

Wolf Laurel Road Maintenance & Security Homeowners Association

Minutes of the Monthly Meeting of the Board of Directors

March 18, 2022

Attending the Meeting:

Directors in Attendance: Shook, Simmons, McMillian, Kessler, Barr

Directors in Attendance: Stone, Stapleton, Jantzen

Staff via Electronics: Suehonor Conner

Staff in Attendance: Louise Wyatt

WLPOA Liaison in Attendance: none

Audience in Attendance: None

Committee Chairperson: Tedi McManus

Call to Order:

The meeting came to order at 10:00

Consent Agenda: *Motion to Accept the Consent Agenda, Eddie moved, the motion was seconded, and the Motion Carried*

Financial Report:

Louise Wyatt

Two months into 2022 Road maintenance expenses as of the end of February are 13.5% of the 2022 road budget, and Security expenses are 13% of their 2022 budget. Comparing February 2021 to February 2022, Road Maintenance expenses are 85% of last year, and Security expenses are 90%.

Year to end of February Collections of 2022 assessments: 77% Homes & 56% Lots have paid.

When asked if a corporate owner acquiring many lots last year and this year had paid 2022 assessments, Wyatt replied that it has not been paid yet.

Treasurer: Stone stated he reviewed the reconciliations of accounts, and they are in good standing.

Motion: *Barr moved to approve the financial Report submitted, the motion was seconded, and the Motion Carried*

POA Liaison: *No POA liaison attended, but Kessler read a report from Carol Jones:*

Painting will be done within the next couple weeks, shelving installed, keypad locks & security cameras installed and then we are ready to transition.

Kessler reminded the board of the importance of the liaison position. Conflict of interest rules prevent WLRMS board members from serving as an advocate for another organization or interest group in their service on the WLRMS board. Liaisons are in a position to advocate for their organization's special interests and concerns to the WLRMS board, and are allowed time at our

meetings to speak, ask questions, and educate our board. While it is a time commitment to serve as a liaison, it is an indication of the priority placed on maintaining a well-informed mutual relationship with another organization.

Road Report: None

Security Report: All New hires are beyond their initial hire probationary period.

Shook reported and we are fully staffed except for one rover position. We would like residents to look at their barcodes and replace them if damaged. There is no cost to replace a damaged barcode. Kim from the Pizzeria at Ride the Wolf asked if they could deliver food inside Wolf Laurel. Ashley Rice is their deliverer and is a licensed, insured driver and there will be identification on the side of the car. The board agreed to permit delivery of food. The board raised the request for improved permanent directional signage to Ride the Wolf to reduce the number of lost visitors.

Facilities Report

Simmons reported that for reasons beyond our control, a few projects intended to be done in 2021 were not completed, including some maintenance projects and some capital improvements, all of which still need to be accomplished. Simmons asked that funds be made available to fund the unfinished work in 2022, with the understanding that the facilities committee will prioritize which projects will be tackled in which order and return to the Board for approval as may be needed prior to hiring a contractor. The projects include painting the mailbox structure at Hampton Gap, interior work at the maintenance facility, lighting in the WLRMS office building, and work at the Wolf Laurel gatehouse.

Financial Committee Report:

Stone/Jantzen presented an analysis of cash at year end 2021 with a recommendation to make a year-end adjustment moving a portion of the cash to reserves to fund future capital projects and carrying forward a portion of the cash to apply against 2022 operating needs.

Motion: to make a year-end adjustment allocating a sum of cash to reserves to fund future capital projects.

Simmons moved, the motion was seconded, and the Motion Carried

Motion: Whereas it is in the best interest of the Association to elect pursuant to Revenue Ruling 70-604 that \$30,271.63 be applied against 2022 assessments so that such revenue may be utilized by the Association to pay for continuing operating expenses of the Association.

Kessler moved, Seconded, Motion carried

ARB Report: No update from the report given at the work session.

Wilderness Committee Report: May is Wildfire Preparedness. We submitted a grant of \$500.00 which we did not get as only one organization in NC received funding. 150 grants were awarded in the most needed areas which were in the Western US. We will send out another eblast on what homeowners can do for fire protection. An arrangement was made with Jen Haas from Mountain Valley to borrow equipment and tools in May for about 3 weeks. The fire mitigation toolbox includes hand saws, two loppers, pole saw, leaf blower with a gutter attachment, etc. A decision can

be made soon where to keep the toolbox. We hope to arrange a community wildfire risk assessment evaluating our infrastructure for risk and prioritizing where to spend money to be most effective. NC forest ranger Westly Skibo oversees the process, but the date is not finalized yet.

