

## **May 2019 Documents**

- Board Meeting Minutes 5/4/19
- Financial Info 3rd Quarter
- Accounts Receivable
- Minutes Attachment Election Process

Sky Harbor POA Board Meeting  
Saturday, May 4, 2019  
10:00 AM  
Bennett's BBQ, Gatlinburg, TN

Board Members in attendance:

Randy Lange (Chairman), Chris Muster (Vice Chairman), Cheryl Lowery (Treasurer), Kelly Frontroth (Secretary), Jimmy Lowery, Mark Brandenburg, Gary Whitehead, Melissa Bingham, Bill Binger, Howard Ohl, Kenny Adams, Junior Webb (Left 1:15), Billy Duncan (Left 2:00).

Guest: Emil Gumieny.

Randy Lange called the meeting to order at 10:10 am and Jimmy Lowery opened the meeting with prayer.

**Approval of Meeting Minutes**

Sky Harbor POA Board Meeting Minutes for Saturday, February 2, 2019 were emailed to all of the Board members by Kelly Frontroth, Secretary. Billy Duncan moved the minutes be approved as submitted. Motion was seconded by Mark Brandenburg. With no additions or corrections to the minutes, the minutes were approved as submitted. Vote: Unanimous. 13 For, 0 Opposed, 0 Abstained

**Public Comments**

Emil Gumieny came before the Board with concerns about Pine Court, where his lots are located. With all of the rain causing water runoff from Orchard, the road is not safe to travel. The road has gotten mucked up and the gravel has washed down hill. There were concerns from both Emil and the Board. Emil advised that a high voltage power pole has been installed since November. He also stated his lots were surveyed, but no septic permits had been obtained. He received the letter from the architectural committee stating that dwellings have to be over 850 Square Feet, so he is working with an architect in Florida. However, in the current condition of his road, contractors cannot get to his properties and he does not want to move forward without the Board doing something about his road.

The Board's concern is that the \$5000 invested in stone for that road a couple of years ago has already washed. Also, there are no cabins on the road, no date to start construction, and there are other roads in Sky Harbor that are gravel with cabins that also need to be maintained.

Randy Lange and Junior Webb looked at the road, and feel that there may be a way to divert the water into a gully using tiles, reuse the stone that washed down the hill, and add needed stone to stabilize the road until cabins are constructed on the road.

Kelly Frontroth moved that the road committee look into the cost of diverting the water using tiles, relocating the stone that washed down the hill, and add needed stone to stabilize the road. Motion was seconded by Howard Ohl. 13 For, 0 Opposed, 0 Abstained

**Treasurer's Report**

Treasurer's Report was submitted by Cheryl Lowery, Treasurer. *See attached Profit and Loss Statement and Accounts Receivable.*

Current A/R Balances:

2018-19 Dues not collected- \$44,897.28 (Down from \$64,179- 11/1/18)

\$19,889.71 from Non-Pratt Accounts – (95 Lots down from \$36,888 – 11/1/18)

\$25, 007.57 from Pratt Accounts (129 Lots down from \$27,290)

Past Dues not collected (Non-Pratt Accounts) - \$9768.43 – (40 Lots)

Cash Balance – August 1, 2018	\$270,855
April 30, 2019	\$297,908

## **Financial Committee**

### **Invoices for 2019**

#### ***Increase Dues:***

In preparation of the bills due August 1<sup>st</sup>, the Board needs to determine the amount to increase dues. Last year the bills reflected a 5% increase, therefore in order to balance the dues in 2019, the dues increase should be a maximum of 3%. Billy Duncan, seconded by Jimmy Lowery, motioned to increase rates 3%. 13 For, 0 Opposed, 0 Abstained.

#### ***Email Invoices:***

Email addresses have been received for approximately 40% of the property owners. To save on mailing expense, invoices will be emailed to these property owners. They will receive a separate email for each property. Last year there was a 3% credit card fee that had to be absorbed by the association. Once the first few payments were made and the Board was aware of the charge, the pay online was discontinued. The Board feels the property owners needs the capability of paying on line, but would prefer the charge be transferred to the property owner. Mark Brandenburg and Cheryl Lowery will check on ways to see how the fee can be paid by the property owner. Property owners without an email address in Xero will be mailed a paper bill.

