

Wolf Laurel Road Maintenance & Security Homeowners Association

Minutes of the Monthly Meeting of the Board of Directors

January 12, 2022

**Attending Meeting**

Directors via Electronics: Shook, Stapleton, Kessler, McMillian, Jantzen, Stone, Barr

Director Absent: Simmons

Staff via Electronics: Louise Wyatt, Suehonor Conner

WLPOA Liaison: None

Audience in Attendance: Bruce Fisher, Steve Wilcox, Karen Nelson, John Beneke, Larry Veatch, Mary Lou Hicks, Colleen West

Kessler announced that she regretted to inform the Board that we have received a resignation of board member, Tim Carrigan. Kessler moved for the minutes to reflect Tim Carrigan's resignation and to express our gratitude for his service. The motion was seconded and the motion carried. Kessler recounted that Tim Carrigan did many good things for our organization on a number of projects. He served on the ARB board and several committees. He opened the community to the concept of a portal and online services to owners. He was a good volunteer and board member. He was very hands on, and we recognize his services.

**Consent Agenda:** Shook moved to accept the consent agenda to approve the minutes, and to accept staff reports of Roads, Security and ARB, all presented at the previous work session. The motion was seconded, and motion carried. Copies of the staff reports are attached below.

**Financial Report,** Wyatt reported preliminary year end entries of 2021, noting that year-end financial reports are finalized in the CPA review or audit for the year. Collection for homes were 97.9%, collections for undeveloped lots were 80.4%. In the month of December, the Road Maintenance Division was at 92% of their budget, and the Security Division was at 92% of their budget. Comparing December 2021 to December 2022, both divisions were 110% of their expenses over last year. Lot collections appear improved due to the annual payment by Ms. Clotfelter pursuant to a court order, which is an in-kind donation of property and appears on the balance sheet, not in cash received.

**Financial Committee Report:** Ron reviewed the reconciliation reports and found them to all be in order.

**POA Liaison:** In absence of a POA liaison, Kessler reported that the POA hired Liz Benson of Puncheon Lane as the new Executive Director for the POA. One of her duties will be to serve as liaison and she will be attending RMS meetings starting in February. The POA has decided to outsource all its accounting including its accounts payable to an Asheville accounting firm. The POA raised their membership dues to \$190.00 for 2022 for individual homeowners and \$125.00 for lot owners, The Village club owners' annual cost will be \$385.00 and a rental home on the program was raised to \$300.00. Rental participation in the Village club program increased last year from 20 to 44.

**ARB Report:** Stapleton reported an update from the work session that the owner of the Glenaire property did receive Stapleton's letter informing him of the consequences if the construction debris was not cleaned up and a new permit obtained

to replace the expired construction permit. Owner replied that a local contractor had started the cleanup work. Based upon numerous questions and complaints from owners and in light of new information received on wildfire safety, the ARB recommends that it provide guidance to the board clarifying the language of the Covenants concerning outdoor burning. Also, the Covenants refer to “an approved fireplace, fire pit or similar structure” and the ARB wishes to establish standards focused on fire safety for outdoor fireplaces, fire pits and similar structures. Stapleton plans to present drafts at the February Work Session for preliminary review.

**Security Committee Report:** Shook presented a recommendation of the Security Committee after an in-depth review of parking violations in response to community concern being expressed at the prior meeting. The recommendation is that Security staff will follow a 3-step process of addressing parking violations of the Covenants in Wolf laurel. Should Security identify a vehicle parked in violation of the Covenants, and if there has been no prior offense, the owner will receive a written notice. Shook stressed that the first notice is substantially re-written from the first notices which had been in use, and is more educational in tone. Should there be subsequent violations, the second notice issued would be a formal warning of violation to the owner, and the third notice will result in a fine not more than \$100.00 per day. The recommendation does not change or limit any action taken, including fines and towing, in the event of a parking violation where the vehicle is obstructing a road (not leaving at least 11 feet of improved roadway open for emergency vehicles) as this is considered an emergency situation, or in the case of trespass. Shook moved for adoption of the committee’s recommendation, and the motion was seconded. Motion carries.

