

Aug 2020 Documents

- Board Meeting Minutes 8/8/20 (*4th Quarter 2019-2020*)
- Annual Meeting Minutes 8/15/20
- Board Meeting Minutes 8/23/20 (*1st Quarter 2020-2021*)
- 4th Quarter FY20 Financials
- Board Member List 2020-2021
- SHPOA Building Plan Approval Form (Updated)

SKY HARBOR POA
4rd Quarter Board Meeting
August 8, 2020
10:00 AM Zoom Video Conference

Board Members in Attendance: Randy Lange, Chris Muster, Mark Brandenburg, Kelly Frontroth, Billy Duncan, Melissa Bingham, Howard Ohl, Emil Gumieny, and Michelle Madewell.

Absent: Kenny Adams

The meeting was called to order and opened in prayer by Chairman Randy Lange at 10:06 AM

Public:

1171 Ski View had an issue with their driveway being blocked and used as a turnaround by people visiting the National Forest at the end of the Ski View. There was also an issue with construction trucks. After research it was found that the circular drive was in fact on their property and not a public turn around. The owners understand the road is a public road but will be putting up a No Outlet sign as well as a sign with property addresses on their lot at the beginning of the bend in Ski View road to cut down on the lost traffic and construction trucks.

There were emails received concerning mowing in Sky Harbor. That area was identified and discussed with Green Ridge. Contractor had already scheduled identified area for the coming week. Due to the heavy rains, it slowed down progress. The contractor is now back on track.

David Cox emailed the board concerning access from Pine Ct. This issue will be address by the board of directors elected 8/15/2020 at their first Quarter Board Meeting.

Minutes:

Sky Harbor POA Board Meeting Minutes for Saturday, May 9, 2020, 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 Chris Muster. With no additions or corrections to the minutes, the minutes were approved as submitted.

9 For, 0 Opposed, 0 Abstained.

Quarterly Financial Statement was submitted by Mark Brandenburg, Treasurer. *See attached.* One item pointed out was we have received more Dues before the end of July than any prior year. The convenience of being able to pay on line has improved early collections. Also noted was the savings in the Operating Expense. Two items to note were the savings on the Winter Maintenance due to the weather and the savings in the Yearly Maintenance due to renegotiation of contracts.

Kelly Frontroth, seconded by Howard Ohl, moved the Financial Report be approved as submitted.

9 For, 0 Opposed, 0 Abstained.

Mailbox Expense was not used as there are still remaining mailboxes for primary and secondary residence. This fund will be replenished as the owner will pay a one time \$100 fee to obtain the box for their address. This money will be used when it is time to purchase a new bank of boxes. Mark Brandenburg will enter a separate line item for Mailbox income.

Emil Gumieny would like to see a package box. Kelly Frontroth will look into the cost of purchasing and installing a package box.

Old Business:

Committees:

Architectural Committee

Emil Gumieny

1203 Ski View Lane has contacted Kelly Frontroth directly concerning construction. She has referred them to the info@skyharborpoa.org email and directly to Emil Gumieny architectural chairman 3 times concerning their paperwork and construction on that lot. They continue to contact Kelly Frontroth and will not return calls to Emil Gumieny. All the while, proper paperwork has not been submitted and the land has been cleared.

A motion was made by Chris Muster and seconded by Mark Brandenburg that Emil Gumieny, chairman of Architectural Committee, send an email to the Contractor and cc the property owner, the other members of the architectural committee, the Sky Harbor Chairman, and Sky Harbor's Attorney. The Email is to state that the contractor must cease construction immediately and submit the properly completed Sky Harbor Building and Plan Approval Form to the Architectural Committee. If proper paperwork is not received in 10 days, Sky Harbor will move forward with legal action and cost will be passed on to the owner of the property.

9 For, 0 Opposed, 0 Abstained.

The Lot on Rose Pass that was clear cut was not completely clear cut, the stumps were not removed and the undergrowth has grown back. The lot will not be built on and it appears not to be an erosion issue.

Owners of 2046 Orchard have provided plans requested by the Architectural Committee and the Sky Harbor Board of Directors indicating where the required 2 parking spaces will be constructed.

The Architectural Committee and the Board of Directors acknowledge the compliance of the request.

Emil Gumieny wanted to clarify the requirement of tree removal for construction to be submitted with the Sky Harbor Building and Plan Approval Form. The board agreed that the paperwork needed to indicate which trees would be removed and that the architectural committee was to make sure the removal was necessary and not clear cutting. Any questions would be presented to the board.

