

Wolf Laurel Road Maintenance & Security Homeowner's Association

Minutes of the Monthly Meeting of the Directors

June 17, 2022

Attending the Meeting:

Directors in Attendance: Shook, Simmons, McMillan, Kessler, Stapleton, Jantzen, Barr

Directors in Attendance via Electronics: Stone

Staff in Attendance: Louise Wyatt

Staff via Electronics: Suehonor Connor

WLPOA Liaison in Attendance: Bob Hicks

Audience in Attendance: Larry Veatch

Call to Order:

The Meeting came to order at 10:00

Consent Agenda:

Motion Shook moved to accept the Consent Agenda. The motion was seconded and carried.

Financial Report: Louise Wyatt

Five Months into 2022, Road Maintenance expenses as of the end of May are 32% of the 2022 budget, and Security expenses are 33% of their 2022 budget. Comparing May 2021 to May 2022, Road Maintenance expenses are 84.6 % of last year and security is 98% of last year.

Year to end as of May the collections of 2022 assessments paid are 94.6 % of Homes, and 72% of Lots.

Discussion of putting RMS money into several banks instead of one.

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

Motion: Stapleton moved to approve the Financial Report. The motion was seconded and carried.

Discussion of the audit done in for fiscal year end 2021. WLRMS hires an independent CPA firm to conduct an audit of its financial statements in a 3-year cycle where there are 2 years of financial review and a third year of a financial audit with the years selected by the CPA firm so that the board does not control which year is selected for the financial audit. We are very pleased to report that the audit of WLRMS' financial statements

for fiscal year ending 2021 reflected that the financial statements were correct in all material respects, and the auditors found no material weaknesses in our systems.

Motion: *Shook moved to receive the audited financial statements prepared by the CPA firm. The motion was seconded and carried.*

ARB Report:

- *ARB report to WLRMS workshop June 2022*

The ARB met June 7, 2022.

Permits for May 2022 were

Tree- 4

Minor-4

Major-1

Interior-1

New-0

Old Business:

Discussion on stalled home project on Hanging Rock. The sale has been closed and new owners signed a document acknowledging their responsibility to obtain a new home permit with the appropriate deposits. Update- Jered spoke to the owner Tuesday June 15 because of reports of workers at the site. Owner understands he needs to pull new home permits and resubmit plans.

Reviewed home construction on El Miner on former foreclosed home, made suggestion regarding exposed concrete block to the ARB Administrator to follow up on. Update- Jered spoke to owner. They were just sealing it before covering.

New Business

Discussed what procedure ARB would want to take place on any old escrow accounts on projects that have been completed or abandonment and property owners may be difficult to contact and files may be incomplete. Update- Have been pulling files for those projects.

Discussed having a coordinated response with security on burning concerns called in or emailed into WLRMS from property owners.

Discussed the fire pit policy and the meaning of “unattended”

Discussed short term rentals and fire pit issues and suggestions of how to communicate safe fire pit usage to property owners and renters, i.e.; email blast and gate entrance signs

Work continues with success on open and new lighting issues. Update - Spoke with an electrician this past week about an open light pole issue and received an explanation of its operation. Will speak with homeowner when they return from out of town regarding their options.

Visited a home that generated a concern about outdoor burning, Homeowner not home, will try again today. Update- Met with homeowner who was burning without a fire pit and explained what should have taken place prior to him burning.

WLPOA Liaison Report: Bob Hicks

The POA board is discussing and making decisions on security for the Package facility, key cards, or codes for just the mail facility or all POA Assets. We are also looking into a way to track all who enter the package room. Rentals have increased for POA membership.

Kessler mentioned that at the POA meeting, that there were concerns raised over the construction traffic on Spring Valley Road. The Country Club had been repaving the cart paths and Spring Valley was a direct route to those sites. The road was monitored for any damage by Nathan Woody.

