

Wolf Laurel Road Maintenance & Security Homeowners Association
Minutes of the Meeting of the Board of Directors
April 17, 2020

The GoToMeeting was called to order by President Kessler at 10:00 AM

Directors in attendance by video/phone: Stone, Simmons, Pendleton, Parker, McMillan, Klumpp, Kessler, Jantzen, Carrigan

Staff in attendance by video: Wyatt, Connor

POA Liaison in attendance by video: Larry Veatch

ARB Committee Chair by in attendance video: Mike Stapleton

Approval of Consent Agenda

Minutes of prior month's meeting

Receipt of Road Staff Report – see attached

Receipt of Security Staff Report – see attached

Receipt of ARB Report – see attached

Upon **motion** and duly seconded, the consent agenda was approved.

Finance Report

Monthly financial reports including cash flow report: Louise Wyatt

Budget – Road Maintenance expenses are 21% of the 2020 budget and security expenses are 22% of 2020 budget. Comparing March 2019 expenses to March 2020 expenses, Road Maintenance is 103% of prior year's spending and Security is 94% of prior year's spending. March 2020 Collections - 88% of homes and 67% of lots have been collected. We received \$7,250.00 in March going toward WL Road Resurfacing Project.

Stone explained the changes that have been made to the reporting of financials are the formatting which now accrues revenues based on 1/12 of what has been billed and a year-to-date budget.

He also reported RMS has begun payroll direct depositing and remote depositing.

Treasurer's report on reconciliation of accounts: Ron Stone

Stone reported he has reviewed the reconciliations and bank accounts.

A **motion** was made to accept the financial reports for January, February and March 2020. Upon motion and duly seconded, the financial reports were accepted.

Finance committee report on status of financial review and tax return filing: Ron Stone

We are almost finished with the adjustments made by the CPA and our taxes will soon be filed.

WLPOA Liaison: Larry Veatch

See attached.

ARB: Mike Stapleton

See attached.

Stapleton added there is no work being done at the bank owned El Miner property, a contractor's request to use our roads to get to a job site in another development was denied, and another dog issue was brought before the ARB concerning leashing and picking up after pets.

Road Maintenance – Steve McMillan

The dump truck is still in the shop waiting on parts.

Off-site use plates would cost \$1200.00 annually.

The road crew is working on the ditch lines using the new truck (received March 24th) to tow the track-hoe where it is needed.

A situation has come up on Gardenside with two large trees leaning toward a property owner's house. The trees are on RMS's property and will need to be removed. Two quotes for removal, which involves power lines and cranes, fell within the \$3,000.00 range. We have contacted the power company for help with the cost.

The insurance adjuster inspected the dump truck, accepted the claim and will be cutting us a check.

Pendleton requested RMS add to the procedures insurance claims are not submitted without discussion and approval of the board. Klumpp suggested Pendleton and/or Parker write a draft of the procedure which he would revise and take to the Long Term Planning Committee.

Security – Lloyd Parker

Update on map – Parker has received a copy of the map in its finished form with advertisements which have been approved by the advertisers. It is almost ready (pending a couple more edits) for printing and distribution to property owners.

Operational issue – An employee came into work sick and was sent home as soon as the supervisor was aware. This was a wake-up call for the board and supervisors that employees, in spite of what they are being told, still have the habit of coming in to work even though they are ill. The sick employee ended up having a sinus infection and was home

for the next 72 hours.

Thermometers have been ordered as a result of this.

Proposed gate procedure changes for people without barcodes – Currently, when property owners come through the gate without barcodes but with property owner windshield decals, regardless the year of the decal, the gate employees open the gate for them. Recommendation of change would be if the property owner decal is more than one year past the current year, the gate staff would register those with out-of-date decals each and every time they enter WL gate. Discussion followed relating to Covid 19, property owners' access, the Preserve gate, Madison County orders and WL responsibilities. In addition to the recommendation, those who come in the Preserve gate with out-of-date decals will need to present their ID and will be registered by the gate staff at the WL gate. The board accepted the recommendation.

Covid Update for Madison County – Cynthia Kessler - Madison County changed their definition for short term rentals from up to 15 days to no description. They have also change language concerning essential businesses (infrastructure and security) and staffing asking that businesses operate at minimum necessary activities. These orders are through the end of May. Winter hours will be extended, Monday – Thursday 8am to 4pm, closed on Friday. We are also in need of N95 masks to be in compliance.

Facilities – Jim Simmons

The installation of the new roof on the gate house is complete and came in under budget.