**Long Range Planning:** Kessler reported that the reserve inventory will be completed later than originally contemplated, in conjunction with the preparation of the Association’s depreciation schedule.

**Web & Tech:** Stone made a motion that we require owners to provide email addresses when seeking bar codes, windshield decals, ARB permits or other official contacts with WLRMS to complete the email roster. Seconded. Motion carries.

**Wilderness Committee:** The January 12<sup>th</sup> Wildfire presentation by Jen Haas and Bo Dawson Madison County Ranger of the NC Forest Service were informative and well received. Jen Haas sent several resources and copies of their presentations which will be posted on their website. A wildfire article will be prepared for the next Top of the Bald with links to various wildfire resources from Jen Haas. May 7 is designated as the Wildfire Community Preparedness Day by National Fire Protection Association. The wilderness Committee will begin planning an event for that day to raise wildfire awareness in the community. A \$500.00 grant application from State Farm will be submitted to provide funding for the event. If you have questions, please contact Tedi McManus.

**Old Business:** Jantzen reports that she contacted our insurance agent concerning providing optional short-term disability insurance to employees. He said that the company will require  $\frac{3}{4}$  participation of employees to offer this coverage.

**New Business:** Kessler reported that this coming December marks the 10<sup>th</sup> year of resident ownership of Wolf laurel. Being a resident owned community has many benefits but also carries responsibilities of owners and residents to each other and to the community. Throughout the coming year, we hope to highlight what it means to be a resident owned community, governed by a volunteer board of owners elected by owners. We also hope to celebrate the community’s accomplishments. When the community purchased the developer’s remaining rights in 2012, we began with \$0 on deposit to operate road maintenance and security. Today the community not only has a balanced budget, but reserve funds set aside for major known expenses which are reflected in a 5-year rolling capital plan.

Stapleton has volunteered to update our personnel handbook.

WLRMS was contacted by a store outside the gate requesting a license of Wolf Laurel’s trademarks, the name Wolf Laurel and the howling wolf logo. The board discussed many factors and considerations which would go into an ultimate decision and

suggested the POA be consulted about its interest.

Louise Wyatt gave an update on Ebbs Chapel Volunteer Fire Department receiving support from owners in Wolf Laurel to be able to purchase a new device that provides CPR until medical transport can arrive, which can be physically exhausting for the first responders to maintain. The department is training for it now. Any other owners who wish to support the equipment needs of ECVFD are encouraged to do so.

#### **Audience Comments:**

Mary Lou Hicks suggested on the short term disability insurance issue to contact the insurance agent again to obtain individual quotes for each employee before polling employees to see if 75% are interested in participating.

Larry Veatch commented that if WLRMS proceeds with a license of the logos, it should form a committee not only for the initial production, but also for the monitoring of the use going forward.

Larry Veatch inquired on the status of the Motel / Package cabin exchange. Kessler reported that the POA appears to be making good progress on the remodeling and expects the exchange to be completed once the POA is ready to open the new facility.

Larry Veatch reported the Top of the Bald is scheduled to be out March 1<sup>st</sup>.if there are any other contributions please submit by February 15<sup>th</sup>.

John Beneke suggested that minutes of the meetings be published earlier, and inquired when the website and portal would be functioning. Kessler reported that WLRMS publishes draft minutes of the prior month's meeting after the following work session to provide directors an opportunity to review the minutes. Minutes are posted on the website as "draft" until the meeting where they are approved, at which time they become the official record of the organization.