There was some concern by Board members about property owners being confused with the first-time email bill. Post cards will be mailed out again with annual meeting information. A sentence will be placed on postcard concerning email billing.

At the August meeting, the email billing system will be evaluated.

#### ***Information on 2019 Invoices:***

Discussion ensued on information that needed to be placed on the 2019 invoice.

- If the property owner is in collections, the invoice for current years dues will have a notice in red advising that THIS INVOICE IS ONLY FOR AMOUNTS NOT CURRENTLY IN COLLECTION. Payment for any amount in collection will need to be settled with Pratt & Aycock.
- Notice needs to be placed on invoice directing property owners to the POA website, [www.skyharborpoa.org](http://www.skyharborpoa.org) for all meeting documentation. Millstone Weir can use same message as last year just changing the meeting date.
- Make sure Sky Harbor address 1218 Silver Poplar is not printed on the invoices as that was confusing to property owners last year.

#### ***Outstanding Balance Collection Letters***

Letters were mailed out in November for those who had not paid their current dues. Letters were not mailed out by the Board after the February meeting.

***Two properties on Sevier County Tax Records***, Orville Agyer, Beach Front Dr. Lot 1065 and Brewton on Ridgefield Dr. Lot #338, are being billed to Sky Harbor in both the individual's name and Sky Harbor POA. Jimmy Lowery looked into this, and quick claim deeds will need to be filed in order for the property to be properly deeded to Sky Harbor. Currently lots are not in the name of the POA, we are just shown as the bill payer. Board discussion raised the question if the lots would even perk. Junior Webb advised that he believed they were tested and would not perk and that is the reason the owners were trying to give the property to the POA. The question then came up if the POA want the lots to be transferred into the name of Sky Harbor or have the POA removed as bill payor since we do not own the land. The general consensus was to have us removed as bill payor.

Billy Duncan has been given authority by the Board to proceed with his project for the annual meeting.

***Mail Boxes:***

Kelly Frontroth asked the Board for authorization to work with the Sevierville Post Office on our bank of mailboxes. Kelly Frontroth researched the mailboxes according to how they were tagged and found that 3 of the boxes were assigned to people who did not own improved lots in the Sky Harbor Community. The post office will be giving them a 30 day notice and advising where they need to put up a mailbox to receive their mail.

Cheryl Lowery motioned seconded by Jimmy Lowery to authorize Kelly Frontroth to work with the Sevierville Post Office concerning Sky Harbor Boxes. Motion carried unanimously. 13 For, 0 Opposed, 0 Abstained.

***Lodge Maintenance and Repairs to Roof over Map at Mailbox Area***

Randy Lange and Chris Muster received estimates for work to shore up the back deck of the lodge and to repair the roof over the map sign, down at the mailbox area. The best estimate that was received for stabilizing the decking was from Mountain Maintenance in the amount of \$3850. For the Roof over the map area at the mailboxes was from B Rhine's in the amount of \$2008. The Board had previously allotted \$5000 for these 2 projects in February. As the estimates came in at \$858 over that approved amount, the estimates were brought back to the Board for approval on increase. If email voting had been in place these projects could have already been completed. Kenny Adams moved these projects be completed and funded as presented. Motion was seconded by Junior Webb. Motion carried unanimously. 13 For, 0 Opposed, 0 Abstained.

***Email Voting***

As presented at the last Board meeting, if the Board wants to vote by email, all Board members have to give written consent to vote. All Board members present gave written authorization to vote by email if the need to vote arose before the next Board meeting. This can become a standard process sought by boards at annual meetings.

***Proxy Balloting Procedures for Annual Membership Meeting***

Voting procedure at the Annual Membership Meeting *attachment* was reviewed. Cheryl Lowery was not objectionable, but wanted remind everyone that there will be cost to have this service as there was last year. This is the same procedure executed at the last annual meeting. The Board felt it was important for the membership to know that a third party was in charge of confirming that members are in good standing for the purpose of both voting and being a candidate for the board of directors, handling proxies, and counting the ballots at the annual meeting. Chris Muster made a motion, seconded by Melissa Bingham, that the elections be conducted as presented and that an auditable third party be paid to handle voting at the annual membership meeting. Motion passed unanimously. 13 For, 0 Opposed, 0 Abstained.

