

Approved Minutes

Board of Directors' Meeting
Sky Bryce Association, Inc. (SBA)
May 25, 2018

The meeting of the Board of Directors of SBA was called to order at 9:00 a.m. by President Wilfong at the Association's meeting room located at 7200 Supinlick Ridge Road, Basye, Virginia. Present were President Malcolm Wilfong, Vice President John Tauber, Secretary Pat Werner, Treasurer Linda Nelson, John Lavelle, Gary McDermott and Lynne Nouvel. Also, present was Bonnie Henry, SBA Business Manager/Assistant Secretary.

Approval of minutes of Board of Directors' meeting held on April 27, 2018:

To be approved at the June Board of Directors meeting per request From Assistant Secretary Bonnie Henry. Board agreed.

Approval of Agenda: Motion made by John Tauber and seconded to approve the agenda, as submitted. Unanimously approved.

President's Report: Executive Session to address personnel matter. Motion made by John Tauber and seconded at 9:10 a.m. to go into executive session to address personnel matter. Unanimously approved.

Motion made by John Tauber and seconded to reconvene the regular Board of Directors' at 9:20 a.m. Unanimously approved.

As a result of the executive session, motion made by John Tauber and seconded to give employees a one-time payment of \$100.00 for their monthly retirement being deposited late. Unanimously approved.

Treasurer's Report: Treasurer Linda Nelson briefly reviewed the financial report as of April 30, 2018; routine.

Business Manager's Report: Business Manager Bonnie Henry reported that ten (10) Property Owners' Association Disclosure Packets have been prepared since the last Board meeting; six (6) pending. Of the total packets prepare, two (2) were for vacant lots.

The violation of Covenant 6.25 at 5 Mt. Snow Court has been corrected. The van and car have been removed from the property. Realtor Kevin Brennan has been notified that the property in question has no covenant violations.

The Business Manager noted that covenant violations are still being addressed.

The Business Manager reported that a search is on to hire a part-time person to catch up on office filing and help with the FY 18-19 annual assessment billing. Money for this position is in the FY 17-18 & 18-19 budget.

Comments from Non-Board Members on Non-Agenda Items: None.

Committee Reports:

Architectural & Environmental: Chair John Tauber reported on the meeting held with M/M Sean Nouvel regarding the removal of trees, without approval, on Lot 97, Section 12. The Nouvels are sending a letter from their tree contractor stating that the trees that were cut were either Ash trees or diseased. The tree contractor thought an Oak tree was too close to the power transformer and cut the tree down.

The approval to construct a solar pavilion on Lot 4, Section 12 is pending receipt of additional information. This solar pavilion will be used for family events by the owners of the house at 8527 Supinlick Ridge Road – Section 12, Lot 3.

Chair Tauber noted that Shenandoah County Building and Inspection Department will not grant final approval on a building project located within Sky Bryce Subdivision until SBA signs off that all of our construction requirements have been met.

Budget & Personnel: No report.

Legal: No report.

Long Range Planning and Publications & Liaison: Chair Lynne Nouvel reported that she is working on a new format for the Long Range Plan. The objective of the new Long Range Plan is how to achieve, plan and develop it more.

Patrol: Chair Gary McDermott reviewed the Patrol Report for April 26, 2018 to May 23, 2018; routine.

Chair McDermott reported that Patrol Chief McDaniel is still looking into the cost to install a surveillance system for the SBA complex. He should have the cost by the June Board meeting.

Road Services: Chair Tauber reported that the recent rains flooded the roads and closed down the bridge from Fairway Drive to the Timeshare units. This debris will take several weeks to clean up as time and schedule permits.

Also, Chair Tauber reported:

1. Has re-purposed two trucks by taking off the utility box off the F450 and installed it on the gas powered F350 which lightened the F350 and increased its usefulness.
2. The dump body for the F350 was installed on the F450 which has more power to haul heavy loads. This should postpone the need for a new dump truck for a few years.
3. There is a 2' x70'- 40 year old culvert on Aspen Way, North near the Stoney Creek Sanitary District (SCSD) sub-station that is deteriorated to the point of replacement. Have asked Rodney from SCSD if they could re-line the culvert. SCSD is not authorized to reline any culvert over 15". But, Rodney talked to Re-Line, Inc. who gave SCSD the okay to reline our 24' culvert. The relining cost is \$6,880 compared to the estimate of \$29,000 to \$33,000 to dig up the culvert and replace. Proposed cost details provided to Board members present.
4. Acquired several used concrete road barriers to create better storage of our stone and cold seal patch.
5. Estimated cost of the maintenance garage with lift to be constructed next to the storage shed is \$77,037.44. Details on cost was provided to Board members present.
6. Will re-use the lean-to next to the stone storage to house the spreaders and snow plows.

A discussion was held on the Road Services' Chairman's report. As a result of the discussion, a motion was made by John Tauber and seconded to approve the re-lining project by SCSC for Aspen Way, North. Passed.

The construction of the road services maintenance garage will be discussed at the next Board meeting.

Stoney Creek Sanitary District: No report.

Unfinished Business: None.

New Business:

Debt collection/management plan: An on-going project.

Consideration on FY 18-19 Budget: Treasurer/Budget Committee Chair Linda Nelson lead a long detailed discussion on committees requested needs for the proposed FY 18-19 Budget. As a result the followed developed:

1. Motion made by John Tauber and seconded to add a 6th person to the road services crew. Passed 5-1.
2. Motion made by John Tauber and seconded to patch & pave only 3 miles of road. Passed 5-1
3. SBA will go back to paying 100% of the employees' total monthly health costs while the employee continues to pay 100% of dependent(s) cost. This is consistent with Shenandoah County practice.
4. Qualified employees will receive a 1.5% cost of living/performance raise.
5. Cost for patching & paving only 3 miles of roads will be funded in the FY 18-19 budget not 10 miles as requested.

Motion made by Linda Nelson and seconded to approved the proposed budget for FY 18-19 with annual assessments for unimproved lot at \$234.00 and annual assessment for improved lot at \$681.00. Passed 5-1.

It was noted that the increase over FY 17-18 annual assessment is 5.6%.

Comments from Non-Board Members on Agenda Items: None.

Next Regular Monthly Board of Directors' Meeting: The next regular monthly meeting of the SBA Board of Directors will be held on June 22, 2018 at 9:00 a.m. Meeting will be held at the Association's meeting room located at 7200 Supinlick Ridge Road, Basye, Virginia.

Secretary's Note: Reports, if any, noted above can be reviewed in the SBA Business Office during regular business hours.

Adjournment: Motion made by John Tauber and seconded to adjourn the regular meeting of the SBA Board of Directors at 11:50 a.m. Unanimously approved.

Submitted by:

Bonnie Henry, Assistant Secretary
Board of Directors
Sky Bryce Association, Inc.