Financial Committee

Mark Brandenburg

With the construction in Sky Harbor, a couple of property owners advised that they were billed for unimproved lots. Mark Brandenburg will compare the unimproved lots in Xero with the tax records.

Road/Safety Committee

Melissa Bingham

Signage ordered has been received. Due to the weather and paving, the signs have not been installed, but should be placed by the end of August.

Road paving for 2020 will be completed by mid-August. This includes repacking and paving the areas where the tiles were replaced.

Policy Committee

Will be working on cleaning up more of the bylaws in the coming year. There are a couple of areas where contradictions still exist and need housekeeping attention.

Community Improvement Michele Madewell

Michelle decorated the mailbox area for Memorial Day to Labor Day. She also painted the Sky Harbor Sign on the guard shack.

Unfinished Business:

Lodge Work:

The Septic Tank and Drain Field had to be completed in June/July. The board approved replacement of the septic system which was required to open the lodge back up for rental. The work was completed the first part of July and Auntie Belham is back to renting. The lease relationship is working well.

Foundation Work had to be postponed due to Covid and septic work. Work is planned for the next fiscal year.

Annual Meeting:

Candidates:

All current board members have submitted their name for the ballot.

Forms have been received from the following candidates:

Veronica Lemperle – Pigeon Forge, TN

Scott Holder – Pickens, SC

D. Gregory Bullock – Sevierville, TN

Voting:

The only item on the agenda for the Annual Meeting is elections of the board of directors. Google Drive will be used for Voting. It will be opened at the end of the annual meeting for 3 hours to allow everyone time to vote. Voting will be one vote per property. The property owner will use their Lot Number as identified to the left of their name on their invoice. Google drive will record the email address, lot number, and the vote. It will then send a receipt of the vote to the person casting the vote. Once the voting is closed, votes will be locked and a spreadsheet attached to a Sky Harbor Record in Xero. As soon as results are closed and verified, the results will be emailed to meeting attendees and posted to the website.

Annual Meeting Format:

Billy Duncan asked what format the Zoom Meeting would follow.

Kelly Frontroth will be emailing all who have RSVP's early next week. Included will be copy of minutes from the last annual meeting and the year end financials. Property owners will also be given instructions on voting so that they will be prepared with their lot numbers. Property owners will be asked to submit questions, concerns, and information that they would like to see addressed in order that these items may be put on the agenda. These items need to be Community Oriented. Individual concerns can be submitted, but will be addressed prior to the meeting by a board member, or scheduled to be addressed by the board at the 1st quarter board meeting.

When participants enter the meeting, they will enter on mute. Questions may be asked through Chat. Only the host will be able to see the questions and comments in order to be able to keep up with the conversation as this is our first attempt at a large virtual meeting. At the end of the meeting, the Chat box will be printed so that the board can make sure all concerns

that have not been addressed at the annual meeting can be addressed before or at the 1st quarter board meeting.

Though the board understands muting constrains the participation, an open mike could produce an overwhelming amount of conversation and critical comments could be missed. This is new territory we are navigating and this is the best way the board feels to keep the meeting organized.

New Business:

1st Quarter Board Meeting

In the past the first quarter board meeting is held immediately following the annual meeting. However, this year, with the elections being opened for 2 hours following the meeting, and having to rezoom, the board felt it better to hold the meeting on another day.

Kelly Frontroth moved that 1st quarter board meeting be held at 2:00 EST on Sunday October 23rd. Motion Seconded by Chris Muster.

9 For, 0 Opposed, 0 Abstained.

With no further business, Billy Duncan, seconded by Mark Brandenburg, moved the meeting be adjourned.

9 Approved, 0 Opposed, 0 Abstained.

Meeting adjourned at 12:15 PM

Sky Harbor POA Annual Meeting
August 15, 2020
12:00 Noon
Virtual Meeting by Zoom

Due to the volume of attendees, everyone entered the meeting on mute.

Board Members in Attendance: Randy Lange (Chairman), Chris Muster (Vice-Chairman), Mark Brandenburg (Treasurer), Kelly Frontroth (Secretary), Billy Duncan, Melissa Bingham, Howard Ohl, Emil Gumieny, and Michelle Madewell.
Absent: Kenny Adams

Membership in Attendance – 115 Members Registered for the Zoom Meeting.

Randy Lange called the meeting to order at 12:02pm and opened the meeting with prayer.

Approval of Meeting Minutes

The minutes from the 2019 annual meeting held August 3, 2019 were posted to the website in August 2019. Since the members have had time to review the minutes secretary, Kelly Frontroth, moved the minutes be accepted as submitted. Motion seconded by Mark Brandenburg. Motion carried unanimously by membership.