Roads Report: McMillan

With prices going up substantially, Nathan Woody requested a paving contractor to measure and provide an estimate of the cost of repaving Big Bald Road to monitor how inflation may affect the project. We find that we are still within the reserve budget of re-paving Big Bald with an 18-foot-wide road and based on the recent estimate WLRMS will not need to impose a special assessment to fund the project.

Security Report: Shook

There was an incident of highly inappropriate behavior towards our gate staff by an individual seeking admittance through the gate. Inappropriate or abusive behavior towards WLRMS employees will not be tolerated and there will be consequences to the owner for the owner’s behavior or the behavior of the owner’s

visiting friends or family, short-term or long-term renters, and if the owner is a club or business which brings nonresidents into the community, the owner will be held to the same level of responsibility for its invitees.

Facilities Report: Simmons

Motion: Simmons moved to reconsider action taken at the May meeting changing propane providers. The motion was seconded and carried.

Motion: Simmons moved to stay with suburban gas for supplying propane. The motion was seconded and carried.

Simmons also announced that WLRMS would like to thank Debbie Wallace, Michaelene Sanders and the volunteers for the beautification at the front entrance and Gate house.

Technology: Kessler, Stone reported that since the portal went live in March, 502 homeowners have logged in, which is about 40% utilization rate, and 2,256 construction material deliveries, and 4,597 visitors have been reported through the portal. Of those visitors, short term rentals make up roughly 16% of the total visitors reported, home service providers make up 25%-28% are home service providers, and the vast majority of visitor entries through the gate are homeowners' friends and family.

Owners need to notify the gate of visitors who are expected through the portal rather than calling or emailing the gate, or worse, depending on the gate to telephone them to ask if the visitor is acceptable to admit through the gate, all of which take time away from the ordinary duties of gate staff. During the initial roll out of the portal gate staff have been entering information in the portal for owners, to allow owners to become familiar with the system, but now it is time for owners to enter their own guests. To notify the gate of a visitor, please log in, select the tile called "Security Frontdesk" and complete your visitor's information.

Security staff met with Kessler, Stone, and Stapleton for a demonstration on the security tablets and some challenges on the website.

Wilderness Committee Report: Due to a time conflict Tedi McManus will no longer serve as chairman of the committee but will continue on the committee. We have not yet received the community assessment results following Wes Sketo's visit. We will add a link on the portal so that owners may record their time and expenses for wildfire mitigation efforts.

Old Business:

ATV's and UTV's of any type are in violation of the covenants on Wolf Laurel Property. Security and ARB presented a 2-stage process for violations. Violators will receive a written warning on the first violation. The second occurrence of a violation will include a \$100.00 fine.

Motion: Shook moved to adhere to the current covenants on ATV's and the 2-step violation process. The motion was seconded and carried. One opposed.

Discussion of hiring an Executive Director WLRMS and to establish a search committee.

Motion: *Kessler moved for approval of the concept of hiring an Executive Director, with a search committee to be established to create a job description, compensation range recommendation, process for filling the position and a target timeline. The motion was seconded and carried.*

Stone, Simmons, and Kessler volunteered to serve on the search committee.

Kessler deferred discussion of further adjustments to WLRMS financial policies concerning the handling of ARB funds, to wait for additional information. Kessler reported meeting with the ARB chairman, office staff and the ARB administrator, collectively and separately.

New Business:

Kessler proposed the 2022 nominating committee: Gayle Barr as chair, and three property owners, David Pendleton, Donna Dickey, and Jim Craven.

