

Wolf Laurel Road Maintenance & Security Homeowners Association
Minutes of the Annual Organization Meeting and Monthly Meeting of the Board of Directors
August 19, 2022

Attending

Directors in Attendance: Gayle Barr, Cynthia Kessler, Steve McMillan, Eddie Shook, Jim Simmons, Mike Stapleton

Directors via Electronics: Caron Jantzen, Ron Stone

Staff in Attendance: Louise Wyatt

Staff via Electronics: Suehonor Connor

WLPOA Liaison in Attendance: Theodore Meyer

Audience in Attendance: Steve Wilcox

Visitors via Electronics: Tedi McManus, Greg Meier

Call to Order

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

Pledge of Allegiance

The Pledge of Allegiance was led by President Kessler.

Approval of July and Special Meeting Minutes (Previously reviewed by Board and prepared for approval)

Upon **motion** (Stapleton) duly seconded, the July 15, 2022 Monthly Meeting Minutes were approved.

Notation: A Special Meeting was held on August 10, 2022 to discuss engagement of an executive employee. The Board took action to hire Tabitha Orlando as the new Executive Operations Manager.

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

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

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

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

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

Seating of New Board Members

President Kessler thanked retiring board member Caron Jantzen for her three years of service on the Board.

Ron Stone (returning), Tedi McManus, and Greg Meier were officially seated as duly elected members of the Board of Directors for 2022-2025.

Election of Officers 2022 - 2023

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

Motion carried. Ron Stone was elected as President for 2022 - 2023

Upon **motion** (Stone) duly seconded, Greg Meier was nominated as Treasurer.

Motion carried. Greg Meier was elected as Treasurer for 2022 - 2023

Upon **motion** (Stone) duly seconded, Tedi McManus was nominated as Secretary.

Motion carried. Tedi McManus was elected as Secretary for 2022 - 2023

Upon **motion** (Stone) duly seconded, Gayle Barr was nominated as Vice President. Motion carried. Gayle Barr was elected as Vice President for 2022 - 2023

Appointment of Committee Chairs for operational committees (Stone)

Roads - McMillan will continue to serve as Chair.

Security - Shook will continue to serve as Chair.

Facilities - Simmons will continue to serve as Chair.

ARB - Stapleton will continue to serve as Chair.

Financial Reports

Monthly financial reports to July 31, 2022, including cash flow report (Wyatt)

For the month of July, the 2022 budget is at 58.33% (7 months). Road Maintenance is at 51% of their 2022 budget. Security is at 49% of their 2022 budget. Comparing July 2021 to July 2022, Road Maintenance expenses are 105% of last year and Security expenses are 106% of last year. Year to date as of July, the collection of 2022 assessments is 97.1% of homes & 76% of lots.

Upon **motion** (Stone) duly seconded, the July 31 financial reports were approved.

Treasurer's report on reconciliation of accounts (Stone)

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

Upon **motion** (Stone) duly seconded, the Treasurer's reconciliation of accounts as submitted were approved.

Renewal of Line of Credit for 2022-2023 (Stone)

Upon **motion** (Stone) duly seconded, the annual renewal of the \$75,000 emergency line of credit was approved.

Authorization to Sign Checks for 2022-2023

Upon **motion** (Stone) duly seconded, Steve McMillan, Eddie Shook, Jim Simmons, Ron Stone, Greg Meier, and Louise Wyatt were approved as 2022-2023 check signers.

WLPOA Liaison Report (Theodore Meyer)

The WLPOA board meeting was held August 12, 2022.

Membership: Thirteen new POA members and 2 new Village Club members joined since the last meeting. Both new VC members are equity members.

Village Club: Sixteen bluebird houses were constructed, led by Steve Wilcox. They will be installed around the Village. A Ukrainian Pysanky Egg Class is August 25. Proceeds will go to Ukrainian Relief.

Facilities: Fencing around the playground is done. Spindles on the railings of the bridge need to be replaced.

Package Facility: A new door was installed; a new keypad will be installed around Sep. 1. Part of the back wall needs to be replaced. Electrical work is needed. The POA is getting additional quotes for a Mitsubishi mini-split. Locust logs in the parking lot will be replaced with railroad ties or concrete barriers.

New business: There are 70 rental properties in Wolf Laurel, and the high number of renters has overwhelmed Village facilities and staff this season. A committee was appointed to make a recommendation for handling the increased demand on the Village in the future.

A recommendation for a dog park in the Village is being explored by the POA. Stapleton suggested looking into dog control complaints while considering a dog park in the Village. The ARB is willing to provide statistics of dog complaints to the POA.

