

Wolf Laurel Road Maintenance & Security Homeowners Association
Minutes of the Annual Organization Meeting and Monthly Meeting of the Board of Directors
August 21, 2020

Attending

Directors in meeting room: Simmons, Shook (2020-21), Parker, McMillan, Klumpp, Kessler, Carrigan

Directors via electronics: Stone, Pendleton (2019-20), Jantzen

Staff via electronics: Wyatt, Connor

Liaison via electronics: Earlene Shofi (POA)

ARB Committee Chair: Mike Stapleton

Call to Order

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

Approval of Consent Agenda (Previously reviewed by Board and prepared for approval)

Approval of Monthly Meeting of July 17, 2020.

Approval of Minutes of Special Meeting of July 29, 2020.

Receipt of August Road Supervisor's Report (see Attachment A)

Receipt of August Security Supervisor's Report (see Attachment B)

Receipt of August ARB Chair's Report (see Attachment C)

Upon **motion** (Parker) duly seconded, the consent agenda was approved.

Seating of the New Board

President Kessler thanked retiring board member David Pendleton for his three years of service on the Board.

Jim Simmons, Eddie Shook and Cynthia Kessler were officially seated as duly elected members of the Board of Directors for 2020-2022.

Election of Officers for 2020 – 2021

Upon **motion** (Parker) duly seconded, Cynthia Kessler was nominated as President.

Upon **motion** (Klumpp) duly seconded, nominations were closed. Motion carried.

Cynthia Kessler elected as President for the 2020 – 2021.

Upon **motion** (Kessler) duly seconded, Lloyd Parker was nominated as Vice-President.

Upon **motion** (Klumpp) duly seconded, nominations were closed. Motion carried.

Lloyd Parker elected as Vice-President for the 2020 – 2021.

Upon **motion** (Kessler) and duly seconded, Ron Stone was nominated as Treasurer.

Upon **motion** (Parker) and duly seconded, nominations were closed. Motion carried.

Ron Stone elected as Treasurer for the 2020 – 2021.

Upon **motion** (Parker) and duly seconded, Jim Klumpp was nominated as Secretary. Upon **motion** (Kessler) duly seconded, nominations were closed. Motion carried. Jim Klumpp elected Secretary for the 2020 – 2021.

Upon **motion** (Shook) duly seconded, Caron Jantzen was nominated as Assistant Treasurer. Upon **motion** (Parker) duly seconded, nominations were closed. Motion carried. Caron Jantzen elected Assistant Treasurer for the 2020 – 2021.

President Kessler appointed Lloyd Parker as Insurance Coordinator for 2020-2021. Confirmed by vote of the Board.

President Kessler announced 2019-2020 Committees and chairs would remain in place until the September work session.

Reaffirmation of Conflict of Interest and Anti Self-Dealing Policy

Upon **motion** (Parker) and duly seconded, the Board reaffirmed the Conflict of Interest and Anti Self-Dealing Policy. Motion carried.

Financial Reports

Monthly financial reports to July 31, 2020, including cash flow report: Louise Wyatt

July 2020 Collections – 95.8% of homes and 76% of lots have been collected.

Budget – At end of July, Road Maintenance expenses are 51% of the 2020 budget (if the maintenance facility capital project is included road expenses are 67%) and security expenses are 55% of the 2020 budget. Comparing July 2019 expenses to July 2020 expenses, Road Maintenance is 96% of prior year's spending (included maintenance facility capital project, 121%) and Security is 102% of prior year's spending.

In July we received additional payments of \$2,000.00 toward WL Road Resurfacing Special Assessment.

Treasurer's report on reconciliation of accounts: Ron Stone

Stone reported completion of review of reconciliations and bank accounts. No discrepancies or problems discovered

A **motion** (Simmons) duly seconded to accept the financial reports as submitted. Motion carried.

Renewal of Line of Credit for 2020-2021

A **motion** (Parker) duly seconded for the annual renewal of the \$75,000.00 emergency line of credit. Motion carried.

Authorization to Sign Checks for 2020-2021

A **motion** (Klumpp) duly seconded to approve Steve McMillan, Eddie Shook, Jim Simmons, Ron Stone and Louise Wyatt as 2020 – 2021 check signers. Motion carried.