Treasurer's Report

Mark Brandenburg, Treasurer, gave report on Sky Harbor POA Financials. See Attached Financials.

- More of the membership are paying their dues on time and income reflects higher than budgeted due to the fact that dues were received prior to the end of the fiscal year. This is a great reflection on membership.
- Interest Income will drop next year as interest rates are not that high.
- Paving is for the paving done 2019-early 2020. The current paving is in the 2020-2021 budget.
- The board is conscientious in taking care of needs while building up a reserve for a major repair such as a rockslide.
- Winter Maintenance was not used this year as it was a very mild winter. This item will remain in the budget.
- Lodge income slightly exceeded what we expected. We would have had a bigger gain had there not been a major issue with the plumbing and septic. The entire septic system had to be rerouted and replaced.
- Chairman Randy Lange added under the Dues Assessed – Prior Years, there has been action taken against those who have not paid off prior year balances through liens and other legal means. The board will continue to pursue unpaid dues.

Committee Reports:

Communication

Kelly Frontroth, Secretary

Bank of Mailboxes

A bank new bank of mailboxes was installed last fall for primary or secondary residences. Owners will need to pay a one-time \$100 fee which will be applied to the mailbox budget to replenish the next bank of mailboxes once these have been allotted to owners. The board requests that owners of short term rental cabins find an alternate means for renters to receive mail.

Introduction to Website

Secretary, Kelly Frontroth, introduced everyone to the website.

Zoom Meetings

This is the board's first attempt at a virtual annual meeting. Future virtual meetings will depend on attendance and response to this meeting.

Social Media

Sky Harbor POA Sevierville TN Facebook page is not administered by the Sky Harbor board but it is administered by a former board member. It is currently being used for the purpose of networking within the community. POA member Pat said it best when complimented for helping neighbors on the page during a recent power outage... "We are a community. It's what neighbors do." There may be 11 members on the board, but we could not do what we do without the support of over 1200 property owners

Financial Committee

Mark Brandenburg

Dues Increase

The board voted to only increase dues 2% this year due to the COVID times. This is less than prior years.

Billing

The goal of the Finance Committee is to gather as many email addresses as possible this year. The association's goal is to convert all billing to email invoicing. It saves time and expense from our budget.

The team is working for continual improvement. This is a volunteer board working to spend POA member dollars to improve Sky Harbor.

Architectural Committee

Emil Gumieny

Emil Gumieny stressed that the Covenants Conditions and Restrictions (CCR's) states the board must be notified when there is any construction, renovation, rebuild, addition to dwellings, or removal of trees that will occur.

Application for Sky Harbor Building and Plan Approval needs to be submitted before construction begins. Application can be found on Sky Harbor Website. APPROVAL

MUST BE GIVEN BY THE ARCHITECTUAL COMMITTEE BEFORE CONSTRUCTION BEGINS.

Removal of trees is only permitted where there will be a driveway, building pad, and Septic Tank. Any other tree removal will need to be indicated on the survey, as lots are not to be clear cut.

Anyone who does not follow guidelines will leave the board no choice but to take appropriate action.

Road and Safety Committee

Melissa Bingham

- 10 New Tiles have been installed, old tiles were rotted and roads were sinking in.
- Unpaved roads have been cut in half in the past 3 years. A percentage of the paving budget is designated to unpaved roads each year. Roads are prioritized by condition, upkeep, number of vehicles that travel that road. Main roads receive the most wear and tear and will see more frequent attention.
- New economical street lights have been installed around the neighborhood. As we save on the monthly bill a few more lights will be added for safety.
- Rose Pass has been widened with intentions of adding a guard rail in the future.
- Direction signs have been put up to help those traveling in our neighborhood.
- 1070 tons of asphalt was placed on Sky Harbor roads in August. This is the 2020-21 paving budget. In 13 months over \$240,000 of budgeted money has been spent on paving roads.

Policy Committee

Billy Duncan

- Moving forward with ways for property owners to become more involved. The policy committee researched ways for absentee voting. Simply voting was a good way to vote, but it carried an expense. COVID forced us in to Zoom meetings along with it came the Google Vote which does not cost money and may be the voting way of future meetings.

Community Improvement Committee

Michele Madewell

- Repaired and decorated the Mailbox area for the holidays (fall, Christmas, Memorial-summer). Also, painted the Sky Harbor sign on the guard shack.