Kessler received a formal complaint from the homeowner adjacent to the POA Nature Trail parking. Meyer reported that the homeowner and POA will conduct a survey to delineate property lines. Shook suggested referring to the Madison County GIS. Alternate parking areas are being explored.

Committee Reports

Stapleton's ARB committee report attached. Road Maintenance and Security supervisor reports attached. No other committee reports given.

Old Business

A complaint about a WLCC employee's interaction with a WL resident is still being explored.

New Business

Kessler attended a meeting with the Wolf Laurel Country Club. They need additional parking for events. Two options were proposed by WLCC to WLRMS:

1. Shoulder off Wolf Laurel Rd just before the clubhouse: WLCC would like to use this as a temporary option for the upcoming Fall Harvest Festival on Sept. 3, 2022.

After discussion, a **motion** (Shook) duly seconded was made to create an application using ARB language from construction permits and road usage to present to WLCC. Motion carried. A draft application will be emailed to RMS directors for approval.

2. Permanent parking spaces along McKinney Gap Rd near Eagle's Nest: RMS directors discussed and agreed that WLCC should present a formal proposal to the RMS with details of location, cost, usage, and responsibilities of parties involved.

Additional mailboxes in Wolf Laurel are needed. Simmons is working with the Mars Hill postmaster to identify which address is associated with each Wolf Laurel mailbox in use. Kessler suggested using the portal survey tool to ask residents about their mailbox in WL. A new bank of mailboxes is \$2800.

After discussion, a **motion** (Kessler) duly seconded to rectify the shortage of mailboxes was approved.

Reaffirmation of Conflict of Interest and Anti Self-Dealing Policy

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

Audience Comments

Steve Wilcox opened a discussion about signage inside the gate to direct guests to the ski lodge and POA package facility. Shook will explore costs for permanent signs for each.

Adjournment

The meeting was adjourned at 11:40.

Attachment A

Wolf Laurel Road Maintenance Monthly Report August 10, 2022

Roads:

- The lookout paving project has been completed, the cost of this project was \$15,000.
- Road crew has hauled and scraped down 32 loads of ABC-M stone and 3 loads of ¾ stone, 19 of these were applied to the five-year plan.
- Road crew is trying to repair the small washouts from the flash floods we have been having over the past few months. It is a slow process with all the other maintenance we have to do on our roadways.
- Road maintenance is planning on starting the asphalt patching on Big Bald Rd next month if the sub-contractor doesn't get behind schedule due to the weather.

Equipment:

- The transmission/transfer case on Cat Backhoe has went out causing the machine to be out of service until we can get a mechanic on site to look at this problem and get a quote on cost repair.

Fuel usage:

- On road diesel: 139.4 gallons
- Off road diesel: 333.9 gallons
- Gas: 72.7 gallons

-Nathan Woody, Road Maintenance Supervisor

Attachment B

Wolf Laurel Security Report August 10, 2022

Security Report for July 2022

Staffing – Short one employee due to Chuck's resignation.

Upcoming Events – Labor Day

Gate Trends – Daily Log - 627

Guests and workers - 2085

Advanced Guests - 275
Preserve Gate - 141
Bar Code Lane - 7774
Rover Trends – 2025 Miles

Equipment Trends – The universal joint was replaced in the truck at a cost of \$320.97 and the truck was serviced at a cost of \$64.03.

Supervisor Comments - Another employee was out with Covid.

-Ken Porche, SOS

Attachment C

Architectural Review Board Report

August 2022

The ARB held its meeting August 2, 2022

Permits for July 2022 were

Tree- 4
Minor-4
Major- 0
Interior-
New-0

Old Business: Update on stalled home located at Hanging Rock and Big Bald rd. Update, new owner has pulled permits and paid fees. Construction has resumed.

Construction has resumed on stalled El Miner home. Walls going up.

New Business

Lighting letter issued on a property on Gardenside that is short term rental tenant related. Also spoke to the owners regarding the issue. Spoke to Manager yesterday. Issue may be resolved.

Barking dog issue on Hampton Gap update. Spoke to homeowner.

Another barking dog off Trillium at a home used as a lodge. Made two visits and have been unable to catch property owner yet to speak with them so far. Woodfern.

Lighting issue on Trillium. Spoke to owner a few times on this issue and others.

Home at 764 Phacelia in overgrown state with abandoned car, 2018 decal. Current in assessments. Sent letter asking the lot be trimmed and abandoned car be removed.

ARB voted to send a letter to a property on Spring Valley about cleaning wood debris on lot. I drafted the letter and met with property owner . He committed to removing the debris as soon as he returns in September from Florida.

-Mike Stapleton, ARB Chair