***Proposed Bylaw Amendments***

The Bylaw committee submitted the following wording for proposed amendments to the current bylaws to present to the association members at the annual meeting to be effective at the close of the 2019 annual meeting with the exception of Proposed Bylaw Change 2: Article I, Item 2, Paragraph 1 which will be effective immediately upon vote:

(As these came from committee, they did not need a motion and a second, only a vote by the Board members)

**Proposed Clarifying Amendment:**

“Board of Directors” and “Board” will replace the “Committee of Fifteen (15) persons” and the “Committee of Five-Five and Five” throughout the Bylaws.

Purpose: To unify the Bylaws with the Covenants, Conditions, and Restrictions (aka CCR's) which are the two governing documents of Sky Harbor POA. Also, to clarify for insurance purpose that the governing body is a Board of Directors and not a committee.

12 For, 0 Opposed, 1 Abstained

**Proposed Bylaw Change 1: Article I, Item 1, Paragraph 2** A member is defined as each individual person owning a vested interest of no less than 25% and listed on the deed in one or more parcels of real estate located in the Sky Harbor Community, Sevier County, Tennessee, and in addition, must be recognized as a Member of the Association by the Board of Directors. A property owner in the Sky Harbor Community has to be current on dues, not late status or delinquent, to be eligible to vote at the annual meeting or be recognized by the Board of Directors as a member. Only a Member in Good Standing is entitled to cast any vote at any Annual and Special Meeting held. Only one vote per lot will be eligible to be cast in the election of Board of Director Members and the conducting of other business of the Association as may properly come before them.

Purpose: Change the voting rights to “One Vote per Lot”.

12 For, 0 Opposed, 1 Abstained

**Proposed Bylaw Change 2: Article I, Item 2, Paragraph 1**

The Board of Directors shall be made up of 11 members of the association as defined above and shall be elected at the annual meeting of the Association.

Purpose: To reduce the number of Board members to 11. \*

**Proposed Bylaw Change 2: Article I, Item 2, Paragraph 2**

Only one member per lot can serve on the Board of Directors which shall be referred to in these bylaws as the Board.

Purpose: Limit the number of property representatives on the Board to Maximum of One Board Member per lot. 12 For, 0 Opposed, 1 Abstained

**Proposed Bylaw Change 3: Article II, Item 2, Paragraph 1** Vacancies in the Board for any reason shall be filled by any eligible member approved through a majority vote of the remaining members of the Board at any meeting to fill the unexpired term. Notice of the vacancy must be made available on the website for a minimum of 14 days so the entire SHPOA Membership may have the opportunity to be nominated for the vacant position.

Purpose: Add specific language to address filling vacancies of Board Members who resign or are removed before the end of their term.

13 For, 0 Opposed, 0 Abstained

**Proposed Bylaw Change 4: Article II, Item 6, Paragraph 1** No Member of the Board shall receive compensation for any service they may render to the Association.

Purpose: Add Specific language to remove Board Members with direct monetary Conflicts of Interest

13 For, 0 Opposed, 0 Abstained

**Proposed Bylaw Change 5: Article II, Item 7, Paragraph 1** Any Director (or Officer) on the Board who no longer meets the definition of an association member must immediately resign from the Board (see Article 1, Item 1, para 2).

Purpose: Add Specific Language to remove Board Members immediately if they do not meet the definition of a SHPOA Member (Ref Article I, Item 1)  
13 For, 0 Opposed, 0 Abstained

\* Junior left due to a family emergency, reducing the voting members to 12.

Proposed Bylaw Addition (Proxies and Absentee Ballots): At the Annual Meetings of Members, each Member may vote in person, by absentee ballot, or by proxy. Absentee Ballots and Proxy forms will be available to all Members prior to the Annual Meeting via the website. All absentee ballots and proxies shall be in writing and shall be filed with a designated party appointed by the Board 14 days prior to the annual meeting. All proxies and absentee ballots shall automatically cease on the date a Member is not considered in Good Standing or ceases to be a SHPOA Member. Every proxy shall be revocable. No proxy shall be valid after the closing of the annual membership meeting. Any person named as a proxy must be a Member in Good Standing. Absentee ballots are for specific items known prior to the Annual Meeting of SHPOA Members and will expire after the vote has been confirmed official. Members will need to vote in person or vote by proxy if they wish to be represented for any business introduced on the floor at the Annual Meeting.