Chariman Randy Lange wanted to put out a special thank you to Kenny Adams who served on the board this past year. Kenny has withdrawn his name from the ballot as he recently retired and wishes to take a year off from the board to spend time with his family. He will be serving on a committee and will look at rerunning in 2021.

Q&A from the Community for the Community

Questions submitted by the Community Concerning the Community. Individual issues or concerns will be addressed by the newly elected board in a timely manner. These questions were submitted prior to the meeting by email and during the meeting by zoom chat.

- *When will the unpaved roads in Sky Harbor be paved? I have been asking this question to the past board members and continue getting the run around, like soon, on the list etc.*

This board cannot answer for prior boards or future boards. The current board is trying to reduce the number of unpaved roads a percentage each year. In the past 3 years, half of all unpaved roads have been paved. The chairman herself drives an unpaved road every day. Items taken into consideration are conditions, maintenance expense, number of cabins on the road. Everyone travels the main roads in and out of Sky Harbor, so yes, your dues are used to maintain roads each member travels.

- *Do we need to get permission to cut down a dead tree?*

Please let the board know.

If it is a dead tree on the ground or underbrush, the board does not need to know.

- *Do we need to submit any changes inside of a cabin?*

No, we only look at the current footprint of the house

- *When will the roads be repaired that were cut out to put in the culverts (tiles)? They have had crush and run dumped on them back in spring. Still very rough to cross.*

Work has been completed. The reason for replacing the tiles in the spring and waiting until late summer to pave was to let the replacement tile and gravel settle and be repacked. Otherwise the settling would occur after the paving causing the pavement to sink and deteriorate quicker.

- *If a property owner sees a road issue that could be considered a safety hazard, who do they contact?*

They can contact info@skyharborpoa.org or they can contact the Road Committee Chairman.

- *If a person has a driveway that is in need of repair, who do they contact.*

Driveways are the personal responsibility of the owner and they are not maintained by the POA.

- *When will the roads be restriped?*

The POA is currently seeking bids to have the main road in and out of Sky Harbor restriped. The hope is to have the work complete by the end of the year.

- *Is there a phone number to contact Sky Harbor Patrol and is the Patrol on Duty 24/7?*

Sky Harbor does not have a Patrol. If there is something that happens in Sky Harbor, the property owner will need to contact the sheriff department or the rental company. Sky Harbor does not own any security trucks or equipment.

- *Does our Sevier County Taxes pay for any maintenance, upkeep, or costs of Sky Harbor?*

They do not. Our roads are private roads and must be maintained by the POA.

- *What services can we expect from Sevier County for the Property Taxes we pay?*

Fire Protection, Protection by County Sheriff Dept, County Roads...the roads in Sky Harbor like many neighborhoods are private and the County is not wanting to take over any of these roads. Therefore, we have to maintain our roads with the dues we collect. It can always be pursued, but that is where we last stood with the county.

- *Does the Sky Harbor POA have any authority in enforcing quiet hours, fire pits, and bear containers?*

The board can discourage, but we don't have a way to enforce these items with our current bylaws and CCR's. The policy committee can work on a new by-law or regulation, but it will take membership involvement to change the bylaws and/or CCR's. Sevier county does have a noise ordinance so the Sheriff Dept. can be called. Bear Cages and Fire Pits have been discussed by the board and will be looked at further this year. Fire Pits as well as Fire Works are a safety hazard and may need to be addressed as causing forest fires.

Two property owners chimed in on chat:

One advised they called the sheriff's office due to a disturbance and they were there within 20 minutes. "It does work"

The other recommended calling the rental company if the cabin is a rental. They usually have a 24/7 emergency number that can be called so they can reign in their guests.

- *How can someone find out who owns property, can Sky Harbor POA give out this information?*

No, the Association cannot or will not give out information. However, anyone can google TN Property Data and it will take you to a website that will show you the current owner of the property on file with Sevier County.

- *How can you get in touch with someone at Sky Harbor POA?*

www.skyharborpoa.org

Go to the contact page

Click on Board Member List

This contains all of the board members email address. We do not give out telephone numbers. The board position is a volunteer position and most board members have jobs and families. Your email will be answered. If you do not know where to go or who to contact go to info@skyharborpoa.org and your email

will be routed to the right person. If it is a billing questions, email dues@skyharborpoa.org

- *Should our website be password protected?*
No, it is a public website and we do not put any private information or any links to private information such as a property owners account.

- *What is the name of the Facebook Group?*
Sky Harbor Property Owners Sevierville TN.
There is a link that will say join group. Click on that link and you will be asked questions that will verify you as a property owner in Sky Harbor.

