

Approved  
Board of Directors' Meeting  
Sky Bryce Association, Inc. (SBA)  
September 28, 2018

The meeting of the Board of Directors of SBA was called to order at 9:05 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, Treasurer Linda Nelson, Board members John Lavelle, Gary McDermott and Lynne Nouvel. Secretary Pat Werner was absent (excused). Present was Bonnie Henry, SBA Business Manager/Assistant Secretary.

Approval of minutes of Board of Directors' meetings held on August 24, 2018: Motion made by John Tauber and seconded to approve the minutes of the Board of Directors' meeting held on August 24, 2018, as corrected. Unanimously approved.

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

President's Report: No report by President Wilfong.

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

Business Manager's Report: Business Manager Bonnie Henry reported that eight (8) Property Owners' Association Disclosure Packets have been prepared since the last Board meeting; one (1) pending.

The Business Manager noted that the FY 17-18 audit is being done and the WC insurance audit has been completed. Draft FY 18-19 audit will be presented at the October Board of Directors meeting.

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

Committee Reports:

Architectural & Environmental: Chair Tauber reviewed the committee's activities for the past month. Primarily, approval requests have been for dead or dying trees to be removed, installation of a storage shed and replacement of rotten and worn decks.

Application to build a house on Lot 9, Section 1 on Linda Lane is on hold pending a letter of opinion from our attorney regarding a recorded drainage easement between Lots 8 & 9, Section 1. The drainage on Lot 8 has been redirected onto Lot 9. There is no record of SBA approving the redirection of the storm water. It appears the owner of Lot 8 may be liable for the expense of redirecting the drainage whether it was done by the current owner or the previous owner.

Received complaints from an adjoining property owner that people were living in an unfinished house at 62 Erika Drive, Section 9XX, Lot 144, with expired building permit. In communications with Shenandoah County Building Department, SBA learned that the building permit has been renewed and a final inspection was being scheduled.

Still working with the builder to comply with the approved site plan for 444 Aspen Way N, Section 5X, Lot 18. Plans are still pending for construct of a garage at 173 Williams Lane, Section 7A, Lot 53.

A discussion was held on making sure that all recent approved changes to SBA Rule #3 have been done.

Budget & Personnel: Chair Nelson noted that the 6<sup>th</sup> person has been hired for the Road Services crew.

Legal: A discussion was held on the need for a Legal Committee Report to be presented every month. The President will talk to the Legal Committee Chair regarding presentation of a monthly report.

The Board will ask the Legal Committee Chair to come up with a list of 3-5 delinquent accounts that SBA could pursue further collection by garnishment of wages or bank account.

Long Range Planning and Publications & Liaison: Chair Nouvel reported that she will have the draft of the updated Long Range Plan ready for the President's review shortly. Final draft will be presented to the Board of Directors on October 26, 2018.

Patrol: Chair McDermott reviewed the Patrol Report for August 23 thru September 26, 2018, 2018; routine.

Roads Services: Chair Tauber reported that the SBA Road Services' work schedule has been dominated by the rain/wind storms.

After the meeting with Dominion Energy, there were some follow-up conversations regarding the problem created by the lack of quality control of their sub-contractors. As a result of these conversations, SBA will correct the substandard work and invoice them for the repairs.

The building permit for the Road Services' maintenance building has been issued and work has begun.

The culvert under Aspen Way North has been successfully relined. In the future, a larger culvert may be relined. The initial estimate to replace this culvert was between \$34,000 to \$35,000. This relining costed SBA \$8,700.00.

Currently, Road Services has tar & chipped .9 of a mile which leaves 2 .1 miles to be done under the FY 18-19 budget.

Stoney Creek Sanitary District (SCSD): No report. It was noted that Rodney McClain, Director of Public Utilities, Stoney Creek Sanitary District, will be retiring in October, 2018.

Linda Nelson left the meeting at 10:00 a.m.

#### Unfinished Business:

Debt collection/management plan: Mr. Lavelle presented Assessment Debt Collections Guidelines and Assessment Collection Process. A discussion was held.

CW report of legal charges and collections vs financial statements: The concerns that Mr. Lavelle had regarding this matter were addressed by Jason Tate, our accountant, in his September 24, 2018 email. This email was provided to all SBA Board members.

Change Long Range Plan to Projects and Long Range Plan: A discussion was held on this matter. Motion made by Lynne Nouvel and seconded to change the name of the Long Range Plan to Projects and Long Range Plan. Unanimously approved.

Capital Replacement Schedule and setting up reserve/savings accounts for Admin. and Patrol and transferring funds from Premium Plus and Contingency savings account: Mr. Lavelle recommended that the SBA Accountant and Business Manager should be in charge of this task. Board agreed.

New Business:

Proposed changes/update to SBA Information Sheet #7-safe use of outdoor fire pits: The Business Manager presented an update to SBA Information Sheet #7-safe use of outdoor fire pits. A discussion was held on the proposed updates. The Board requested additional information on the updates presented. The Business Manager will provide the requested information on the updates at the next Board 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, October 26, 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 10:30 a.m. Unanimously approved.

Submitted by,

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