Purpose: Specific By-Law to address proxy voting and absentee voting. Member at this year's 2019 annual meeting will need to vote in person or thru use of validated proxy if they wish to be represented. Official proxy may be found on [www.skyharborpoa.org](http://www.skyharborpoa.org)

12 For, 0 Opposed, 0 Abstained

It was discussed at the February meeting to word an amendment for formal procedures to allow Board business to be conducted between Board meetings. The Policy Committee did not form an amendment, as they felt it should be left up to each Board for that procedure. Currently Tennessee law allows a Board to vote via email if all Board members consent to vote in writing.

\*\* Factors considered in reducing the Board to 11 members:

- The previous Board and the present Board feels that 15 Board members is a large number.
- When a person runs for the Board, they must be committed to attend 4 meetings a year (once each quarter) including the annual meeting. Due to time and distance, this reality has limited some participation.
- There are other ways to volunteer and help to improve Sky Harbor through committees without the four time a year Board meeting commitment.
- With the current proposed amendments, it will automatically reduce the current Board by 2. 2 current Board members feel they have fulfilled their duties. They feel Sky Harbor is in a good place, activities in their personal life have increased, and they will not be returning to the Board next year. At least one will be taking a position on a committee, moving forward the committee concept.

## **Road Committee Report**

### ***Safety Items.***

There have been issues with discharge of firearms in Sky Harbor. It was proposed we have 6 signs placed around Sky Harbor stating: No Discharge of Firearms, Fireworks are Prohibited, No Open Burning. Violators will be Fined.

In addition, the road committee has identified 11 street signs, 8 areas that need lighting, and areas that need decals with safety stops on the road. The budget would be \$1500. So moved by Kelly Frontroth and seconded by Melissa Bingham. Motion passed unanimously. 12 For, 0 Opposed, 0 Abstained.

### ***Waterfall and School House Gap***

Due to the flooding, repairs had to be made to Waterfall and School House Gap. The cost was \$3004. This amount was paid from our emergency fund within our budget.

### ***Paving Summary***

Newport is on the schedule to come into Sky Harbor the week of May 6<sup>th</sup>, weather permitting. Randy Lange has advised the conditions need to be perfect to keep the paving from being compromised. The following areas are being addressed:

Guard Shack to the Mailboxes

Mailboxes to Ski View – 3 Sections

Ski View to Guard Shack – 2 Sections

Silver Poplar above Big Bear

Big Bear down the hill

Sky View – 2 sections close to Big Bear

Sky View/Silver Poplar Intersection and S Curve

Ski View at Graveyard towards School House Gap – 2 Sections

Ginny's Trail – 2 sections

50 Tons of Patching.

The cost will be approximately \$135,000.

This is way under what the Board had previously approved, however, the roads change so fast that Randy Lange would like to see 2 pavings a year, one in the spring and one in the fall. This will allow budget money for those roads that need improving in the fall. It will also allow Sky Harbor now to get on Newport's schedule for the fall.

The Board also needs to start addressing drainage and tile issues. There are multitude of areas that need attention. Randy Lange would like to have \$10,000 approved to begin addressing drainage and tile issues over the next 90 days. Mark Brandenburg said that the Board had already approved the paving budget which currently covers tiles and drainage and the Road Committee needs to proceed. Randy Lange advised that next year the Board needs to separate out paving and tiles and drainage issues, so that the members see that the Board recognizes the issue and is shown as a separate item within our budget and not included in the paving budget.

\*Billy Duncan left meeting for family reasons. Voting members are adjusted at this time to 11.

### ***Contracts:***

#### ***Millstone Weir Accounting:***

The contract with Millstone Weir expired on May 1 and has been extended to July 31<sup>st</sup> by the financial committee to carry SHPOA accounting until the next Board meeting. The monthly rate will be \$1250. \$1000 will be for accounting and \$250 will be continued repayment for building the Xero accounting data base. During this time, the Financial Committee will work with Millstone Weir to evaluate hourly charges. Cheryl Lowery will work with Millstone Weir to see if there is any way to save cost. A new contract with adjusted figures will need to be signed in August.