- *The rental income on the lodge looked low?*
Sky Harbor has a fixed guaranteed lease. The lessee has taken over all of the utility and minor upkeep expenses. Our expenses are insurance, taxes, and major repair expenses.
Who owns the cabin rental company? Is it owned by a board member?
Aunti Belham Cabin Rentals. They have invested over \$30,000 of their own money to improve the lodge. This investment now belongs to Sky Harbor.

- *A few members commented that they miss the barbeque, banana pudding, and fellowship. Are we looking at going back to a live meeting possibly next year?*
The meeting will be evaluated by the incoming board. Attendance and participation the board's goal.
A POA member recommended doing both. Zooming the meeting then gathering for barbeque for those that could attend.

Introduction of candidates

Veronica Lemperlee
Greg Bullock
Scott Holder

Instructions on Voting

At the conclusion of the meeting, a link was emailed out to all who have registered for the meeting. The link along with instructions was also posted on the website to give any property owner the opportunity to vote. The bylaws were changed last year. There is now only one vote per property. Property Owners will have to use their lot number to vote. Items that will invalidate a vote are voting for more than 11 candidates, voting more than one vote per lot, voting but not owning the property, votes that cannot be validated by the information provided

Chairman Randy Lange thanked all members on behalf of the board. He hopes that the members have learned more about the association and if anyone has interest in serving on a committee please let the POA know. Please complete the process by completing the ballot and voting.

Adjournment of the Zoom Meeting at 2:00 PM

Balloting Closed at 5:00 PM

Results of Election of 2020 Sky Harbor Board of Directors

Inbox



Kelly Frontroth <kellyskyharbor@gmail.com>

Aug 17,
2020, 6:21
PM

The following are the verified results of the elections of the 2020 Sky Harbor Board of Directors:

Randy Lange 89
Chris Muster 89
Kelly Frontroth 95
Mark Brandenburg 91
Melissa Bingham 92
Michelle Madewell 89
Howard Ohl 85
Emil Gumieny 83
Billy Duncan 91
Veronica Limperlee 61
Scott Holder 69
Greg Bullock 62

Thank you everyone for your time and interest in Sky Harbor POA. We look forward to bringing you more improvements and forward movement during the 2020-2021 year.

If you have any questions or concerns during the year, please do not hesitate to email us at info@skyharborpoa.org.

Kelly Frontroth
Secretary
Sky Harbor POA

AGENDA
SKY HARBOR POA
Board Meeting
August 23, 2020
2:00 PM
Zoom

In Attendance: Randy Lange, Chris Muster, Kelly Frontroth, Mark Brandenburg, Melissa Bingham, Billy Duncan, Michelle Madewell, Scott Holder, Howard Ohl, Emil Gumieny, and Greg Bullock

The meeting was called to order at 2:11 PM and opened in prayer by Randy Lange Chairman.

Election of Officers

- Chairman – Randy Lange
 - Nominated by Billy Duncan
 - Nomination seconded by Emil Gumieny
 - Randy Accepted Nomination
 - Elected Unanimously
- Vice Chairman – Chris Muster
 - Nominated by Kelly Frontroth
 - Nomination seconded by Emil Gumieny
 - Chris accepted the nomination
 - Elected Unanimously
- Secretary – Kelly Frontroth
 - Nominated by Melissa Bingham
 - Nomination seconded by Mark Brandenburg
 - Kelly accepted the nomination
 - Elected Unanimously
- Treasurer – Mark Brandenburg
 - Nominated by Kelly Frontroth
 - Nomination seconded by Melissa Bingham
 - Mark accepted the nomination
 - Elected Unanimously

Public Comments:

Clarification of Lodge Lease and Spouse of Owner Serving on the Board

The question was asked at the annual meeting and again in an email from a property owner about the possible conflict of interest of a current elected board member serving on the board. The individual's husband owns the cabin rental company that is leasing the lodge. The previous board addressed this issue and the current board revisited question. It is not determined to be a conflict of interest as 1) The board member owns a cabin in Sky Harbor (not the leased lodge) 2) This individual was not a board member when the lease was signed with the cabin rental company 3) The cabin rental company is not a contractor, the lodge is leased and they pay Sky Harbor POA, the association does not pay them. They are responsible for all utilities and upkeeps unless it is a major maintenance expense which Sky Harbor would incur as property owner.

Condition of the Salt Shed

Emails were received by property owners who were concerned the storage area is becoming a dumping ground and equipment not benefiting Sky Harbor is being stored at the Salt Shed. Conversation has been had with all contractors of Sky Harbor; and the area is being cleaned up. Billy Duncan and Melissa Bingham verified that the area is being cleaned up and they have seen improvement. Greg Bullock advised he has a Kobota Tractor and Goose Neck Trailer that are outside of the fence but will be moved shortly.