Simmons received a proposal for fixing the motel roof of \$530.00. He will schedule the repair.

Simmons thanked Beth Sheerin and her daughter for drafting a sketch of possibilities for the motel property.

Old Business:

Adoption of text of revised personnel policies – Jim Klumpp

The personnel policy was in need of reorganization and items to be updated which included substantive clarifications to salaried employees, vacation, sick leave and paid holiday and non-substantive edits to make it a better document.

A **motion** was made and seconded to adopt the proposed personnel policy redraft. Motion carried.

Debate on Maintenance Facility Site - In September 2019 the board received a notice to vacate the historic location of the maintenance facility. We approached the owner about purchasing the property or a long term lease without success, and began searching for alternative sites. In November the board voted to pursue a dual path, to continue negotiations with the property owner and to seriously evaluate alternative sites. A list of alternative sites was compiled from staff, community and board participation, and we set a soft deadline for suggested other sites of January 17. In all 15 sites were evaluated to some degree. February 25 is a significant date, we obtained a

contract setting a price and allowing us to do physical studies of the BAY Family property. Today we are debating the alternatives available to us. All the site selection criteria can be summed up as: functional to our specific use, cost to the community, and cohesion with community. Of the top 4 sites, two are not being debated due to factors that distinguished them from the top two candidates.

Stables: Located on Buck House Road just below Flame Azalea, former horse barn owned by STPAL under a conservation easement. It's available for lease with option to purchase, but power line and access issues can't be solved, conclusion: Good short term site but not permanent

Motel: original contingency location, plan to demolish all or part, culvert stream, fill to expand usable area. Not cost feasible (\$577,739). Modified plan, to split operations up between 3 locations (motel, stables, Hampton gap) not efficient as permanent solution, not cost effective (\$333,269). For short term use with minimal modifications (\$100,826 added to the ultimate permanent solution). Conclusion: could work, expensive; OK immediate short term location in summer.

Two good alternative sites will be debated: Hampton Gap and BAY Family property

Hampton Gap

Option 1 – Basic building, security fencing with landscaping, bottom line cost is \$141,112.41 plus the cost of moving our operation (including all hypothetical in house costs) to Hampton Gap takes it to \$160,934.

Option 2 – Adding additional funds to esthetically enhance the building, upgrading the fencing and using more mature landscaping, the cost would be \$172,662.41 plus the cost of moving our operation takes it to \$186,448.

The proposal for funding would be to utilize the amount listed in our 2020 budget for the project, with the balance of funds coming from reserves.

Pros – End up with a building that is new, functional, safe, designed for our purpose.

Recommendation from staff, facilities committee as best option.

Cons – Negative community feedback raising concern about appearance of and noise from the site.

BAY Family Property

We have been negotiating with the Bay family to purchase the property. We have signed a contract putting a deposit down in the amount of \$5,000 on February 25th with 90-day due diligence. We have our environment study completed and the survey is almost complete. Total cost would be \$204,000 over 5 to 7 years.

The proposal for funding is to utilize the amount listed in our 2020 budget for the project, with the balance of the funds coming from reserves.

Pros - We would not have to move and it is a larger piece of property. Operations would not be disrupted. We would be spending close to the same as Hampton Gap staying where we

are. There would be no community push back.

A **motion** was made and seconded to make the BAY family property the primary focus for site selection, proceed to complete due diligence review, and if the results of the due diligence reveal no adverse issues, to put the site to a vote of the board approving it as the choice for the maintenance facility. Hampton Gap and other sites will be held in reserve as fall back locations should a factor be discovered that would make proceeding with the BAY Family property impossible or unadvisable Motion carried.

Because this project involve an expenditure in excess of \$100,000 the next step will be a written project description and budget to be evaluated by the Finance Committee, and a summary of the project proposal to be posted on our website for community comment for two weeks prior to the board votes whether to approve the site and the budget for the project. A tele-conference meeting will be scheduled with a formal meeting notice being sent out later.

New Business:

None

Audience Comments:

An audience member shared InstaCart will deliver groceries and thanked the board for their work. Another asked if Hampton Gap will be used for anything else and asked if there has been any change in gate procedures concerning contractors.

The Long Range Planning Committee will look at the use of Hampton Gap. There has been no change at the gate concerning contractors and we are still tracking where contractors are going in the community.

