

Wolf Laurel Road Maintenance & Security Homeowners Association
Minutes of the Monthly Meeting of the Board of Directors
September 18, 2020

Attending

Directors via electronics: Carrigan, Jantzen Kessler, Klumpp, McMillan, Parker, Simmons, Stone
Directors absent: Shook
Staff via electronics: Wyatt
Liaison via electronics: Laura Conard (POA)
ARB Committee Chair: Mike Stapleton

Call to Order

The meeting was called to order by President Kessler at 10:03 AM

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

Approval of Minutes of Annual Meeting and Monthly Meeting of August 21, 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.

Financial Reports

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

August 2020 Collections – 95.8% of homes and 77% of lots have been collected.

Budget – At end of August (2/3 of the year), Road Maintenance expenses are 63% (excluding maintenance site project) of the 2020 budget and security expenses are 63% of the 2020 budget. Comparing August 2019 expenses to August 2020 expenses, Road Maintenance is 98% of prior year's spending and Security is 100% of prior year's spending.

Kessler reviewed expected expenditures to end of year with roads and security chairs. Budgets will be tight but believed to be manageable depending on employee health issues.

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 and report of Treasurer as submitted. Motion carried.

Committee Reports

Finance Committee – Caron Jantzen

Requests for 2021 budget should be submitted by September 30.

Treasurer Ron Stone reported investigation of possibility of adding Credit Card and Pay-Pal Services to our payment options. Recommendation is accept credit cards for a trial period but not Pay Pal.

Motion (Stone) duly seconded to accept credit cards for assessment, fines, and fees on a trial basis until January 31, 2021. Motion carried.

Communications – Cynthia Kessler

Mockup of Website design will be on November work session agenda.

Evaluation of Turbobridge versus video for meetings. One time cost for equipping meeting rooms for video meetings was discussed. Agreement to explore video option.

Kessler expressed wish to select a topic for *Top of Bald* submission in mid October.

Kessler pointed out that communications committee now involved a broad charge including information, technology, digital data management, and website design.

Facilities – Jim Simmons

New containment area for fuel tanks and soil removal has been completed by the road crew at the maintenance facility and has been inspected and approved by the environmental firm. Confirmation will arrive shortly.

Estimates have been gathered on restoring signs on Puncheon Fork Road and outside the gate. Facilities committee will work toward restoring the signs and the lighting on them.

We are investigating an enhanced air filtering system for the office complex for the safety of our staff.

Kessler announced that part of the committee's work for the coming year will be outreach efforts to builders in order to encourage sale of WLRMS's lot inventory.

Legal – Cynthia Kessler

The committee will contact our attorney and assess the way forward on collections of assessments in arrears.

No action reported from Schlitts on the security breach on their property.

Road Maintenance – Steve McMillan

Report on health of our employees. Progress toward recovery.

Working on landslides on Valley View, May Apple, and Buckeye and moving toward doing them in house to save money.

Work to begin soon on trees overhanging right of way on Foxden Road.

The paving contractor has performed warranty work on Wolf Laurel Road. We do not recommend any further action at this time.

We have had resistance at Madison County Trash Facility to the volume we are delivering. We may have to adjust our schedule including working with POA on our delivery of the material within our commercial license. Agreement to explore with Madison County.

Security – Lloyd Parker

Report on health of staff. We are adjusting work load to compensate for illness. Have welcomed new staff at gate.

Motion (Parker) duly seconded to approve \$250 for equipment to automate the entry of contractors through the gate. Motion carried.

Kessler announced plans to appoint a Gate Coordination and Information Subcommittee to report to the Security Committee to examine procedures at Madison and Yancey county gates for consistency among other matters.

Task Force on Short Term Rentals

With rentals at historic levels, task force was created to look at Best Practices for short-term rental owners with the goal of making rental stays more enjoyable for everyone involved. That work has been shared with the task force and with the Board. We see our task at an end.

Kessler thanked the task force and moved the material to communications for dissemination.

Supplement to ARB Report – Mike Stapleton

Update on violations on tree cutting at Oakridge Road and McKinney Gap.

Report of the WLPOA Liaison – Laura Conard

A committee of the WLPOA board is considering the proposal to swap the motel property for the mail cabin. WLPOA board awaits their report.