Report from Liaisons – Earlene Shofi for WLPOA

The POA is continuing to look into the motel property and the financial responsibilities that would come with the property.

ARB- Mike Stapleton

Amendment to his previously submitted report (see Attachment C). He has updated the ARB applications to reflect the ARB guideline changes that go into effect September 1, 2020.

Committee Reports

Road Maintenance – Steve McMillan

The paving contractor returned to repair a small defect in Wolf Laurel Road where debris had been paved over, and at the same time sealed certain surface cracks which have appeared, all covered by the paving contractor's warranty of his work.

Two contractors have looked at slides on Buckeye and May Apple which we would like to combine with the re-sloping projects on Buckeye and Oakridge. No figures on those projects yet.

Finance Committee – Caron Jantzen

Finance Committee recommended approval of the proposal to allocate funds from Road Equipment Reserve in the amount of purchase price of the new Road Maintenance Truck.

A **motion** (Klumpp) duly seconded to transfer funds from the road equipment reserve to the general operating account in the amount of the purchase price of the truck. Motion carried by required 2/3 vote.

Security – Lloyd Parker

A breach was discovered at the end of Gardenside Spur leading to a gravel road which ends on Wolf Laurel Road outside the gate entrance. There was no indication that the road has been used recently. Kessler reported that she brought the matter to the attention of the Schlitt family. The board discussed what action should be taken. The board also discussed the ongoing negotiations with the property owners mentioned above. The board directed Kessler to return to the representatives of the property requiring them to take some action to make the breach at Gardenside Spur impassible by September 5, 2020. The Board also

directed Kessler to request that the representatives of the Schlitt interests appoint one point person to further negotiations with WLRMS.

Facilities – Jim Simmons

Simmons reported the maintenance facility's new roof has been installed and the electrician has been contact about the moving the electrical that would be involved when the fuel tanks are moved to their new concrete containment area.

The new floor and countertop have been installed in the gate house. Simmons is waiting on a quote to install a drop ceiling.

The board discussed the billboard at HWY 23 and Laurel Valley Road. Simmons suggested instead of reviving the billboard agreement, to improve the visibility and appearance of the sign at Puncheon Fork and Wolf Laurel, and to improve the visibility of the sign at the entrance gate by maintaining the landscaping.

The spruce tree at the gate house will be removed because of interference with power lines.

President's Report

WLCC President Lynn Matthews contacted Kessler to report two club employees were sent home ill and are in the process of being tested for covid. As a precaution, the club has been closed until the tests come back and Ronnie Rice has been contacted in case another testing event needs to be set up for the community. Also, one of WLRMS's road crew was sent home ill testing negative with the fast test and waiting on the results from the second test. Kessler made the board aware of the CARES Act and CDC rules.

Old Business

Hiking trail access with STPAL

There was a discussion concerning the STPAL public hiking trails, public access to the trails and the parking area outside the gate and parking areas inside the gate at the trail heads. Action was deferred until STPAL weighs in on the outline of proposal.

New Business

WLRMS has set up direct payroll deposit and remote depositing through First Bank. First Bank has informed us they no longer support Windows 7 which will affect our ability to make deposits remotely. Tim Carrigan is looking into software/hardware upgrades.

A **motion** (Kessler) duly seconded to authorize up to \$700.00 to purchase an office laptop. Motion carried.

Audience Comments:

Property Owner Larry Veatch thanked the board for their work and congratulated the newly elected board members.

Adjournment

The meeting was adjourned at 11:51. The Board went into executive session.

Notes

Next board meeting: Work Session September 9, 2020 at 10:00am

Board Meeting: September 18, 2020 at 10:00

Respectfully submitted: Jim Klumpp
Secretary, Wolf Laurel Road Maintenance and Security Homeowners Association

Report of the Board Meeting in Executive Session

The Board deliberated on a violation of Covenants dealing with speeding. A fine was imposed on the Property Owner.

The Board considered a request for lot combination under the WLRMS policy. Upon review of the materials submitted by the property owner, the Board determined combination was unnecessary for the purpose stated, thus the request was not approved.

The Board considered a matter initiated by the ARB concerning an owner’s violation of ARB guidelines. ARB requested advice and authority from the Board before proceeding. The Board provided input and referred the matter to ARB for handling.

