

Approved
Board of Directors' Meeting
Sky Bryce Association, Inc. (SBA)
October 26, 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, Board members John Lavelle, Gary McDermott and Lynne Nouvel. Treasurer Linda Nelson was absent. Present were Bonnie Henry, SBA Business Manager/Assistant Secretary and Jon-Michael Rosch, auditor with PBMares.

Approval of minutes of Board of Directors' meetings held on September 28, 2018: Motion made by John Tauber and seconded to approve the minutes of the Board of Directors' meeting held on September 28, 2018, as corrected. Unanimously approved.

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

Presentation of the draft FY 17-18 audit by PBMares: Auditor Jon-Michael Rosch presented the draft audit for FY 17-18 to the Board of Directors. A question and answer period were held. Mr. Rosch noted that there were no issues with the draft FY 17-18 audit. The finalized FY 17-18 audit will be presented to the members at the annual meeting on November 10, 2018.

At this time, Auditor Jon-Michael Rosch left the meeting.

President's Report: No report by President Wilfong.

Treasurer's Report: Treasurer Linda Nelson was absent. Board members had received by email the financial report as of September 30, 2018.

Business Manager's Report: Business Manager Bonnie Henry reported that six (6) Property Owners' Association Disclosure Packets have been prepared since the last Board meeting; one (1) pending.

The Business Manager noted that the 2018 *Sky Bryce Beacon*, ballots, meet the candidates' sheet and notice of the annual meeting were mailed by October 1, 2018. Ballots are to be returned by October 31, 2018.

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 which included several requests for tree removal.

The application to build a house on Lot 9, Section 1 on Linda Lane is still 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. A recorded drainage easement has appeared on another site plan.

A certified letter has been sent to the Owner/Builder of 444 Aspen Way, N - Section 5X, Lot 18 informing him that he has not complied with the approved site plan. If he does not comply, a certified letter will be sent to the present owners of this property informing them that they are responsible for completing the compliance requirements.

Return of compliance fees for 55 Linda Lane - Section 1, Lot 5 pending receipt of the as-built survey.

Budget & Personnel: No report.

Legal: The Board at their last meeting requested the Legal Committee Chair to come up with a list of 3-5 delinquent accounts that SBA could pursue further collections by garnishment of wages or bank account. Chair Werner present her delinquent account list based on amounts due. A discussion was held. Motion made by John Tauber and seconded to have the Legal Committee Chair identify the top ten (10) delinquent owners by the number of their delinquent accounts and obtain from our attorney the cost to obtain judgements for garnishment of wages and bank accounts. Unanimously approved. This requested list will be reviewed by the Board.

Long Range Planning and Publications & Liaison: To be covered under New Business.

Patrol: Chair McDermott reviewed the Patrol Report for September 27, 2018 thru October 23, 2018; routine.

Roads Services: Chair Tauber reported that the last thirty (30) days have been spent cleaning culverts of leaves and debris from the constant raining. In addition, the rains washed away the 21A stone that the road services crew was using to fill pot holes and road wash-outs. This forced the road services crew to use cold patch in place of the 21A stone which cost considerably more than the stone. However, the cold patch does not wash away.

When the weather did break, the road services crew was able to tar and chip another 1.1 miles of roads leaving a balance of 1 mile in the FY 18-19 budget to be done in the Spring of 2019.

The footings and base concrete perimeter walls for the road services' new maintenance building have been poured. The walls and trusses will be ordered next week. Waiting on Dominion Energy Virginia for direction on how they will serve the new road maintenance building.

A new stop sign has been installed at the intersection of Arnold Road and Route 263. The stop sign at the top of Straton Way has been relocated and replaced with a larger stop sign. A new chevron sign has been installed at the bottom of Straton Way.

Chair Tauber suggested installing stop signs where SBA roads intersects with VDOT maintained roads. The old wooden speed limit signs should be replaced in the near future.

It was noted that the old F-350 dump body has a rusted-out floor. Waiting to hear if two steel plates can be welded on the floor instead of buying another dump bed. The clutch went out on the larger 4-wheel drive tractor, that is being replaced.

Ryan Locher, General Manager of Bryce Resort, is working on having the "No Lake Access" sign installed at the intersection of Dawn Drive and Route 263.

After setting up a meeting with Dominion Energy Virginia, Shentel and SBA roads services' crew, we were able to solve several issues that will be more productive for our roads services' crew. Also, solved a problem regarding the condition our roads were being left in after utility work was performed by the sub-contractors of the utilities' companies.

Dominion Energy Virginia and Shentel agreed to pay SBA to return the road conditions to their pre-construction condition. We then agreed on standards that their contractors must follow while doing utility work at Sky Bryce.

To clean ditches, the SBA road services crew had to wait for Miss Utility to mark the ditches prior to cleaning them. However, during the meeting with Shentel, it was located in the code book that utility wires must be 18' below grade. Shentel agreed that SBA would not be held liable for any damage to their wires that were above the 18' depth level. The very next day, the road services crew skimmed a Shentel wire that was not buried.

Stoney Creek Sanitary District (SCSD): No report.

Unfinished Business:

Clarification on wording for change Long Range Plan to Projects and Long Range Plan: SBA Business Manager requested clarification on wording. Lynne Nouvel stated the correct wording for the change is Long Range Plan & Projects.

Proposed change/update to SBA Information Sheet #7-safe use of outdoor fire pits: The SBA Business Manager presented changes/updates to SBA Information Sheet #7-safe use of outdoor fire pits. A discussion was held. The Board requested the Business Manager to make sure changes/updates regarding use of outdoor fire pits comply with local fire codes and have our attorney review the wording.

New Business:

Presentation of Updated Long Range Plan: Long Range Planning Committee Chair Nouvel presented the draft Long Range Plan and Projects for July 1, 2019 to June 31, 2024. She still needs the equipment replacement schedule from the Road Services Chair.

Discussion on addition of "site plan with engineer's stamp & signature" noted in the requirements for new construction: A discussion was held. Motion made by John Tauber and seconded to add to the new building approval requirements the addition of a site plan with engineer's stamp and signature. Motion passed.

Discussion on adding the "Driveway Composition" to the new construction application: A discussion was held. Motion made by John Tauber and seconded to add driveway composition to the new construction application. Motion passed.

Discussion of clarification of SBA Bylaw Article (4) requiring 5% of the non-salary portion of each year's road services annual budget being applied to the First Bank-Road Services Vehicle/Equipment Long Term Fund: Road Services' Chairman noted that SBA is in violation of SBA Bylaw Article (4) by not budgeting for this long term account. A discussion was held. The funding for this account will be addressed by the new Board. The President commended that SBA could transfer the excess funds from FY 17-18 to this account.

Appointment of three (3) elections tellers: President Wilfong recommended to the Board that the election tellers counting ballots on November 5, 2018 should be Jane & Kenneth Stanhagen and Judy Wilfong. Motion made by Pat Werner and seconded to accept the President's recommendation for election tellers. Motion unanimously approved.

SBA Annual Meeting – Committee Reports: President Wilfong requested written committee reports for the annual meeting be given to the Secretary or Assistant Secretary.

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

Next Regular Monthly Board of Directors Meeting: To be determined by the new Board.

2018 Annual Meeting of Members of SBA: Saturday, November 10, 2018 – 3:00 p.m. at the Orkney Springs Fire & Rescue building located at 922 Orkney Grade, 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 11:35 a.m. Unanimously approved.

Submitted by,

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