Old Business

Meeting with United States Forest Service Pisgah National Forest Rangers – Kessler

Kessler reported that there was resistance to our establishing safe parking on USFS land for what they considered a “social trail” not a part of their system. There was much success, however, in broader discussions about our relationship with USFS including mutually beneficial cooperation on fire safety.

Motion (Kessler) to approve WLRMS pursuing with USFS trail access abutting the end of Hanging Rock Road and obtaining consent to establish safe parking spaces off the maintained portion of the road right of way at the end of Hanging Rock for use by community members. No funds requested. Motion carried.

Hiking trail access with STPAL

Much progress has been made on discussions with the Southeast Trust for Preservation and Land (STPAL).

Motion (Kessler) to approve a Memorandum of Understanding between WLRMS and STPAL (Appendix D) consenting to signage and safe parking areas on STPAL property and other understandings. No funds requested. Motion carried.

Jim Klumpp announced agreements to erect signs announcing the designated safe parking areas at the trailheads to draw parking off the surface of our roads.

Motion (Kessler) to create a committee to manage and strengthen the relationship with the USFS and STPAL as it works to carry out the will of the Board. Initial members: Jim Klumpp, chair, Tim Carrigan, Tedi McManus, and Eddie Shook.

New Business

No New Business

Committee Assignments for 2020-2021

Communication and Community Relations – Jim Klumpp, chair. Tim Carrigan, Cynthia Kessler, and two community members to be recruited.

Facilities – Jim Simmons, chair, Tom Eller, Bob Walker, one additional community member TBA willing to assist with builder initiative.

Security – Lloyd Parker, chair. Subcommittee on Gate Coordination and Information, Eddie Shook, chair.

Road Maintenance – Steve McMillan, chair, Eddie Shook.

Legal – Cynthia Kessler, chair. Brent McCaghren One additional community member TBA who is an attorney.

Architectural Review Board – Mike Stapleton, chair, Tim Carrigan, Steve Parker, Melissa Drake, John Shoemaker, John Calhoun, Wayne McDaniel.

Long Range Planning – Lloyd Parker, Steve McMillan, Jim Simmons.

Finance – Caron Jantzen, chair. Ron Stone, Lloyd Parker.

Motion (Kessler) to approve the slate of Committees for 2020-21. Motion carried.

Audience Comments:

No audience present.

Adjournment

The meeting was adjourned at 11:57.

Notes

Next board meeting: Work Session October 7, 2020 at 10:00am

Board Meeting: October 16, 2020 at 10:00

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

Attachment A

**Wolf Laurel Road Maintenance
Monthly Report
September 9, 2020**

Roads:

- Road crew has finished painting the road sign posts, some of the sign posts that are leaning will have to be dug up and the concrete busted off and then put back.
- Road crew is beginning to cutting and chip brush along the gravel road banks to help improve with fire breaks and hopefully open up the shaded areas to help with icy conditions this winter.
- Road crew has put down 19 loads of ABC gravel, 4 of these were matched loads.

Equipment:

- Had the snow plow bracket and wiring harness put on our Dodge pickup cost for this installment was \$2,334.77.
- Had to replace the bucket lever on the Mahindra tractor cost for that was \$693.88
- All other equipment is in good working order.

Fuel usage:

- On road diesel: 118.5, cost of \$284.40
- Off road diesel: 230 gallons, cost \$391
- Gas: 170 gallons, cost \$357

Nathan Woody, Supervisor of Roads

Attachment B

Wolf Laurel Security Monthly Report September 9, 2020

Staffing – Chuck has taken off for a few days, Cody is still covering part of 3rd shift. We are receiving applications for 3rd shift. Have gotten 3 so far. Will go through Applications when we receive 5/6.

Upcoming Events –Labor Day

Gate Trends –

Guests and workers -637/476 in 2019

Advanced guests-42

Preserve Gate- 239/88 in 2019

Bar Code Lane 7948/8307 in 2019

Daily log-2938/2023 in 2019

Rover Trends – 1718 miles at a cost of \$428.33

Equipment Trends –Had Jeep serviced at a cost of \$71.31, Power steering leaking on truck.

Took to Original Look. This is where we had it worked on after the accident.

