

Nov 2020 Documents

- Board Meeting Minutes 11/7/20

**AGENDA
SKY HARBOR POA
Board Meeting
November 7, 2020
10:00 AM
Zoom**

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

The meeting was called to order and opened in prayer by Randy Lange, Chairman.

Public Comments:

Owner of properties located Silver Poplar Lane and E. View Drive was made aware that he had built structures on his property without submitting the proper paperwork to the Sky Harbor POA Architectural Committee for approval by the Sky Harbor POA Board of Directors. He and his wife asked for permission to keep the other structures, a variance on the setback requirement on the backside of the lot to keep a fence, and would switch out the privacy fence to one that would blend with other fences in Sky Harbor POA. After hearing the request, the property owner was advised the board would discuss matter during the Architectural Committee portion of the meeting.

Approval of Minutes:

Sky Harbor POA Board Meeting Minutes for Saturday, August 8 and August 23, 2020, were emailed to all of the board members by Kelly Frontroth, Secretary, prior to the meeting.

Kelly Frontroth 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.

11 For, 0 Opposed, 0 Abstained.

Quarterly Financial Statement was submitted by Mark Brandenburg, Treasurer. *See attached.*

We are on track for meeting our annual budget projections.

Additional Funds have been moved to savings where there is now a balance of over \$240,000 for reserves to be used in the event of a catastrophic occurrence.

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

11 For, 0 Opposed, 0 Abstained.

Financial Committee:

Mark will email accountant on Monday and make sure Non-profit paperwork has been filed and tax filing has been extended.

The Finance Committee will be reviewing accounts to determine which accounts may be approached for settlement and others that may need liens placed on them. The board stands committed at continuing to pursue past due amounts.

Contracts are ready to be renewed with Junior Webb for Management and Greenridge for Winter Maintenance. Contracts would be a continuation of their current contracts. It is agreed by the board that a clause be added to both contracts spelling out that contractors not have the authority to speak on behalf of the association or make decisions with the property owners on behalf of Sky Harbor POA without approval from the board of directors. Contractors are to contact Chairman or Board Member in charge of the committee handling the issue and have them contact the property owner, or have the property owner contact the chairman or committee board member. Billy Duncan, seconded by Greg Bullock, moved the contracts with current contractors be renewed. *11 For, 0 Opposed, 0 Abstained.*

Communication Committee:

Kelly Frontroth reported that she had not connected with the United States Postal Service concerning the details of delivery for a package box. The concern is that the key is put in the box of who is to receive the package. If that person does not retrieve the key or more than one person receives a package how will that work. Kelly Frontroth will report to the board when she finds out the answer.

Kelly Frontroth also recommended that we use Xero as our main storage system for important emails and documentation. This would include Sky Harbor Building Plan and Approval Form along with supporting documentation, emails concerning specific issues of the neighborhood or association, legal documentation, etc. Please forward to Mark Brandenburg for attachment.

Architectural Committee:

Lot 1809 has requested permission to remove 2 live trees to widen his driveway. Photos were submitted to support need of removal of the trees. Emil Gumeiny motioned removal of trees be approved. Motion seconded by Kelly Frontroth. Motion passed unanimously

11 For, 0 Opposed, 0 Abstained.

The board then extensively discussed the property at Lot 930 & 931 Silver Poplar and 1101 E View Drive containing unauthorized structures at both locations and improper setbacks on E View Drive. Board Member Billy Duncan recommended we contact the Property Owner and let Chairman Randy Lange speak with the property owner concerning the feelings of the majority of the board members which would be put in the form of a motion after the conversation. The property owner then rejoined the board meeting upon request of the board. The majority of the board agreed that the property owner did not follow proper procedure for structural approval according to the CCR's, but Silver Poplar be left as is since it has been that way for over a year. The other structure at the house on E View would need to be removed. The property owner agreed to move this structure by mid-January. Variance to the setback for the fence would be granted but the 6' privacy fence would need to be replaced with a fence that the property owner had submitted for approval prior to the meeting. The board did request spacing in the fence planks be spaced farther apart. The property owner asked if he could submit approval from the Architectural Committee for a smaller version of the other structure. The form can be submitted and reviewed by the board. After conversation ended, Randy Lange, seconded by Scott Holder, moved Silver Poplar be left as is; the other structure from E View be removed; the variance for the fence be granted; and the

fence be changed from the 6' privacy fence to fence submitted by the property owner that would blend with other fences in Sky Harbor.

