crew employee has been hired and is working out very well. John Lavelle suggested that Linda Nelson be a part of the interview committee to process new employees.

Legal: No report. Chairman Lynne Nouvel was absent from the meeting. John Lavelle discussed the tracking report for covenants violations prepared by Laura McDaniel. He suggested additional categories to the legal and architectural trackers being developed. Patrol staff can report violations, and

correction of violations, from observations while on patrol. A list of such items can be attached to the monthly patrol report.

John Barnes noted that Mr. Manning has been awaiting an architectural report tracker for several months. Laura McDaniel responded that she had sent a first draft to Mr. Manning three months previously, and Mr. Manning indicated he would make some changes. While she has not yet received those changes, Ms. McDaniel reported that she will make the revisions immediately upon receipt. John Lavelle volunteered to work with her on this.

There was general discussion of reporting of covenant violations and the process followed to obtain corrections.

Long-Range Planning, Publications and Liaison: An initial proof of the 2020 Beacon was sent to directors last week. Ms. Goddard reported that she had received several comments or corrections from directors, and asked if there are any further comments. The directors discussed a change in the article about the location of the meeting, and indicated there are no further edits. See New Business – Change in Meeting Location section.

Patrol Committee Report: The board was previously provided with a copy of the monthly patrol report.

Roads Committee Report: Mr. Wright previously sent directors a copy of the roads report. He reported that the crew is finishing the 3d mowing of the year. Tar and chip operations were completed in Section 11 and have begun in Section 9. Mr. Wright reported that he is working on a solicitation to recruit “on call” snow plow drivers. Applicants will be vetted through DMV and provided with onsite training and orientation.

Stoney Creek Sanitary District And Solid Waste: No report.

Unfinished Business:

CARES Act: The board discussed the availability of Federal funding to compensate SBA for costs incurred as a result of the Covid 19 virus. We experienced some losses in the election of some road crew members to remain home to provide child care as approved in the Families First Act. We also experienced losses in the purchase of PPE. John Lavelle reported that he had consulted with First Bank and BB&T about reimbursement programs. Both banks have ceased participating in these programs. Mr. Lavelle explained that, under the programs, the banks advance their own funds, which are later reimbursed by the Federal government. They felt that they had already taken on too great a risk in the loans that have already been made. Mr. Lavelle will make a final check for the availability of any reimbursement money before this item is removed from the agenda.

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

Guidelines/SOPs/Major Purchases: Tom Wright asked the status of creation of standard operating procedures for major purchases discussed at the previous board meeting. Linda Nelson reported that the Operations Management Committee is addressing this as a part of its consideration of management options upon the retirement of Bonnie Henry.

New Business:

SBA Board Nominations Committee Report: Nominating Committee Chairman Joe Griffin sent a report recommending five members for selection as candidates to the board of directors. They are: Debbie Turley, Paul Richards, Kathy Politas, Ron Harrigal and John Lavelle. Deborah Goddard moved to accept the nominees recommended by the committee. Seconded and unanimously approved.

Request from John Tauber to amend approved minutes of the meeting of the board of directors held on April 10, 2020. Mr. Tauber was a director in attendance at that meeting. He subsequently resigned on April 13, 2020. The minutes of that meeting, approved by the board at its regularly scheduled meeting on April 24, 2020 reflected the fact that a motion was made, seconded and unanimously approved to resume trash pickup on April 20, 2020, following a brief interruption at the outset of the Covid 19 pandemic. Subsequently, Mr. Tauber requested that the minutes of the April 10 meeting be amended to indicate that the discussion of the motion to resume trash at the April 10 meeting did not reflect a discussion among the board that the resumption was based on the anticipated receipt of proper PPE equipment already on order. The Board believes that the minutes of the April 10, 2020 meeting, as adopted and posted on our website, properly reflect the intent of the board.

Change in Location of Annual Meeting: After discussion about social distancing and size of the venue, Deborah Goddard moved that the location of the annual meeting be changed from the Orkney Spring fire hall to the Shenandoah Center at Bryce Resort, and that the ability to attend that meeting virtually will be afforded members. Seconded and passed unanimously.

The Resort will require social distancing and masks, and the fee is \$175. Linda Nelson will schedule the meeting with the Resort. Tom Wright will bring his laptop to the meeting so that members can attend virtually through Zoom. The notice appearing in the Beacon will be changed as to location, and members will be referred to the SBA website (or a flyer will be inserted in the package) providing instructions for Zoom access.

Complaints about operation of cycles, scooters, ATVs, mopeds and other three-wheeled vehicles: Tom Wright reported that he had received inquiries about the operations of cycles, ATVs, scooters, etc., within the resort. He noted that some of the roads can be hazardous, particularly when vehicles are operated recklessly. Chief Bryan McDaniel said the two options in handling reports of reckless drivers are (1) provide the sheriff with the tag number (which they do 2-3 times per month); or (2) notify Bryce Resort Manager Ryan Locher.

The directors discussed the safe operation of golf carts from point to point within the resort, such as from a home to the pool. Bonnie Henry pointed out that Section 6.25 of the Covenants provides, among other things, that "Mopeds, motorcycles, all-terrain vehicles and other similar two or three wheeled vehicles may only be driven by licensed drivers on the Owner's lot, designated trails and association-maintained roads for the purpose of ingress and egress to their lot. They shall not be driven through other owner's lots."

Jeff Manning moved that the SBA website will be amended to provide the full text of covenant 6.25, with a notice that it will be strictly enforced. Seconded and unanimously passed.

Next Board Meeting: The next meeting will be held in September, 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.