Another recommendation was to increase the fee charged to cover accounting fees on a purchase of property in Sky Harbor from \$150 to \$200 to help absorb increase. Currently the \$150 goes directly to Millstone Weir for their work. Howard Ohl questioned what was covered in this fee. The Title Company contacts the accounting firm advising of a new purchase. Millstone Weir contacts Paige Batey as Pratt's office to see if there are any amounts in collections. Millstone Weir then completes a form with required information about the property in Sky Harbor including any balances due. She also includes an information sheet to be filled out so that a file can be set up in Xero for the buyer. She will then set up account for new property owner. Sometime gathering and receiving information

back is not as easy as it sounds, and quit often has to be requested multiple times from the title company.

All of this will be evaluated in August.

Kelly Frontroth wanted to know if it would be better if all contracts could be dated August 31 so that they didn't run out before Annual meeting. It is the hope that there will always be a majority of the Board members returning, but at least contracts will not be running out before the annual meeting. Howard Ohl felt that November 30<sup>th</sup> may be a more comfortable date. That way RFP's could be put out, the Board voted in at the August meeting would have time to review and vote on at the November meeting. Chris Muster agreed that this may be a better contract time.

Cheryl Lowery recommends that the Board approve the 90-day extension. After review of billable hours, to then request a 13-month contract to extend the contract to August 31 2020, so that the contract will not run out before the annual meeting. Kelly Frontroth moved that we extend the contract with Millstone Weir for 90 days at the cost of \$1250 per month. Howard Ohl seconded the motion. Motion carried unanimously. 11 For, 0 Opposed, 0 Abstained.

### ***Property Maintenance and Snow and Ice Management Contract***

RFP for Property Maintenance and Snow and Ice Management Contract needs to be posted on the SHPOA website by June 1<sup>st</sup>. Kelly Frontroth recommend that the Financial Committee review the current contract and adjust last year's RFP for any changes that need to be made before posting to website. This is the only place the RFP will be posted.

### ***Foreclosures/liens***

Sky Harbor is close to settling foreclosures and is also reviewing a list of properties that **will** have liens placed on them. Kelly Frontroth moved that the Board give Randy Lange, chairman, with guidance of Sky Harbor's legal counsel, the authority to settle the foreclosure and not have to wait for a Board vote at the August meeting. Chris Muster seconded the motion. 10 Approved, 0 Disapproved, 1 (Randy Lange abstained as motion was giving him authority.)

New Business:

### ***Annual Meeting***

It was agreed that we will have Bennett's Bar-B-Que cater the annual meeting. Kelly Frontroth will look at the number of people at the last annual meeting. Jimmy will then calculate how much we should order. It was recommended that we let Bennett's handle everything this year. All members agreed.

### ***Construction on Orchard***

Mark Brandenburg advised that the construction on Orchard is not in compliance with the CCR's. It is not set back enough and there are not 2 parking spaces which are required. Kelly Frontroth advised the architectural committee will send the owners a letter requesting they advise how they will bring the construction in compliance with the CCR's.

With no further business, the meeting was adjourned at 2:55 PM.