Attachment A

**Wolf Laurel Road Maintenance
Monthly Report
August 12, 2020**

Roads:

- Roads crew cut and patched McKinney Gap and Big Bald road. Asphalt cost for this project was \$4,691.97, Sub contract dump truck cost was \$1805.

- With the torrential rain falls we have been having it is starting to cause problems on our gravel road beds and shoulders, road crew is trying to stay ahead of these problems before they become major problems.
- Maintenance crew has started painting and repairing signs post
- Maintenance crew has put down 16 loads of gravel.

Equipment:

- Put two new front tires on Mahindra tractor, cost was \$939
- Had to put front idle roller on the 289D Cat skid steer cost for the part was \$971.06, labor was done in house.
- All other equipment has been serviced and is in good working order.

Fuel usage:

- On road diesel: 119.9 gallons, cost \$334.52
- Off road diesel: 418.4 gallons, cost \$958.14
- Gas: 121 gallons, cost \$254.10

Nathan Woody, Supervisor of Roads

Attachment B

Wolf Laurel Security Report

August 12, 2020

Staffing – Lisa Rice quit, went to work at Elderberry Health Care Facility, We are looking for a replacement. Cody is filling in on week-ends.

Upcoming Events –work to start at Gate House

Gate Trends –

Guests and workers -775

Advanced Guests- 369

Preserve Gate- 279

Bar Code Lane? Could not pull readings from computer.

Daily Log-2615

Rover Trends – 1819 miles at a cost of \$485.76

Equipment Trends –Truck had to have driveshaft replaced, and a new battery

Supervisor Comments-

Ken Porche', Supervisor of Security

Attachment C

Architectural Review Board Report

August 12, 2020

Permits for July 2020

Tree apps-7

Minor-0

Major-0

ARB Meeting

The ARB met on August 5 and everyone was present.

Old Business;

May Apple construction extension update; Siding and painting is complete. Lot has been cleared up but landscaping is open. Need to speak with the WLRMS in executive session on this issue as it may involve legal action.

Thank you Louise for obtaining the info as to the location of which outdoor power pole contain lighting that we are paying the lighting bill for.

Active/stalled construction on El Miner update. Fines have been started on a property that is not in compliance with ARB guidelines for construction site conditions. There is a balance remaining on that deposit. The Administrator has made the owner as well as the new engineering firm aware that our patience has worn thin and action must be taken as the fines are not stopping until the situation is rectified.

Update on Blue Mountain. Fees were received and processed on the current new home construction and the owner is cooperating in that process.

Dog issues update- Two fines paid. Security will be letting us know if any of the banned dogs are sighted.

New business-

Reviewed billing information for permitting and ARB fees with Louise and then the Board as regarding

tracking commercial construction related traffic coming through the front gate. We discussed ways to ensure the construction type traffic is related to current permits and how best to capture the information for the traffic that is purposely avoiding the permitting and fee process. That topic is still open.

Port-a-john on El Miner Ct. intersection. Nobody is laying claim to it so we have called to have the company come remove it.

New issue emailed to me last night on a loose threatening dog on the green at the golf course that came from a home nearby. I have requested additional information this morning. No injuries or attack involved.

A new updated set of NDN procedures being work on by myself and members of the WLRMS for NDN has been completed. Copies have been email to ARB committee members. Thank you Jim Klumpp , Lloyd and everyone on the WLRMS for help on this.

At the August 5, 2020 monthly meeting of the Wolf Laurel ARB Jim Klumpp and a liaison representing Southeastern Trust for Parks and Lands, STPAL, presented requests for a trail system accessed through Wolf Laurel easement along Town Mountain Road.

The aforementioned requests included requests for the approval of the informational STPAL signage design and STPAL installation at specific locations of along the aforementioned trail(s) on property belonging to STPAL .

Included in the request were diagrams and descriptions of the signage and their proposed locations.

After careful review of the signage portion of the request, the ARB approved on a non-precedent setting basis the request for said design and for their installation by STPAL and or their agents as presented and described in their presentation.

This vote/ recommendation has been passed on the WLRMS as it part of a large request that include items for which the ARB does not have the Authority to act upon. There may be ARB action requested at a later date on other aspects of this STPAL request if it proceeds further and more detailed information is presented to the ARB such as on parking . We acted only on the signage aspect at this point of the plan.