

## APPROVED

### Board of Directors' Meeting

Sky Bryce Association, Inc. (SBA)

September 25, 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 Treasurer Linda Nelson, Secretary Deborah Goddard and Directors John Barnes, Lynne Nouvel, and John Lavelle. Director Jeff Manning was absent. Business Manager Bonnie Henry and Assistant Business Manager Laura McDaniel participated in the meeting via Zoom from the SBA office complex.

Approval of the Agenda for the meeting: Motion made by John Barnes to approve the agenda as revised. Linda Nelson seconded. Unanimously approved.

Approval of minutes of Board of Directors' meeting held on August 28, 2020: Linda Nelson moved to approve the minutes of the meeting held on August 28, 2020. John Barnes seconded. Unanimously approved.

Approval of minutes of Special Meeting of the Board of Directors held on September 20, 2020: Deborah Goddard moved to approve the minutes of the special meeting of the Board of Directors held on September 20, 2020. Linda Nelson seconded. Unanimously approved.

President's Report: None. See committee reports.

Treasurer's Report: None.

John Lavelle commented on Laura McDaniel's previous message about the status of assessment collections. He said that there is still approximately \$100,000 outstanding, and that it is premature to determine whether financial difficulties following the Covid 19 pandemic will impact member payments. He also noted our current burn rate was about \$105,000, and mentioned that patrol income, interest and legal collections, together with outstanding assessment payments, would achieve the 91% budgeted for, and cautioned that we watch expenditures carefully.

Tom Wright asked why the August financials hadn't been provided. John Lavelle said that he had been working with Laura and Bonnie setting up automatic payments for

accounts payable, which diverted their attention from completing the August financials.

John Lavelle reported that all vendor payments recurring in the same monthly amount have been set up for automatic payments. Regular payments which differ in amount have been set up for online payment accounts with First Bank. Laura McDaniel will be able to make payments on line, and 100% of vendor payments have now been set up for some sort of electronic payment. Mr. Lavelle reported that they have a meeting scheduled next week with Firstbank to discuss other commercial banking facilities such as payables permission levels, and additional member, online payment options.

Business Manager's Report: Bonnie Henry reported that she processed 9 property owners ' packages since last month's meeting. One is pending. She reported that the newsletter and candidate sheets had been sent to the printer and are expected back next Thursday.

President Wright asked the status of outstanding violations. Laura McDaniel and John Lavelle worked together to draft new forms, and office staff will work on it over the weekend to catch up. They are working with John Barnes on populating the spreadsheet.

John Barnes noted that he sent the spreadsheet/forms to members for review the previous day.

#### Committee Reports:

Architectural & Environmental: No report. Laura McDaniel is updating the new reporting format.

Budget and Personnel: No report.

Legal: No report. Chairman Lynne Nouvel noted that it had been some time since she received any invoices for payment.

Long-Range Planning, Publications and Liaison: Deborah Goddard reiterated Bonnie Henry's report on the newsletter and candidate sheets. Laura McDaniel reported that she individually prints ballot sheets for each member.

Patrol Committee Report: The board was previously provided with a copy of the monthly patrol report, See Business Manager's Report where Mr. Barnes advised that he had sent the newly- developed Patrol covenant violation reports and spreadsheet to the members for their review.

Roads Committee Report: Mr. Wright previously sent directors a copy of the roads report. He reported that we have experienced equipment problems which have delayed completion of tar and chipping. The last tar shipment has been cancelled. We are attempting to finish Section 11, but falling leaves may prevent completion because this work cannot be done on top of the leaves

Stoney Creek Sanitary District Liason: No report. See New Business.

Unfinished Business:

Guidelines/SOPs/Major Purchases: John Lavelle suggested \$5,000 as a minimum major purchase. He will work with Linda Nelson on an SOP for major purchases and send to her for review.

Sky Bryce Beacon: See Long Range Planning, Publications and Liaison report and Business Manager's Report.

New Business:

Hiring On-Call Snow Plow Drivers: Mr. Wright reported that a solicitation to recruit on-call snow plow drivers had been published in the Northern Virginia Daily, as well as on the bulletin boards of various local businesses, including the community store and Post Office, among others. SBA will offer an hourly wage and will provide the equipment. We have received two applications and a third individual expressed an interest.

Regarding liability insurance, Bonnie Henry reported her belief that the temporary workers would have to be reported as part time employees. The insurance company will search their drivers' licenses for any

violations. Ms. Henry will contact Erie Insurance for more information. The roads crew has agreed to provide an orientation to the temporary workers. A commercial drivers' license is not required.

Annual Meeting Agenda: The annual meeting will be conducted November 14, 2020 at 10:00 AM at the Shenandoah Center at Bryce Resort. Social distancing restrictions will be maintained. Members will also receive the option of attending the meeting virtually via Zoom. There is a notice in the Beacon. Instructions for connection will be placed on the SBA website and copied onto fliers for handout at the office. Members are informed that they must provide their email address to SBA prior to the date of the meeting in order to receive a link to sign in.

Members discussed procedures and equipment necessary to connect with Zoom at the Shenandoah Center. Tom Wright will provide his laptop at the meeting. Laura McDaniel and Deborah Goddard will arrange for a trial connection prior to the meeting to ensure the annual meeting goes smoothly.

Agenda - In addition to committee/officer reports, representatives from our auditing company, legal counsel, Bryce Resort and Stoney Creek Sanitary District will appear to give updates on their activities. A representative from VDWF has been invited to address the membership on bear activity. In the event of any scheduling conflict, Tom Wright will make that presentation.

John Lavelle noted the board would discuss the retirement of Bonnie Henry, and the succession plan for her replacement.

The final item on the agenda will be Board recognition of Bonnie Henry. A brief reception with limited refreshments will follow after the conclusion of the meeting. Linda Nelson is working with the Resort to arrange for refreshments.

Stoney Creek Sanitary District Water Issues:

Directors discussed the recent well and water shortage experienced by SCSD. SCSD provided a notice which was shared on the SBA website that the problem had been corrected and that water conservation could cease. However, very little information was disseminated at the beginning of the event. Directors discussed their regret in not informing SBA informing members about the problem, noting that SCSD failed to provide initial information to us.

SBA Forms and Spreadsheets: See Business Manager's Reports.

SBA Board Ballots: Ballots have been sent to the printer and are expected to be received back next week. Ms. McDaniel noted that she individually prints a ballot for each property owner which will be mailed along with candidate biographies, a copy of the Beacon, and a return envelope. She noted the time required to prepare the approximate 2,000 mailings, and said that several directors had volunteered to assist.

Completed ballots are due no later than October 30. Tom Wright will appoint three people to count them.

All Employees Meeting:

Following the first all employee meeting in July, the Board is committed to scheduling regular staff meetings, and another will be scheduled soon. The meetings will occur in the new maintenance garage.

Next Board Meeting: The next meeting will be held in October 23, 2020 at 9:00 AM.

Adjournment: John Lavelle made a motion to adjourn the regular monthly meeting of the SBA Board of Directors at 9:45 AM, and Linda Nelson seconded. Unanimously approved

Respectfully submitted by:

Deborah Goddard, Secretary

Board of Directors

Sky Bryce Association, Inc.