

## **February 2020 Documents**

- Meeting Minutes 2/8/20
- 1st Quarter FY20 Financial

SKY HARBOR POA  
Board Meeting  
November 9, 2019  
10:00 AM  
Zoom Video Conference

**In Attendance:**

Randy Lange, Chairman, Kelly Frontroth, Secretary, Mark Brandenburg, Treasurer, Michele Madewell, Emil Gueminey, Howard Ohl, Melissa Bingham, and Billy Duncan.

The meeting was called to order at 10:03 and opened with prayer by chairman Randy Lange.

**Approval of Meeting Minutes**

Sky Harbor POA Board Meeting Minutes for Saturday, November 9, 2019 were emailed to all of the board members by Kelly Frontroth, Secretary, prior to the meeting.

*Mark Brandenburg moved the minutes be approved as submitted. Motion was seconded by Melissa Bingham. With no additions or corrections to the minutes, the minutes were approved as submitted.*

*8 For, 0 Opposed, 0 Abstained.*

There were no correspondence or public comments.

**Treasurer's Report**

Treasurer's Report was submitted by Mark Brandenburg, Treasurer. *See attached Profit and Loss Statement and Financial Statement.*

**Items Completed Since Last Meeting:**

- Traci Heindel's issue concerning building on her lot was resolved. Even though she is in a mobile home section, Park Models are considered an RV by Federal Building Standards and would not fit the description of a mobile home.
- Add a sentence to our Building Plan and Approval Form stating that Applicant must check with Sevier County for county building rules, regulations, and requirements.
- Christmas Card was sent. Thank you, Billy and Melissa Duncan
- Website was updated
- Street Lights replaced by Sevier Electric with LED's.

**Items that Remain Outstanding:**

- Sky Harbor is still listed as mailing address for the Brewton property. Mark Brandenburg will try to see why this has not been changed as he provided them with the information he researched.
- Work on cleaning/repair/replacement of tiles continues.
- Order and place signs "No Fireworks, No Open Fires, No Discharge of Firearms & Hunting". Melissa will order 5 signs this week.
- Emil Gueminey to contact Fire Department concerning fire suppressant system will try to meet with the fire chief when he comes into town in March or April.

## **Committees Reports:**

### **Architectural Committee** - Emil Guemieny & Kelly Frontroth

At the November meeting, the Architectural Committee was charged with discussing ways to enforce the CCR's. The Architectural Committee presented a flyer for a representative of Sky Harbor POA to present to the building crew, and a letter to be sent to the owner if found in violation of not submitting the proper Sky Harbor Building and Plan Approval Form. Enforcement of the CCR's are through injunctions. Emil Guemieny requested that a percentage of the Impact Fee's received be set aside for future court cases in the event that funds are needed for enforcing the CCR's. Mark Brandenburg recommended that we might consider a budgeted line item for legal fees. Randy Lange will consult legal counsel to determine amount of injunction fees.

*Howard Ohl motioned the Stop Order flyer and the Halt of Construction Letter to the property owner be approved by the board with the addition of the statement, "in the event of non-compliance, owners will be responsible for litigation fees". Motion seconded by Michele Madewell.*

*Motion passed unanimously. 8 For, 0 Opposed, 0 Abstained*

### **Financial Committee** - Mark Brandenburg

Mark Brandenburg presented a breakdown of aged receivables. 135 lots have been carrying a balance for over 2 years. Liens have been placed on a majority of these lots. 42 lots are only aged a year. The remaining 8 lots on aged receivable list are current on present dues, but have had an outstanding balance from more than 2 years ago. The fees are on the lot, not the current owner signifying the lots may have changed hands. Pratt and Aycock has offered to send out letters to our aged receivables for a fee of \$600. Mark Brandenburg recommended that Sky Harbor board mail letters mid-February to the 42 lots and remind them there is a balance due on their account. The list of 135 lots will be reviewed for any that have not been turned over for collections or liens and he recommends sending letters to that group as well. This approach has successfully worked in the past.

*Melissa Bingham motioned that the board mail out dues' reminder letters to the owners of the 42 lots and the owners of the 135 lots that look obtainable and are not in collections or have liens placed on the lots. No additional aged receivables are to be turned over to Pratt and Aycock at this time. Howard Ohl seconded the motion.*

*Motion passed unanimously. 8 For, 0 Opposed, 0 Abstained.*

### **Road/Safety Committee** - Melissa Bingham

The road committee has worked on the following improvements this past quarter:

- Equipment rented and rock removed to widen the road at Roses Pass and School House Gap, and Silver Poplar.
- Installation of scheduled LED lighting completed.
- Working on repairing and replacing tiles

Billy Duncan said the new lighting looked good and asked if the road committee had any plans for further lighting. Melissa Bingham advised that there were a couple of areas identified that she will bring to the May meeting.