It was recommended that it be landscaped to look more aesthetically appealing. This has been turned over to the Community Improvement Committee.

Access to Sky Harbor through Pine Ct.

A contractor has requested access to Sky Harbor through Pine Ct. He plans to build a few cabins which would be easier to access from Pine Ct. Board members feel further questions need to be asked. Scott Holder will contact the contractor and find out more details and then present findings to the board at the November Board Meeting.

Financials

Approval of 2020– 2021 Budget

The Board reviewed the budget line by line.

New Equipment was increased to \$500 to provide for a package box by the mailboxes.

Line Item for Postage/Invoices/Mailings was increased to \$1500.

With these changes, Howard Ohl moved we accepted the budget. Chris Muster seconded the motion. Motion passed unanimously.

Annual Accounting Documents

As all officers were reelected, the signature cards will remain.

Mark Brandenburg, Treasurer will oversee the filing of Non-Profit Paperwork and Taxes

Liens

The finance committee will evaluate liens and filing of any additional liens that may be needed.

Contracts

Accounting

The finance committee has negotiated with Millstone Wier for a time approach for the 2020-2021 year. The Finance Committee will provide Millstone Weir with a work time frame consisting of no more than 12 hours per month. When Millstone Weir reaches 8 hours, work will be reviewed by the Treasurer. If more than 12 hours per month are needed it must be approved by the finance committee. Title Closings are handled outside of this contract. Billy Duncan motioned this plan be accepted. Howard Ohl seconded the motion. Motion passed unanimously.

The following contracts will be discussed at future meetings as they are still in effect at this time:

Management – November Meeting

Winter Maintenance – November Meeting

Spring Maintenance – February Meeting

Email Voting

Tennessee State Law allows for email voting however, everyone on the board must agree to vote by email. Any matter to be voted on must address board business only and must not

conflict with present by-laws or strip power(s) from the Members. Any item voted on must pass by a 2/3 votes or be tabled until the next board meeting or special called meeting. Secretary, Kelly Frontroth, has emailed all of the board members a form which must be signed and returned before this board can vote by email.

Future Meetings

Sky Harbor POA Fiscal Year Runs August 1 – July 31. Financials and meeting are quarterly. The closing of the month and the meeting held on the first Saturday of the month quite often runs into a shortage of time for preparing financials. Looking at meeting times for the upcoming year, Kelly Frontroth, seconded by Chris Muster, moved the following dates be set as meeting dates:

Saturday, November 7, 2020

Saturday, February 6, 2021

Saturday, May 8, 2021

Saturday, August 7, 2021

Saturday, August 14, Annual Meeting

Motion passed unanimously

* The meeting time was not set. Following the prior year's schedule, meetings will be held at 10:00 AM by Zoom. Annual Meeting will be held at 12:00 Noon.

Committees

The board decided to leave the current committees in place with the following Chairs:

Communications Committee – Kelly Frontroth

Architectural Committee – Emil Gumeiny

Financial Committee – Mark Brandenburg

Road/Safety Committee – Melissa Bingham

Policy Committee – Billy Duncan

Community Improvement Committee – Michele Madewell

All board members not on a committee, were asked reach out to committee chair within the next few weeks. Committee Chairs, please let Kelly Frontroth, secretary, know who the members of the committee are. Board Members can serve on multiple committees. Chairs can reach out to the community to have property owners join the committees.

Emil Gumeiny requested that the board review any applications that could not be approved unanimously by the Architectural Committee Members.

Michele Madewell will paint and cover the window on the pump house beside the salt shed.

Billy Duncan recommended the road committee look into enhanced stripping for the road using reflective paint. Chairman Randy Lange advised that the Road Committee was in the process of obtaining bids for the enhanced stripping. Using the reflective paint will improve the safety of Sky Harbor roads.

Kelly Frontroth will forward all emails received at info@skyharborpoa.org to the property committee chairperson to answer. If you need to confer with the committee, please respond to the property owner that it is a matter that will need to go before the committee and/or the board.

With no further business Mark Brandenburg, seconded by Melissa Bingham moved the meeting be adjourn at 4:25PM. Motion carried Unanimously.