WLRMS changed portal providers in December. The new system will replace the portal that has been in use. At present the new provider is getting the system set up and configured. The former portal had technical difficulties due to an event that adversely effected WLRMS' emails, e-blasts, some resident services, and access t to reports used by WLRMS staff. We have not received a full report on the details of the event and its significance; however because WLRMS changed providers around the same time, we do not expect to receive a full report on the event. The new portal provider is My Green Condo, who provides a product used by 5000 other communities. This product has many features to improve the owner's experience and our organization's efficiency. Owners will be notified by individual emails when the portal is active.

Bruce Fisher requested an update on the extension of Wolf Laurel Covenants to the Schlitt's property the transfer of responsibility of the care for their roads from the Schlitt Family to WLRMS. Kessler reported on the status and the steps of the process.

Respectfully submitted

Gayle Barr, Secretary

## ARB Report to the WLRMS January 2022

The ARB met for its January 2022 meeting January 12, 2022, in concert with the January WLRMS Workshop without voice during the workshop and will hold a follow up meeting later in January if required.

Permits for December 2021 were

Tree- 4

Minor-1

Major-0

Interior-1

New-0

### Old Business:

Fine from a prior Dog incident assessed to a property on Fox Den has been collected. The homeowners were anxious to have a successful closing on their home and through everyone's cooperation that took place. Thank you, Louise, and Suehonor for the teamwork that enabled us to collect that fine.

Received a letter from the property owner on Glenaire with the stalled renovation project and they state that they will have the debris removed within 30 days.

### New Business

Construction has slowed as a result of the winter weather issues. Permits are down.

Work continues with success on open and new lighting issues.

2 additional pole lights have been disconnected by the power company since my last report for a total of 3 in the past 3 months.

I visited new home construction on Hampton Gap and Unakite and spoke with the contractors and they are progressing well. Wish everyone was like that.

Most of the ARB meeting last month was working on formulating a set of policies defining and detailing what we believe the language in section 6.10 of the WLRMS sent them electronic copies of the WLRMS covenants and ARB Guidelines.

## Wolf Laurel Road Maintenance

### Monthly Report

January 12, 2022

#### Roads:

- Wolf Laurel has received 13.5 plowable inches of snow which required 49 hours overtime, 29.5 hours performed by hourly employees (paid time and a half), 19.5 performed by salary (no cost to Wolf Laurel). There was 8 hours of sub-contractor hours during snow removal.
- When the graveled roads are being plowed there will be muddy spots that show up due to the gravel being plowed off during snow removal. The road crew will address these situations as they accrue.
- Once again, I am asking the homeowners to PLEASE do not throw salt or any kind of ice melt on our gravel roads.
- Due to the fact that I have been asked several times when we start plowing the gravel roads, I ask we send a E blast to remind everyone we start plowing when we get 4 inches of snow cover.

#### Equipment:

- The snow chains we use on the John Deere tractor for snow removal will need to be replaced soon.
- All other equipment is in good working order.

#### Fuel usage:

- On road diesel: 103 gallons
- Off road diesel: 196.1 gallons
- Gas: 155 gallons

#### Personal:

- The road crew would like to thank the board for the hams, cookies, and cake.

1-12-2022

**Security Report for December 2021**

**Staffing** – We are still short one rover. New employees are adjusting to procedures and are doing very well. They are happy to be here.

**Upcoming Events** – Ski Lodge to open.

**Gate Trends** – Daily Log - 3380  
Guests and workers - 480  
Advanced Guests- 99  
Preserve Gate- 141  
Bar Code Lane- 5047

**Rover Trends** – Roving has run 2594 miles at a fuel cost of \$773.78.

**Equipment Trends** – We had to buy 2 tires for the truck at a cost of \$411.82. We also had the truck serviced and the tires rotated out for winter tires at a cost of \$62.08.

**Supervisor Comments-** Well another year has left us. It has been good and bad, but we got through it with the help of our great rovers and the best gate staff that I could ever ask for. I would not trade them for anything. I wish to thank the board for all that you do for security and a special thanks to Eddie for your guidance and direction. I would like to report to the board about an UTV incident that involved our Supervisor of Roads.

Ken Porche'