Billy Duncan also inquired about additional guardrails. Melissa Bingham advised that the roads had to be widened before additional guardrails were installed. The guardrails purchased last year were recycled guardrails. The road committee is looking for additional recycled guardrails as it is more cost effective for our budget.

Kelly Frontroth asked how the roads fared with the flooding. Melissa Bingham advised the buildup on Stone Trail had washed away and that was the biggest issue. There is also a lot of

leaves and debris that flowed into the drains and ditches due to the storm. Overall Sky Harbor fared a lot better than other areas. Tiles will continue to be replaced as budgeted.

### **Community Improvement** - Michele Madewell

Randy Lange complemented Michele Madewell on her work improving the mailbox area and decorating for the holidays. It has been noticed and positive comments have been received through both email and on Facebook.

Michele Madewell advised she had all intentions of keeping the decorations for future years, but they were stolen. Kelly Frontroth stated she felt that Michele Madewell was frugal in her expenses and there are some occurrences that happen that are beyond control. Kelly Frontroth would like to see Michele Madewell decorate the area for Spring. The board granted Michele Madewell \$100 for spring decorations. Due to the amount, this did not necessitate a vote. Michele Madewell reported she will also be taking care of painting the Sky Harbor sign.

### **Policy Committee** - Mark Brandenburg & Billy Duncan

Prior to the meeting board members were sent a document on "Simply Voting" a secured host for online elections.

Highlights of the discussion were as follows:

- Bylaw was passed by the membership at the 2019 annual meeting to allow electronic voting.
- Quote obtained through "Simply Voting". There is a price for electronic voting and a separate fee if paper ballots are mailed.
- Electronic voting will allow voting for those unable to attend the meeting. Voting can be done during the meeting or absentee prior to the meeting. Sky Harbor POA would be able to choose and communicate voting time to the property owners.
- Bylaw was passed by the membership at the 2019 annual meeting to allow one vote per lot. Each lot will be assigned a code which will be used for voting purpose.
- It will be very important for consistency moving forward. If the board initiates electronic voting, it will become an expectation and this board cannot obligate or dictate actions of future boards. The path forward needs to be pursued cautiously with intent of moving Sky Harbor forward in an accurate way in this digital age.
- Communication will be the key and a must if electronic voting will be presented to the members this year.

*Emil Gueminey moved the Policy Committee move forward looking at using Simply Voting for electronic voting for the 2020 annual meeting with a budget of \$800. If at any time the Policy Committee does not feel this process is feasible for the 2020 annual meeting, the process will be halted and the annual meeting will be certified by an accountant. Motion seconded by Mark Brandenburg.*

*Motion passed unanimously. 8 For, 0 Opposed, 0 Abstained.*

Mark will take the lead on this task.

### **Unfinished Business:**

#### **11<sup>th</sup> Board Member**

Kelly Frontroth advised no candidate forms have been received.

### **Lodge Foundation Work**

Foundation work will begin in April when there is lodge availability. Work will be completed prior to the May meeting.

### **Winter Maintenance Contract**

After last meeting Webb Contracting only took on the preparing of the roads prior to a snow event. The actual Winter Maintenance Contract will be handled by Greenridge.

### **Spring Summer Maintenance Contract**

Sky Harbor POA continuously posts RFP for Winter and Spring/Summer Maintenance Contract on the website. A proposal has been received from Greenridge, the same entity that handles our Winter Maintenance Contract.

The board had much discussion on the expectations Sky Harbor POA places on a vendor... are they realistic, are they measurable, and are they communicated properly? The board also discussed taking care of the property and the cost involved. The board also discussed opening the Spring/Summer Maintenance Contract for bids since there was no one currently under contract as we are currently in between contract time for the Spring/Summer Maintenance Contract.

*Mark Brandenburg motioned a Spring/Summer Maintenance contract be draw up with defined specific, measurable, and obtainable results. That the RFP not be used as a contract. Melissa Bingham seconded the motion. Motion passed. 7 For, 1 Opposed, 0 Abstained.*

*Kelly Frontroth moved that the board entertain Spring/Summer Maintenance RFP's. Vendors would need to have their RFP to the board no later than 5:00 PM on February 14, 2020. On February 17, 2020, a ZOOM conference call will be set up to hear from the vendors and the board will vote on a vendor. Motion seconded by Michele Madewell Motion passed unanimously. 8 For, 0 Opposed, 0 Abstained.*

Smokies Outdoor Services and Greenridge will both be contacted and asked to resubmit their RFP's. Any other RFP's received prior to close of business February 14, 2020 will also be entertained on the 17<sup>th</sup>.

