

Approved
Board of Directors' Meeting
Sky Bryce Association, Inc. (SBA)
August 24, 2018

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

Approval of minutes of Board of Directors' meetings held on June 22, 2018: Motion made by John Tauber and seconded to approve the minutes of the Board of Directors' meeting held on June 22, 2018. Unanimously approved.

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

Presentation by Property Owner on being past due on 40 lots: The Business Manager reported that Mr. David Bukovsky left an early morning message on the SBA business answering service stating he would not be at this Board meeting due to a medical problem. She noted that he did leave a long detailed message on the answering service regarding his plans to bring his delinquent accounts current with SBA. At this time, the Board members went to the SBA's Business Office to hear Mr. Bukovsky's phone message.

After listening to Mr. Bukovsky's phone message, the Board requested that the Business Manger send a letter to Mr. Bukovsky telling him to put his payment proposal in writing and send to our Chadwick and Washington attorney, Allen Warren.

President's Report: No report by President Wilfong.

Treasurer's Report: Treasurer Linda Nelson presented the financial report as of July 31, 2018; all is in line.

Business Manager's Report: Business Manager Bonnie Henry reported that eleven (11) Property Owners' Association Disclosure Packets have been prepared since the last Board meeting; three (3) pending.

The Business Manager reported that Tiffany Ward, the part time office help, is working out fine. She will be working after school starts, as needed.

The Business Manager noted that there are two (2) upcoming FY 17-18 audits scheduled for SBA. The one scheduled for September 7 is for WC insurance and the one to start on September 17 is for FY 17-18.

The Business Manager noted that SBA Information 7 sheet on page 64 of the SBA Rules and Information document should include details on use of outdoors fire pits by homeowners. Board agreed. Business Manager will provide details at the next Board meeting.

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

Committee Reports:

Architectural & Environmental: Chair Tauber briefly reviewed the committee's activities for the past month; numerous requests for tree trimming, dead tree removal and driveway enlargement. A certified letter was sent to the builder of 444 Aspen Way, North informing him that the site was not in compliance with the site plans submitted to SBA for approval. He was informed that he had until August 31 to bring the site into compliance or the new owners will be notified of the non-compliance. Sent back to the owners an incomplete application for a garage with habitable attic on William Lane.

Holding an application for a new house on Lot 9, Section 1, Linda Lane, for clarification of the recorded drain easement on the property.

Budget & Personnel: No report.

Legal: No report.

Long Range Planning and Publications & Liaison: In the absence of the Chairperson, the SBA Business Manager noted that 2018 *Sky Bryce Beacon* is being preparing; will be mailed with the ballots by October 1, 2018.

Patrol: Chair McDermott reviewed the Patrol Report for June 21, 2018 thru August 22, 2018; routine.

Roads Services: Chair Tauber reported that the SBA Road Services' crew has been constantly cleaning out debris from clogged culverts caused by the heavy rain storms. Four (4) culverts that collapsed from deteriorated conditions have been replaced. Rebuilt Breckinridge Road (.2 of a mile), in Section 9, that was washed out by the past/recent heavy rains. Cost to tar and chip Breckinridge Road was \$17,216.28. Breckinridge Road serves nineteen (19) lots.

Mr. Tauber and the SBA Road Services' Supervisor met with Dominion Energy on July 24, 2018 to address problems and issues regarding exposed wires and poor workmanship by their sub-contractors. Dominion Energy immediately marked two sites within SBA subdivision as safety issues and made repairs.

Also, Mr. Tauber and the SBA Road Services' Supervisor met with Shentel on August 6, 2018 to address the issue of their exposed lines in our ditches and poor workmanship by their sub-contractors. Shentel informed SBA that we did not have to notify Miss Utility regarding location of their lines in our ditches before cleaning out because they did not have any lines in the ditches. The next day while cleaning out a ditch, a Shentel line was skinned. This line was not buried. Shentel was notified and they repaired the line.

Mr. Tauber noted he had received an email from Bryce Resort's General Manager stating that the "No Lake Access" sign should be received soon.

Mr. Tauber has received the roof truss and wall panel specs and designs for the new proposed maintenance building. He will be filing for the Shenandoah County building permits next week.

Stoney Creek Sanitary District (SCSD): No report.

Unfinished Business:

Debt collection/management plan: Still being worked on.

New Business:

2018 Nominations Committee Report: 2018 Nominations Committee Chairman Kenny Klinge was not able to be present. 2018 Nominations Committee Member John Tauber presented for Board approval the three (3) following candidates for two (2) seats on the Board of Directors: Barbara Bailey, Jeffery Manning and Tom Wright. A discussion was held. Motion was made by Gary McDermott and seconded to accept the three (3) nominations as recommended by the 2018 Nominations Committee. Unanimously approved.

Consideration on construction of bulk salt storage building for Roads Services: Roads Services Chair Tauber discussed the benefits of building a bulk salt storage building. Benefits were buying by bulk, instead of bags, would save money and road services would save time by loading bulk salt instead of dumping single bags of salt. A discussion was held. Motion made by John Tauber and seconded that SBA should construct a bulk salt storage building. Unanimously approved.

Proposed change/update to SBA Rule #3 (type of driveway culvert pipe): Roads Chair Tauber requested a change to SBA Rule #3 which states: "Sky Bryce Association advises property owners planning to build at Sky Bryce to use steel culvert pipe, instead of plastic culvert pipe, for driveways and parking areas." Proposed change states: "Sky Bryce Association advises property owners planning to build at Sky Bryce to use ABS plastic culvert pipe, instead of steel culvert pipe, for driveways and parking areas." A discussion was held. Motion made by John Tauber and seconded to change SBA Rule #3 to read "use ABS plastic culvert pipe, instead of steel pipe, for driveway and parking areas – to be effective in sixty (60) days. Unanimously approved.

CW report of legal charges and collections vs financial statements: To be addressed at a future Board of Directors' meeting.

Setting up an account to accumulate and track charges for Roads Services building project: The Business Manager noted that an account number will be assigned by our Accountant for this project.

Change Long Range Plan to Projects and Long Range Plan: To be addressed at the next Board of Directors' meeting.

Capital Replacement Schedule and setting up reserve/savings accounts for Admin. and Patrol and transferring funds from Premium and Contingency savings accounts: John Lavelle presented a written detailed report on establishing capital replacement bank accounts for Admin. and Patrol. The startup funds for these two (2) bank accounts could come from the Premium Plus and Contingency bank accounts. Written report to be made a part of the record. A discussion was held on the need to open up two (2) new bank accounts. It was noted that monies in the contingency fund could be earmarked for Admin. and Patrol capital replacements instead of having two (2) new bank accounts. As a result of the discussion, motion made by John Tauber and seconded to set up additional capital replacement accounts for Admin. and Patrol. Unanimously approved. No decision was made on how or when to fund these new capital replacement accounts.

Discussion on Property Owner's presentation regarding being past due for 40 lots: Addressed earlier in the meeting.

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 Friday, September 28, 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 10:50 a.m. Unanimously approved.

Submitted by,

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