The next scheduled board meeting will be held by Zoom, November 7, 2020 at 10:00 AM

Income Statement

Sky Harbor Property Owners Association

For the year ended July 31, 2020

Cash Basis

Account	Actual FY 2020	Budget FYE 2020	Budget Variance FYE 2020
Income			
Dues Assessed - Current Year	\$ 135,661.00	\$ 133,200.00	\$ 2,461.00
Dues Assessed - Next Year	\$ 130,860.11	\$ 85,000.00	\$ 45,860.11
Dues Assessed - Prior Years	\$ 27,886.26	\$ 37,400.00	\$ (9,513.74)
Interest Income	\$ 2,600.20	\$ 1,100.00	\$ 1,500.20
Late Fees Income	\$ 3,225.34	\$ -	\$ 3,225.34
Legal & Filing Fees Recovered	\$ -	\$ -	\$ -
Other Revenue	\$ 5,471.62	\$ -	\$ 5,471.62
Processing Fees	\$ 7,922.81	\$ 6,600.00	\$ 1,322.81
Total Income	\$ 313,627.34	\$ 263,300.00	\$ 50,327.34
Gross Profit	\$ 313,627.34	\$ 263,300.00	\$ 50,327.34
Operating Expenses			
Accounting	\$ 13,950.00	\$ 13,800.00	\$ 150.00
Automobile/Truck Expenses	\$ -	\$ -	\$ -
Bad Debts	\$ -	\$ -	\$ -
Bank Service Charges	\$ 10.00	\$ 500.00	\$ (490.00)
CC/PayPal Charges	\$ 2,150.27	\$ 3,000.00	\$ (849.73)
Collection Contract - Pratt Aycock	\$ 3,395.66	\$ 9,900.00	\$ (6,504.34)
Collection Fees - recording / liens	\$ 594.01	\$ 2,000.00	\$ (1,405.99)
Contract Labor	\$ -	\$ -	\$ -
Insurance - D&O & G/Liab.	\$ 771.00	\$ 800.00	\$ (29.00)
Interest Expense	\$ (0.56)	\$ -	\$ (0.56)
Legal Expenses	\$ 1,228.00	\$ 1,000.00	\$ 228.00
Licenses & Permits	\$ -	\$ 50.00	\$ (50.00)
Meeting Expense	\$ 1,140.15	\$ 2,000.00	\$ (859.85)
Miscellaneous	\$ -	\$ -	\$ -
New Equipment	\$ 1,640.48	\$ 1,500.00	\$ 140.48
Office Expenses	\$ -	\$ 300.00	\$ (300.00)
Penalties (Non- Deductible)	\$ -	\$ -	\$ -
Postage, Box Rental & Delivery	\$ 871.00	\$ 2,100.00	\$ (1,229.00)
Repairs & Maintenance - Emergency Maint.	\$ 5,383.00	\$ 6,000.00	\$ (617.00)
Repairs & Maintenance - Maint Supplies	\$ 1,253.93	\$ 2,500.00	\$ (1,246.07)
Repairs & Maintenance - Other/Misc	\$ 10,179.00	\$ 10,000.00	\$ 179.00
Repairs & Maintenance - Paving (general)	\$ 101,092.52	\$ 110,000.00	\$ (8,907.48)
Repairs & Maintenance - Rock / Gravel Road Maint.	\$ 1,493.60	\$ 4,500.00	\$ (3,006.40)
Repairs & Maintenance - Safety Maint	\$ 9,177.94	\$ 9,500.00	\$ (322.06)
Repairs & Maintenance - Winter Maintenance	\$ -	\$ 10,000.00	\$ (10,000.00)
Repairs & Maintenance - Yearly Maintenance	\$ 50,755.00	\$ 65,000.00	\$ (14,245.00)
Repairs & Maintenance-Tree Maint & Misc Roads	\$ 6,235.00	\$ 5,500.00	\$ 735.00
Security	\$ -	\$ -	\$ -
Software & Software Fees	\$ 306.00	\$ 350.00	\$ (44.00)
Supplies	\$ -	\$ -	\$ -
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	\$ 3,736.22	\$ 4,000.00	\$ (263.78)
Website	\$ 655.50	\$ 1,500.00	\$ (844.50)
Write - Offs	\$ (1.11)	\$ -	\$ (1.11)
Total Operating Expenses	\$ 218,016.61	\$ 269,350.00	\$ (51,333.39)
Operating Income	\$ 95,610.73	\$ (6,050.00)	\$ 101,660.73

Other Income / (Expense)

