

APPROVED VIA ELECTRONIC MAIL

Board of Directors' Meeting

Sky Bryce Association, Inc. (SBA)

October 23, 2020

The meeting of the Board of Directors of SBA was called to order at 9:14 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, and John Lavelle. Mr. Lavelle departed the meeting at 9:35 AM. Directors Jeff Manning was absent, and Lynne Nouvel joined at 9:22 AM. Technical difficulties caused delays in access by several of the directors. Business Manager Bonnie Henry and participated in the meeting via Zoom from the SBA office complex.

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

Approval of minutes of Board of Directors' meeting held on September 25, 2020: John Lavelle moved to approve the minutes of the regular meeting on September 25, 2020. Linda Nelson seconded; unanimously approved.

Approval of minutes of Special Meeting of the Board of Directors held on October 19, 2020: John Lavelle moved to approve the minutes of the special meeting of the Board of Directors held on October 19, 2020. Deborah Goddard seconded. Unanimously approved.

President's Report: None. See committee reports.

Treasurer's Report: Linda Nelson reported that we are on target for collection of assessments. John Lavelle noted the importance of keeping the "burn rate" down.

Business Manager's Report: Bonnie Henry reported that she processed 8 property owners' packages since last month's meeting, including three vacant lots. There are six pending requests for house construction.

Committee Reports:

Architectural & Environmental: In Mr. Manning's absence, Bonnie Henry gave a summary. Most requests since the last meeting have been for cutting brush and trees,

driveway improvements and sheds. A request for a new house construction in Section 9 was extended. John Lavelle asked the status of the purple house and Ms. Henry reported that she will notify the homeowners in writing that the color must be changed and that a color request must be submitted.

**Budget and Personnel:** Linda Nelson reported that advertisements for a new roads employee have been published.

**Legal:** In Ms. Nouvel's absence, Linda Nelson noted the annual retainer paid to legal counsel. The amount has been the same for years. This amount is not applied towards any legal work performed by the firm, but we are not charged for legal questions. Ms. Nouvelle joined the meeting at 9:22 AM. She reported that she has not received or signed off on legal bills for August or September.

**Long-Range Planning, Publications and Liaison:** Deborah Goddard reported that the annual Beacon had been disseminated along with election ballots and candidate sheets.

**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 chip and tar operations in Section 11 have ended for the year. The crew continues clearing brush and trimming along roads. Mr. Barnes asked about blowing leaves and Mr. Wright responded that the crew usually waits until all the leaves have fallen before undertaking the leave blowing. He will check with Daniel Dove.

**Stoney Creek Sanitary District Liason:** No report.

**Unfinished Business:**

**Guidelines/SOPs/Major Purchases:** Linda Nelson reported that revised SOPs are in draft and about to undergo review.

**Sky Bryce Beacon and Printing and Distribution of Ballots:** See Long Range Planning, Publications and Liaison report.

**On call Snow Plow Drivers:** Advertisements were run in local papers and posted at local venues.

Covenant Violation Spreadsheet: Directors discussed the draft of the newly-designed violation spreadsheet and categories that might be included. Referring violations to legal can be a complicated process with a hearing and appeal. Penalties are \$10/day up to 90 days or a one-time \$50 fee.

New Business:

Audit for Fy19-20:

Mr. Wright announced the annual audit is usually completed by this point. Ms. Henry stated that she and the assistant business manager would work over the weekend to catch up. Mr. Wright asked if it will be available for the annual meeting and Miss Henry said that if it is not, members can be advised at the meeting that it will be placed on the website when available.

Employee Handbook Revisions: Several sections of the handbook are in need of revision. The Lee Jackson holiday has been eliminated in Virginia, and will be replaced with a holiday on Election Day. Ms. Nelson noted that the entire handbook needs a review and editing. Mr. Wright stated that he would like to change the holiday information now, as well as including quarterly meetings with the board and all employees.

Recruitment for Road Services Vacancy/Salary for Daniel Dove and Chris Jordan: Directors discussed recruiting for a 5th road service employee in the usual newspaper and local venues. They discussed salary increases for the remaining road employees. Ms. Nelson stated she would also like to review vacation allotments.

Appointment of Election Tellers to Count Ballots: Ms. Henry stated that, in the past, ballots were counted three days before the annual meeting. Linda Nelson said that she will recruit three counters

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 informing members 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.

Directors discussed procedures and equipment necessary to connect with Zoom at the Shenandoah Center. 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.

Next Board Meeting: The next meeting will be determined by the Board of Directors.

Adjournment: John Barnes moved to adjourn at 9:46 Am. Deborah Goddard seconded; unanimously approved.

Respectfully submitted by:

Deborah Goddard, Secretary

Board of Directors

Sky Bryce Association, Inc.