Respectfully Submitted,

Kelly Frontroth



Secretary SHPOA

**Budget Variance**  
**Sky Harbor Property Owners Association**  
**1 Feb 2019 to 30 Apr 2019**  
**Cash Basis**

	Actual	YTD Actual	YTD Budget	Var USD
<b>Revenue</b>				
Dues Assessed - Current Year	2,581.37	124,400.11	130,400.00	(5,999.89)
Dues Assessed - Next Year	-	-	80,000.00	(80,000.00)
Dues Assessed - Prior Years	3,801.51	33,942.07	38,400.00	(4,457.93)
Interest Income	364.90	924.02	800.00	124.02
Late Fees Income	225.00	2,386.88	-	2,386.88
Legal & Filing Fees Recovered	557.00	557.00	-	557.00
Other Revenue	-	(73.64)	-	(73.64)
<b>Total Revenue</b>	<b>7,529.78</b>	<b>162,136.44</b>	<b>249,600.00</b>	<b>(87,463.56)</b>
<b>Gross Profit</b>	<b>7,529.78</b>	<b>162,136.44</b>	<b>249,600.00</b>	<b>(87,463.56)</b>
<b>Operating Expenses</b>				
Accounting	2,550.00	10,100.00	12,300.00	(2,200.00)
Bank Service Charges	80.00	320.00	480.00	(160.00)
CC/PayPal Charges	8.88	259.23	-	259.23
Collection Contract - Pratt Aycock	1,753.75	6,718.13	10,680.00	(3,961.87)
Collection Fees - recording / liens	-	2,262.50	4,000.00	(1,737.50)
Insurance - D&O & G/Liab.	-	771.00	1,000.00	(229.00)
Legal Expenses	-	-	1,000.00	(1,000.00)
Licenses & Permits	-	40.00	-	40.00
Meeting Expense	243.19	1,129.13	2,200.00	(1,070.87)
Office Expenses	-	90.36	600.00	(509.64)
Penalties (Non- Deductible)	-	688.90	-	688.90
Postage, Box Rental & Delivery	-	1,650.42	2,100.00	(449.58)
Repairs & Maintenance - Emergency Maint.	876.74	2,469.49	4,900.00	(2,430.51)
Repairs & Maintenance - Maint Supplies	540.52	1,060.19	4,000.00	(2,939.81)
Repairs & Maintenance - Paving (general)	-	-	90,000.00	(90,000.00)
Repairs & Maintenance - Rock / Gravel Road Maint.	-	958.15	8,000.00	(7,041.85)
Repairs & Maintenance - Safety Maint	7,450.00	8,891.66	12,000.00	(3,108.34)
Repairs & Maintenance - Striping & Misc for roads	-	4,015.00	4,500.00	(485.00)
Repairs & Maintenance - Winter Maint.	-	-	20,000.00	(20,000.00)
Repairs & Maintenance - Yearly Maintenance	16,650.00	49,950.00	63,700.00	(13,750.00)
Software & Software Fees	76.50	159.58	-	159.58
Supplies	-	-	300.00	(300.00)
Taxes - Federal & TN F&E	-	4,506.00	4,500.00	6.00
Taxes - R. E. (3 Vacant Lots)	-	279.00	280.00	(1.00)
Utilities - Guard Shack & Street Lights	534.41	1,783.67	3,910.00	(2,126.33)
Website	58.50	781.50	1,000.00	(218.50)
<b>Total Operating Expenses</b>	<b>30,822.49</b>	<b>98,883.91</b>	<b>251,450.00</b>	<b>(152,566.09)</b>
<b>Operating Income / (Loss)</b>	<b>(23,292.71)</b>	<b>63,252.53</b>	<b>(1,850.00)</b>	<b>65,102.53</b>
<b>Other Income and Expense</b>				
CABIN - Rental Income	3,600.00	15,685.72	30,000.00	(14,314.28)
CABIN - Cable	(761.40)	(2,284.20)	(3,040.00)	755.80
CABIN - Credit Card Fees Expense	-	(111.56)	(330.00)	218.44
CABIN - Gross Receipts Tax Expense	-	(118.73)	(300.00)	181.27
CABIN - Insurance (P&C)	-	(2,929.00)	(2,600.00)	(329.00)
CABIN - Management Fees Expense	-	(2,968.10)	(7,502.00)	4,533.90
CABIN - Monthly Fees	-	(195.00)	(468.00)	273.00
CABIN - Pest Control Expense	-	(374.28)	(590.00)	215.72
CABIN - Property Taxes	-	(950.00)	(970.00)	20.00
CABIN - Repairs & Maintenance Expense	(3,339.00)	(3,925.90)	(6,000.00)	2,074.10
CABIN - Supplies	-	(225.72)	(600.00)	374.28
CABIN - Utilities	788.84	(977.21)	(5,000.00)	4,022.79
CABIN- Hot Tub Fees Expense	-	(210.00)	(750.00)	540.00
<b>Total Other Income and Expense</b>	<b>288.44</b>	<b>416.02</b>	<b>1,850.00</b>	<b>(1,433.98)</b>
<b>Net Income / (Loss)</b>	<b>(23,004.27)</b>	<b>63,668.55</b>	<b>-</b>	<b>63,668.55</b>
<b>Cash Balance</b>				
<b>Beginning Balance 08/01/18</b>		<b>270,347.30</b>		
<b>Current Balance 04/30/19</b>				
Operating Account SmartBank		<b>36,679.41</b>		
Savings Account - SmartBank		<b>261,229.47</b>		
		<b>297,908.88</b>		
Increase / (Decrease) in cash		27,561.58		
A/P from yearend		36,738.45		
Overpayments on A/R		(631.48)		
		<b>63,668.55</b>		