Special Called Meeting for Maintenance Site Approval April 30, 2020

Next board meeting: Work Session May 6, 2020 at 10:00am

Board Meeting: May 15, 2020

Respectfully submitted by David Pendleton
Secretary Wolf Laurel Maintenance

ARB Report April 2020 – Mike Stapleton

Permits for March 2020

Tree apps-3

Minor-2

Major-1

Old Business:

Mayapple construction extension update.

Hampton Gap fire damages property update

Abandoned construction on El Miner update

Active El miner construction update.

Dog owner fined

New Business

Dog issues- Covid

Contractor Short cut request

Variance issue on setbacks delays.

POA Liaison Report – Larry Veatch

The POA announces and welcomes Michelle Morgan who has been approved for the Village Club (VC) Director position. We look forward to the benefits of her service.

Someone has agreed to be considered to temporarily fill her board position since she was required to resign from the board to become VC Director. The POA elections later this year will be especially important since there will be three or four board positions to fill. Please have those interested in POA board membership contact the POA office or a board member.

The package cabin is attempting to implement safety procedures, such as social distancing, in response to the Covid pandemic. Because of the pandemic, deliveries have increased, and the use of the cabin space is even more challenging than usual.

It has been decided to implement a three-day requirement for picking up packages. It is hoped that this will be a short-term necessity, although it is obvious that in general more things are being ordered and delivered. It is requested that residents

not order items if they are not on the mountain or for some other reason are unable to pick up their packages. The Package Cabin volunteers are working hard to keep things moving along, e.g., they will attempt to contact residents prior to sending back any packages.

The POA is attempting to implement the county and state guidelines for social distancing and other safety measures to participate in mitigation during the pandemic. Staff and resident safety guidelines have impacted the VC functions and might impact VC activities and events usually scheduled for next month and perhaps until safety restrictions are moderated. Information is available on the POA website regarding this issue.

The POA has decided to suspend the assessment of late fees for the next 60 days.

Pursuit is being made to investigate having the package cabin listed as a historical structure.

The POA website continues to be updated and information regarding resident contact information for the WL Directory is requested; Contact Ronnie at 828-689-9229 / ronnie@wolflaurelpoa.com at the POA office.

The POA acknowledged the addition of Steve Parker to the RMS rental management committee.

Road Report

April 8, 2020

Roads:

- Wolf Laurel had 4 plowable inches of snow that required 23 hours of overtime paid at time and a half for hourly employees.
- Maintenance crew over shot Wolf Laurel road with 4 loads of hydroseed to help cover the bare spot on the road bank. Also shot 3 loads at the English Ridge/Hampton Gap site to help with erosion. The cost for this was \$955.95 for hydroseeding materials and \$262.69 for the rental of the hydro seeder.
- Maintenance crew have spread and graded out 18 loads of ABC-M.
- Maintenance crew has started cutting and chipping roads banks to help further with the work the NC forest service did last year for better fire breaks.

Equipment:

- Took the Ford dump truck in for service on the motor. Mechanic called and informed me that the motor has had pee gravel and some dirt put in through the top end of the motor causing a significant amount of internal damage. The motor has been gone through and is going to be completely rebuilt. They have given me a rough estimate of \$8000 for repairs and labor but the finally cost is pending.

- All snow removal equipment has been serviced and disassembled.

Fuel usage:

- On road diesel: 130 gallons, cost of \$327.60
- Off road diesel: 135 gallons, cost \$299.70
- Gas (trucks, chainsaws, etc.) 205 gallons, cost \$399.75

Security Report

March 2020

April 8, 2020

- Staffing
We had to cancel staff meeting due to Covid 19.
All staff are well and trying to stay safe following guidelines set forth by CDC and Ms. Kessler.

- Upcoming Events
Property owners are going to be coming back soon. Some are already here.

- Gate Trends
Ski lodge is closed.

Gate signed in 350 skiers in March compared to 2472 in March 2019.

Guest and workers 1368

Advanced guests, workers & deliveries 165

Preserve gate 48

Barcode lane 3933

The changes that are in place for Covid 19 are working pretty well and everyone seems ok with them.

- Rover Trends
Roving has driven 2070 @ cost of \$466.37 compared to 2193 miles @ cost of \$471.42 in 2019.
We had one of them on vacation for 10 days including weekends.
- Equipment Trends
Need to get summer tires for Jeep and truck.
Jeep needs service and transmission serviced and rear end checked and serviced.

- Supervisor Comments

I would like to thank Ms. Kessler and Mr. Parker for the help and guidance in this tragic event that we are going through, keeping our staff well and safe.

Ken Porche'

SOS