Old Business: *As the POA mailroom is getting closer to completion we will soon be exchanging properties. It is typically recommended to get a survey, which we have done, also a title search, title insurance, and then make the exchange. The board is waiting on the POA to decide upon these details and assemble the information needed for closing, and Kessler asked for permission to assemble this information and get a closing statement and the drafts of the deeds. Board unanimously agreed.*

New Business:

Bylaws amendment. *In the process of placing WLRMS' organizational documents on the portal we discovered that the pdf version did not pick up an amendment made sometime in the past. In some years, the first day of the month is a Friday, which causes the third Friday of the month to fall before the third Wednesday of the month. The by-laws require in paragraph 3.2 that the new board to be seated on the third Friday of August at the Board's regular meeting, and paragraph 3.3(c) requires that the votes be counted on the third Wednesday. It would be impossible to comply with these two provisions in years where the third Wednesday follows the third Friday. This does not happen this year and will not affect the 2023 election. A change to the Bylaws requires a 2/3 rds vote.*

Motion: *Specific Language to substitute for the last sentence of 3.2: Newly elected Directors shall be seated on the Board on the third Friday of August at the Board's regular meeting, unless the third Friday falls before the third Wednesday of August, in which case the Board's regular August meeting shall be held on the fourth Friday of August.*

Kessler moved, the motion was seconded, and the Motion Carried

Designating Vacation Rentals in the Portal. *The portal permits properties to be designated as "Tenant Occupied" which would be a way of designating a property as a short-term rental, and for a property owner to designate an agent or property manager to act on the owner's behalf. Re-purposing a function of the software to this need of our community owners who are landlords would designate the property as "Tenant Occupied," then identify their property manager as the "tenant" (or identifying themselves if self-managed) and upload a form document notifying WLRMS of their designated agent. The agent would have access to the portal to register guests online, access to the All Owner library containing the report and tools from the Short-Term Rental Task Force, and other functions, but without the authority to make changes to the owner's account.*

Other Matters:

Update on the Oakridge property that went through foreclosure. Assessments from 2017 forward are not paid, an indication of how long a foreclosure process can take. The property is now bank owned and was resold to the Veterans Administration which should have required a notice of sale. We are in contact with the VA about assessments and ARB violations.

Meeting adjourned at 11:47

ARB Report to the WLRMS March 2022

The ARB met for its March 2022 meeting Tuesday, March 1, 2022.

Permits for February 2022 were

Tree- 2

Minor-1

Major-0

Interior-0

New-0

Old Business:

More progress made on lighting curfew issues.

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.

I want to welcome Tedi McManus to the ARB.

Investigated an issue on Sarvis concerning Renters and possible trespass onto a neighbor's home. Neighbor supplied video from cameras, for any projects that

Report on truck traffic on upper haw

Not all building construction has resumed after the winter thaw, but we are keeping an eye out on any projects that may have any indications of stalling.

Wolf Laurel Road Maintenance

Monthly Report

March 9, 2022

Roads:

- Roads crew has started scraping our gravel roads to help bring gravel back in from shoulders from snow plowing. We have applied 27 loads of ABC-M stone and 9 loads of 467 stone (clean stone) to cover some of the thin areas. We will continue this until we have our gravel roads back to normal.
- With the heavy rains we have had several clogged culverts due to leaves, we are addressing these issues as quickly as we can.
- We have had another slide on Buckeye Rd. This slide will require a full size rental tractor for the repair. I will schedule this one to be rebuilt when we rebuild the slides on Lookout Dr and Mayapple.
- Just a reminder to Wolf Laurel residents we will be doing the gravel match again this year if anyone is interested you can contact myself or the RMS office.
- With the cost of fuel prices on the rise contract labor is expected to increase over the year.

Equipment:

- We finally have our Ford dump truck back in operation.
- The front tires on the Cat backhoe will need to be replaced soon and also the back tires on the John Deere and Mahindra tractors will need replacing.

Fuel Usage:

- On road diesel: 114 gallons
- Off road diesel: 131 gallons
- Gas: 95 gallons

March 9, 2022

Security Report for February 2022

Staffing – Tammy Henderson finished her 90-day probation.

Upcoming Events – Ski season ended.

Gate Trends – Daily Log – 3698 (3431 for 2021)

Guests and workers – 5778 (7965 for 2021)

Advanced Guests -

Preserve Gate – 48 (191 for 2021)

Bar Code Lane -

Rover Trends – 2,062 miles at a fuel cost of \$636.42 (1,026 miles at a fuel cost of \$287.55 for 2021)

Equipment Trends – The truck had an oil change at a cost of \$70.01.

Supervisor Comments -

Ken Porche'

SOS