Motion: *McMillan moved to confirm the Nomination committee, The motion was seconded and carried.*

Audience Comments

Kessler noted the discussion on the Next-Door on-line site about a grill tank that disappeared, in particular posts that did not understand the security process at the gate. Every person who comes through the gate must either be admitted by an Owner (by notifying the gate in advance) and owners are fully responsible for their guests and contractors. Wolf Laurel Country Club, the ski area (which includes the restaurant), the POA, and Wolf Laurel Stables all regularly invite the public to their establishments. When a non-resident who is not a guest of an owner wishes to enter the community, the visitor's name, vehicle and licensed tag are recorded and the visitor is given a specific color-coded pass for their destination, and only that destination. Should roving security detect a vehicle with a restricted color pass in the wrong area, the visitor is escorted out of the community, and subject to being barred from entry in the future. In addition, all vehicles entering and exiting the community are recorded by HD cameras. In the event of a theft or security issue, owners should report to security the day, time and as much information as possible so that WLRMS may assist law enforcement in investigating the event. The owner with the missing gas grill tank did not report the incident to WLRMS security.

Veatch states a sixth house has become a rental on his road.

Veatch asked in an unofficial capacity whether signs on the POA property would be permitted. Kessler responded that the covenants restrict certain signs and when POA officially comes to RMS with proposed signs the ARB and WLRMS board will address the request.

Veatch again proposed WLRMS act to limit the number of rentals in the community. Kessler responded that owners of vacation rentals are encouraged to identify their properties as tenant occupied on the portal so that the community will have accurate data regarding the presence of short-term rentals. Only 16% of the people that come through our gate since March are vacation rental visitors indicating that most visitors to our community are still owners, their guests and service providers.

Veatch asked if vacation rentals pay extra yearly road fees. Kessler responded no the Wolf Laurel covenants establish the method of assessment, which is by ownership not by use.

Additional items raised by Board Members:

Kessler reported that as the meeting started, she was handed a letter on a lot combination which will need to be deferred to another meeting.

As an addition to "New Business" Shook reported a follow up to the issue raised at the June work session. The Wolf Laurel Country Club has non-resident members who regularly enter our community as guests of the Country Club. The WLCC requested that these non-resident club members be allowed to have barcodes and windshield decals to expedite their entry through the gate. These non-residents are not currently eligible for barcodes and decals because they do not contribute financially to the upkeep of the roads or security, but they are recurring guests approved to enter the community. The Wolf Laurel Country Club pays a security assessment, but not a road assessment as historically all of its members were also property owners. Shook proposed that for the next calendar year 2023 WLRMS offer to make available, for a fee, barcodes and visually distinctive windshield decals (destination restricted) for non-resident WLCC members provided that the club provide a list of non-resident members in good standing and WLCC employees. We have not received a list of those names as of yet.

Wolf Laurel Road Maintenance

Monthly Report

June 8, 2022

Roads:

- *Road crew has applied 16 loads of ABC-M stone to our gravel roads, 11 of these loads were applied to our five-year plan.*
- *Road crew has started mowing on the gravel roads this usually takes around two weeks to complete per mow.*
- *Road crew continues to clean ditch lines and culverts.*
- *Wolf Laurel Road has a bright new yellow line. The cost for this was \$7,485.60.*

Equipment:

- *Had to replace the front tire and wheel on the John Deere tractor. The cost was \$964.00 for the inner and outer wheel, the tire was \$313.00.*
- *The Ford dump truck was sent to the shop for motor issues cost for repairs was \$668.03.*
- *The Ferri mower we use for the roadsides will be needing new heads for the drum, Bald Creek Tractor is getting me a price on the replacements.*

Fuel usage:

- *On road diesel: 142.3 gallons*
- *Off road diesel: 209 gallons*
- *Gas: 107.3 gallons*

June 8, 2022

Security Report for May 2022

Staffing -

Upcoming Events -

	2022	2021
Gate Trends - Daily Log-		
Guests and workers -	2701	2587
Advanced Guests-	132	66
Preserve Gate-	62	91
Bar Code Lane-	6360	5205

Rover Trends - 8,705 miles at a cost of \$776.00 for 2022 / 2052 miles at a cost of \$460.00 for 2021

Equipment Trends - Still waiting on the parts to fix the Jeep. Toyota truck had a muffler repair costing \$145.00

Debbie Bailey