Supervisor Comments- status of Gardenside, still has not been entered. Status of McKinney, have not been found unlocked. Have been checking on other less expensive ways for communications in our

hard to reach areas Lloyd and I have been talking . Also to add to staffing issues, I have went through 5 applications and selected one, her name is Amy Melott.

Ken Porche', Supervisor of Security

Attachment C

Architectural Review Board Report September 9, 2020

The ARB meeting was held on September 8 ,2020.

Permits for August 2020

4 tree apps

5 minor exterior apps

1 major exterior app

Old Business;

Mayapple construction extension update; Siding and painting is complete. Did get an assist from Nathan and he took a look at the property and gave a professional recommendation to myself to help me further understand the post construction process when it comes to restoration and erosion prevention. Thank you.

Active/stalled construction on El Miner update. Stalled site has restarted construction. New concrete has been poured. Owner came in and pulled a new permit.

NDN Update- Firearms discharge on the neighborhood and security responded and documented the event. ARB will be issuing written documentation to the property owners .

New business-

Silt issue regarding a major exterior project.

ARB Administrator Jered Silver has alerted the ARB Board to potential problems with homeowners who refuse to pull permits and pay impact fees. We had a healthy discussion.

Recommendation from our group that perhaps the reverse side of our various guest passes could contain some guidance to our invitees on issues that frequently arise in our Community as a friendly assist to prospectively address the community expectations of our guests with regard to our Covenants and guidelines, perhaps on hot button topics.

Attachment D

Memorandum of Understanding September 2020

Southeastern Trust for Parks and Land (“STPAL”) and Wolf Laurel Road Maintenance and Security Homeowner’s Association, Inc. (“WLRMS”) desire to enter into this Memorandum of Understanding to memorialize their discussions and agreements concerning issues of access and parking in connection with the expansion and construction of certain hiking trails within the property of STPAL.

1. STPAL acknowledges the Wolf Laurel community is a gated community which does not permit the general public open vehicular access to the community, its roads, or its common areas. STPAL further acknowledges that as a homeowners association, WLRMS may not use assessment revenue collected from owners to maintain and manage roads and security to fund improvements which are not common areas of the homeowners association.
2. WLRMS acknowledges STPAL is a public purpose entity that may not exclude the public from its property. WLRMS acknowledges that STPAL owns approximately 500 acres immediately adjoining the gated community and such acreage is restricted for conservation of natural areas.
3. STPAL has created a trail system and other amenities which are open to the public, including the residents of the Wolf Laurel community. STPAL may relocate trails or designate other trails and amenities from time to time, and promulgate terms of use to visitors it deems appropriate to further its conservation mission.
4. WLRMS consents to the placement of the signs previously submitted for approval to be located in areas on STPAL property visible from the common areas of the Wolf Laurel community.
5. STPAL agrees it will direct public visitors to a parking area to be constructed on STPAL property where their visitors may park cars and access the STPAL property on foot via designated pedestrian thoroughfares. Until such parking area is constructed, STPAL will direct its visitors to a designated parking area near the gated community’s Yancey County entry gate. STPAL visitors will not be permitted general entry into the gated community in vehicles, and will be required to stay in designated parking areas and remain on STPAL’s property during their visit.
6. Notwithstanding paragraph 5, STPAL employees, contractors, and volunteer workers may enter the gated community as needed to travel to STPAL’s property to perform maintenance and access construction on STPAL property, subject to the standard gate procedure requirements which include prior notice to the gate and respecting rules of the community, and subject to any road impact fees which may be triggered by transporting construction equipment or heavy machinery across the roads of the community.

7. Owners and guests of owners of the Wolf Laurel community are not permitted to park along the shoulders of the right of way of the internal roads within the community. In order to address safety and traffic concerns which may be created by the establishment of STPAL's trailheads adjoining the roads within the gated community, STPAL will designate adequate safe parking areas to be located on land owned by STPAL and not encroaching upon adjoining roads. WLRMS consents to the location of two parking areas in approximately the location shown on the attached drawing.
8. WLRMS and STPAL agree that they will periodically review their understanding to address issues that may arise and other opportunities for joint participation, but no less frequently than every 24 months.

Approved by WLRMS Board, September 18, 2020