## Accounts Receivable May 2019 Board Meeting

### 2018-19 Dues not collected

	Non-Pratt	# Lots	Pratt	# Lots	Total	% Collected
1st qtr	36,888.33	172	27,290.94	138	64,179.27	74.44%
2nd qtr	22,008.02	115	25,862.36	131	47,870.38	80.94%
3rd qtr	19,889.71	95	25,007.57	129	44,897.28	82.12%
Improvement	2,118.31	20	854.79	2	2,973.10	
Total Billed					251,122.75	

### Past Years Dues not collected

	Non-Pratt	# Lots	Pratt	# Lots	Total
1st qtr	12,885.95	53	226,830.68	153	239,716.63
2nd qtr	12,038.66	42	216,680.42	147	228,719.08
3rd qtr	9,768.43	40	213,985.93	143	223,754.36
Improvement	2,270.23	2	2,694.49	4	4,964.72

### Total to Collect

	Non-Pratt	Pratt	Total
1st qtr	77,065.22	226,830.68	303,895.90
2nd qtr	59,909.04	216,680.42	276,589.46
3rd qtr	54,665.71	213,985.93	268,651.64
Improvement	5,243.33	2,694.49	7,937.82

Collected:	FYE19
Jul	78,210.29
Aug	72,806.46
Sep	17,933.23
Oct	18,194.01
Nov	13,734.52
Dec	379.17
Jan	2,280.31
Feb	380.86
Mar	1,563.89
Apr	1,473.34
Total	<u>206,956.08</u>
Balance	<u><u>44,166.67</u></u>

Total Receivables by year:	1st qtr	2nd qtr	3rd qtr	Improvement
FYE19	64,813.00	47,985.51	44,680.36	3,305.15
FYE18	39,638.00	36,553.24	34,831.84	1,721.40
FYE17	30,252.00	29,349.37	28,067.52	1,281.85
FYE16	25,642.00	23,889.00	23,873.03	15.97
FYE15	22,466.00	21,453.09	20,975.21	477.88
FYE14	21,604.00	20,481.27	19,972.62	508.65
FYE13	16,198.00	15,668.12	15,072.81	595.31
Prior	83,573.00	81,538.44	80,670.03	868.41
	<u>304,186.00</u>	<u>276,918.04</u>	<u>268,143.42</u>	<u>8,774.62</u>

## Voting at Annual Meeting 2019

- 1) The association will provide an official proxy.
- 2) The proxy will be made available via website, [www.skyharborpoa.org](http://www.skyharborpoa.org) or mailed to property owner upon request. To receive proxy by mail the member will need to send a self-addressed stamped envelope to Millstone Weir.
- 3) Notification will be given to members of where meeting documents, including the proxy, may be obtained via:
  - a) Postcards will be mailed out directing members to the website.
  - b) A message will be placed on the invoice.
- 4) A third party will be hired to verify qualification of candidates according to bylaws, receive proxies and validate proxies, check in voting members at the annual meeting, count the ballots.
- 5) A database of members, mailing address, and property locations including lot numbers will be used to create a check-in list for the meeting.
- 6) Proxies will need to be completed in their entirety and mailed to an address designated by the hired 3<sup>rd</sup> party. Proxies must be received by July 20<sup>th</sup> to be validated. See #7. This party will scan in the proxies upon receipt and make sure that proxies are entered into the voting database. The object is that no original proxies will ever touch a board member's hand.
- 7) Proxies and candidates list will be reviewed by hired 3<sup>rd</sup> party to make sure all are eligible to vote. (Dues rule in current bylaws)
- 8) Board Candidate Forms must be received by July 20<sup>th</sup> in order to guarantee their name printed on the ballot. Nominations will still be accepted from the floor, but there will be one official ballot and it will be printed before the meeting. Blanks will be left on the ballot for write in candidates and nominations from the floor.
- 9) Each member will have one vote. If proxies have been designated to that member, their vote will be multiplied by the number of proxies that have been designated to them. Voting members will be advised the number of proxies they will be voting when they check in at the annual meeting.
- 10) Upon commencement of voting, ballots will be collected and tabulated by hired third party that has no interest in Sky Harbor.
- 11) Results will be maintained on an auditable spreadsheet by the hired 3<sup>rd</sup> party.