CABIN - Rental Income	\$ 18,600.00	\$ 16,500.00	\$ 2,100.00
CABIN - Cable	\$ -	\$ -	\$ -
CABIN - Cleaning Expense	\$ -	\$ -	\$ -
CABIN - Credit Card Fees Expense	\$ -	\$ -	\$ -
CABIN - Gross Receipts Tax Expense	\$ -	\$ -	\$ -
CABIN - In-House Service	\$ -	\$ -	\$ -
CABIN - Insurance (P&C)	\$ (1,994.62)	\$ (3,200.00)	\$ 1,205.38
CABIN - Management Fees Expense	\$ -	\$ -	\$ -
CABIN - Monthly Fees	\$ -	\$ -	\$ -
CABIN - Pest Control Expense	\$ -	\$ (250.00)	\$ 250.00
CABIN - Property Taxes	\$ (1,037.00)	\$ (1,000.00)	\$ (37.00)
CABIN - Repairs & Maintenance Expense	\$ (13,575.00)	\$ (6,000.00)	\$ (7,575.00)
CABIN - Supplies	\$ -	\$ -	\$ -
CABIN - Utilities	\$ 364.30	\$ -	\$ 364.30
CABIN - Hot Tub Fees Expense	\$ -	\$ -	\$ -
Gain/(Loss) On Disposal of Assets	\$ -	\$ -	\$ -
Reconciliation Discrepancies	\$ -	\$ -	\$ -
Suspense for Cash AJE's	\$ -	\$ -	\$ -
Year-End Adjustments	\$ -	\$ -	\$ -
Total Other Income / (Expense)	\$ 2,357.68	\$ 6,050.00	\$ (3,692.32)

Net Income	\$ 97,968.41	\$ -	\$ 97,968.41
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Sky Harbor Board Members 2020 - 2021

Randy Lange, Chairman	randy.skyharbor@gmail.com
Chris Muster, Vice-Chairman	tearlp@aol.com
Kelly Frontroth, Secretary	kellyskyharbor@gmail.com
Mark Brandenburg, Treasurer	markbshpoa@gmail.com
Melissa Bingham, Board Member	melissa4skyharbor@gmail.com
Greg Bullock, Board Member	dalebullock@sevier.org
Billy Duncan, Board Member	cabinlover731@aol.com
Emil Gumieny, Board Member	skyharboremilgumieny@gmail.com
Scott Holder, Board Member	rscottskyharbor@gmail.com
Michele Madewell, Board Member	mmadewell78@gmail.com
Howard Ohl, Board Member	howard.ohl@comcast.net
General Questions or information	info@skyharborpoa.org
Dues or Title Closing Questions	dues@skyharborpoa.org

Revision 8/23/2020

SKY HARBOR BUILDING AND PLAN APPROVAL

Property Owner Name: _____

Mailing Address: _____

City: _____ St: _____ Zip: _____

Telephone No.: _____

Email Address: _____

Sky Harbor Property Location: Lot # _____ Street Address _____

No building, fence or structure of any kind shall be erected, placed or altered on any lot until such time as plans showing the overall dimensions of a particular structure have been submitted and approved by Sky Harbor Property Owners Association, Inc. No clearing of any lot, clearing of timber, excavation, construction or activity of any kind whatsoever shall begin without written permission of Sky Harbor Property Owners Association, Inc. (Article I, CCR)

Square Footage of Dwelling: _____ (Do not include carports, garages, breezeways, open decks, or sun porches attached to Dwelling)

Circle one of the following:

New Construction *Renovation* *Rebuild* *Addition to dwelling*
Unattached Other Structure *Description of Other Structure* _____

Proposed Construction Dates. Start Date: _____ End Date: _____

Name of Contractor: _____ Phone # _____

Contractor Email Address: _____

Building or Structure distance in feet from: *Front Lot Line* _____

Interior Lot Line (the center line of a ten foot utility and drainage easement) _____

Five Foot Easement for utilities, drainage, and widening roads _____

Number of Proposed Parking Spaces: _____

Will Concrete Blocks be used? _____ If so, how will they be finished? _____

Email the following to info@skyharborpoa.org for approval by Sky Harbor Architectural Committee in accordance with Sky Harbor Subdivision Covenants, Conditions, and Restrictions.

- 1) Copy of the plans showing the overall dimensions of a proposed structure, where it will be situated on the lot, and any trees that will be removed. (Copy of Survey showing structure is preferred)
- 2) Results of Septic Perc Test. An impact fee of \$500 per Bedroom determined by Septic Perc Test Result.
- 3) Sky Harbor Building and Plan Approval Form

Property owners will be responsible for contacting county and utility companies for their permits, rules, regulations, and fees.

Property Owner

Approved by Sky Harbor POA Architectural Committee Date