### **New Business:**

#### **Roof on Cabin.**

State Farm is requesting documentation of roof replacement. Emil Gueminey advised Keith Dees should know when it was replaced and where we may be able to find documentation. Kelly Frontroth will contact Keith Dees.

With no further business Billy Duncan, seconded by Mark Brandenburg moved the meeting be adjourned at 2:00 PM

*Motion passed unanimously. 8 For, 0 Opposed, 0 Abstained.*

Respectfully Submitted  
Kelly Frontroth  
Secretary, Sky Harbor POA

**Sky Harbor Property Owners Association**  
**1 Aug 2019 to 31 Oct 2019**  
**Cash Basis**

	Actual	Budget	Var USD
<b>Revenue</b>			
Dues Assessed - Current Year	122,938.28	133,200.00	(10,261.72)
Dues Assessed - Next Year	-	85,000.00	(85,000.00)
Dues Assessed - Prior Years	20,678.08	37,400.00	(16,721.92)
Interest Income	725.24	1,100.00	(374.76)
Late Fees Income	1,710.34	-	1,710.34
Processing Fees	3,787.69	6,600.00	(2,812.31)
<b>Total Revenue</b>	<b>149,839.63</b>	<b>263,300.00</b>	<b>(113,460.37)</b>
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<b>Gross Profit</b>	<b>149,839.63</b>	<b>263,300.00</b>	<b>(113,460.37)</b>
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<b>Operating Expenses</b>			
Accounting	3,850.00	13,800.00	(9,950.00)
Bank Service Charges	5.00	500.00	(495.00)
CC/PayPal Charges	949.92	3,000.00	(2,050.08)
Collection Contract - Pratt Aycock	2,749.40	9,900.00	(7,150.60)
Collection Fees - recording / liens	702.00	2,000.00	(1,298.00)
Insurance - D&O & G/Liab.	-	800.00	(800.00)
Legal Expenses	-	1,000.00	(1,000.00)
Licenses & Permits	20.00	50.00	(30.00)
Meeting Expense	1,140.15	2,000.00	(859.85)
New Equipment	1,640.48	1,500.00	140.48
Office Expenses	-	300.00	(300.00)
Postage, Box Rental & Delivery	621.00	2,100.00	(1,479.00)
Repairs & Maintenance - Emergency Maint.	1,345.50	6,000.00	(4,654.50)
Repairs & Maintenance - Maint Supplies	150.05	2,500.00	(2,349.95)
Repairs & Maintenance - Other	200.00	10,000.00	(9,800.00)
Repairs & Maintenance - Paving (general)	101,092.52	110,000.00	(8,907.48)
Repairs & Maintenance - Rock / Gravel Road Maint.	-	4,500.00	(4,500.00)
Repairs & Maintenance - Safety Maint	1,811.68	9,500.00	(7,688.32)
Repairs & Maintenance - Winter Maint.	-	10,000.00	(10,000.00)
Repairs & Maintenance - Yearly Maintenance	12,550.00	65,000.00	(52,450.00)
Repairs & Maintenance-Tree Maint & Misc Roads	-	5,500.00	(5,500.00)
Software & Software Fees	76.50	350.00	(273.50)
Taxes - Federal & TN F&E	2,000.00	3,250.00	(1,250.00)
Taxes - R. E. (3 Vacant Lots)	-	300.00	(300.00)
Utilities - Guard Shack & Street Lights	541.27	4,000.00	(3,458.73)
Website	216.00	1,500.00	(1,284.00)
Write - Offs	(1.11)	-	(1.11)
<b>Total Operating Expenses</b>	<b>131,660.36</b>	<b>269,350.00</b>	<b>(137,689.64)</b>
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<b>Operating Income / (Loss)</b>	<b>18,179.27</b>	<b>(6,050.00)</b>	<b>24,229.27</b>
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<b>Other Income and Expense</b>			
CABIN - Rental Income	3,600.00	16,500.00	(12,900.00)
CABIN - Insurance (P&C)	-	(3,200.00)	3,200.00
CABIN - Pest Control Expense	-	(250.00)	250.00
CABIN - Property Taxes	-	(1,000.00)	1,000.00
CABIN - Repairs & Maintenance Expense	-	(6,000.00)	6,000.00
<b>Total Other Income and Expense</b>	<b>3,600.00</b>	<b>6,050.00</b>	<b>(2,450.00)</b>
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<b>Net Income / (Loss)</b>	<b>21,779.27</b>	<b>-</b>	<b>21,779.27</b>