The motion passed unanimously.

11 For, 0 Opposed, 0 Abstained.

As per Sky Harbor CCR's, Building Plan Approval Form along with proper documentation needs to be submitted to the Architectural Committee prior to clearing the lot and beginning construction. As construction is increasing in Sky Harbor, a new way needs to be established to make sure that an eye is kept on lot clearing, making sure that the AC Committee has receive proper paperwork, and issuing a Stop Order immediately until Property Owner has complied. Once AC approves, impact fee needs to be paid before construction begins.

Effective immediately, Board Member Greg Bullock will keep an eye on the neighborhood for lot clearing and new construction. He will get with Emil Gumieny to see if paperwork is filed. If not, Greg Bullock will provide contractor a Stop Order and Emil Gumieny will contact property owner to complete proper paperwork.

Most Building Plan Approval Forms come through info@skyharbor.org. These will be forwarded to Emil Gumieny who will then forward to the architectural committee members for approval. If everything is in order, he will send the paperwork to Treasurer Mark Brandenburg for issuance of invoice for impact fees. Mark Brandenburg will advise property owner that Form has been approved and construction can commence upon receipt of payment for Impact Fee.

If paperwork is not in order Emil Gumieny will contact the property owner for missing or improper information. If owner is asking for a variance, that will be passed onto the board for approval.

These measures should provide consistency plus checks and balances for new construction.

Property owners at 1293 and 1292 are having issues concerning a paved area off of Raymond Hollow Road. A formal Cease and Desist has been filed by one of the property owners. It has been conveyed to the property owners that this is a matter between two property owners and not a Sky Harbor POA issue.

Road/Safety Committee:

All Signs have been installed around Sky Harbor

Striping will begin on Monday, November 9, 2020. There will be 2.5 miles of striping with speckle beads within the paint.

Flooded Property

Sky Harbor has cleared drains and ditch lines in an area that reported recent flooding which is all that Sky Harbor can do. The Road/Safety committee will meet with the property owner. There are a couple of items that the property owner may be able to do to divert the water. These are not recommendations directly from the board of directors.

Mirror Placement

There is a place on Beach Front where a mirror may help improve safety, but substantial work would have to be done in that area as currently there is no effective place to put a

mirror. Emil Gumieny owns a lot in that area and will meet with the road committee to see if there is a place on his property where the mirror can be hung.

Policy Committee

2020 had redefined ways of meeting. Kelly Frontroth would like to see the defined meeting dates and times broadened in the bylaws to “quarterly board meeting to be defined by the newly elected board proceeding the annual meeting”. She will get with the policy committee before next board meeting.

Community Improvement

Aesthetics:

Michele Madewell would like a budget of \$300 to decorate the mailbox area for the Christmas/Winter season. Her intentions were to reuse what she had purchased last year, but they were stolen. The board approved \$300 which was in the budget.

Infrastructure:

Scott Holder spoke with David Cox concerning access to his property through Pine Court. The reason he cannot access off of Husky Grove involves Sevier County and the amount of property frontage. He is only allowed to build 2 cabins. The one cabin he is needing access for off of Pine Ct is the only one Sevier County will let him build with that access. Emil Gumieny advised that our CCR's will not allow him access through Sky Harbor.

Article VIII: DRIVEWAY OR ROAD EXTENTION INTO ANY AREA OTHER THAN SKY HARBOR

No owner of any lot shall permit a road or driveway to cross any lot to adjoin an area not within Sky Harbor Subdivision.

Scott will contact Mr. Cox next week with this information.

Property owner on Ski View did not have foundation prepped when his Prefab home was delivered. Without authority from the board of directors, he was told he could drop the home at Junior Webb Park until the foundation was ready. According to information passed onto the board, home was to be moved within the week. The homeowner was contacted and advised that the board did not authorize the placement of the dwelling on Sky Harbor Property. The Association was not responsible for any damage which may occur to the home and the home must be removed immediately. Reported at the meeting was that the property owner found someone to move the home to his property and the home would be moved on Tuesday or Wednesday following the board meeting weather permitting.

A trail off of School House Gap had half ton of black top dumped on the side of the trail. A contractor has been contacted who will come and remove the blacktop.

With no further business, the Billy Duncan, seconded by Chris Muster moved the meeting be adjourned at 2:15 PM.

Respectfully Submitted

Kelly Frontroth
Secretary Sky Harbor POA