

Feb 2021 Documents

- Board Meeting Minutes 2/6/21, 2nd Quarter
- 2nd Quarter FY21 Financials

AGENDA
SKY HARBOR POA
Board Meeting
February 6, 2021
10:00 AM
Zoom

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

Absent: Dale Bullock

The meeting was called to order and opened in prayer by Randy Lange, Chairman at 10:05am.

Public Comments:

There were no public comments

Approval of Minutes:

Sky Harbor POA Board Meeting Minutes for Saturday, November 7, 2020 was emailed to all of the board members by Kelly Frontroth, Secretary, prior to the meeting.

Scott Holder 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.

10 For, 0 Opposed, 0 Abstained.

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

Howard Ohl, seconded by Melissa Bingham, moved the Financial Report be approved as submitted. With no additions or corrections to the financial report, the financial report was approved as submitted.

10 For, 0 Opposed, 0 Abstained.

Financial Committee:

Non-profit paperwork and taxes have been filed.

Association insurance has been paid.

Mark Brandenburg asked if there were any board members willing to send out late notices to those who still need to pay dues before turning over for collection. Kelly Frontroth will print envelopes, labels, and letters and mail them out. Mark's address will be used for return mail so that he can track needed address changes.

Greenridge has agreed to resume the Spring Maintenance Contract with the terms of the prior contract that ran April to November. Spring Maintenance ends in November when it is replaced by the Winter Maintenance contract.

Motion made by Scott Holder and seconded by Chris Muster, to resume the Spring Maintenance Contract with Greenridge with the same terms of the prior contract that ran April to November. Motion passed.

10 For, 0 Opposed, 0 Abstained.

Scott Holder and Mark Brandenburg recommended that with the limited time that Greenridge works in Sky Harbor that time be maximized by making a maintenance plan to systematically mow roadside and common areas and clean tiles. Melissa Bingham and the Road Committee will work on this plan. If a board member sees an area that needs attention or receives word of a problem area from a property owner, Chris Muster will be the point of contact with Greenridge. Board members are to contact Chris Muster with any issues.

Communication Committee:

Kelly Frontroth reported that there was not a good answer for a package box. We would need more than one if we were going to furnish package boxes. If packages were not retrieved by keyholder in a timely manner, it would cause an issue with others trying to receive packages. Some board members felt this could also pose a liability issue. The board agreed that the venture not be pursued further.

Policy Committee:

A letter was received from attorney representing property owner on East View in response to the board's request for a structure on the property to be removed, as it was not approved by the Architectural Committee. Billy Duncan, chairman of the Policy Committee, consulted an attorney about our CCRs and responding to the attorney's letter.

Emil Gumieny moved that the board allow Billy Duncan, as Policy Committee Chairman, up to \$1500 to retain said council to review our CCR's with recommendations to update. Also, to respond to property owner on East View advising they are in violation of complying with proper procedures set forth in the CCR's. Mark Brandenburg seconded the motion.

10 For, 0 Opposed, 0 Abstained.

Architectural Committee:

Property owner on Orchard Drive has erected a fence 7' from the retaining wall. The retaining wall was already maximizing set back and no additional paperwork was submitted for the fence. This is not the first time the property owner has violated the CCRs.

Randy Lange, seconded by Mark Brandenburg moved a letter also be prepared by attorney for this property owner concerning violation of CCRs. 11 For, 0 Opposed, 0 Abstained.

Randy would also like Billy to see if the attorney fees can be charged back to the property owner.

Road/Safety Committee:

Melissa Bingham, Road Committee Chair, advised that the roads are taking a hard hit due to the winter weather Sky Harbor is experiencing. As soon as spring arrives, patching assessment will need to be made.

Gravel will need to be replaced on unpaved roads, but again, replacement needs to be after the winter weather settles down so as not to "crow before we are out of the woods". There are also a handful of signs that also need to be replaced.

Community Improvement

Aesthetics:

Michele Madewell discussed cleaning up the appearance of the pump house. There is an exposed pipe that is a danger. Chris Muster will cover the pipe at the end of next week with ply board and bricks until proper assessment can be made of what needs to be done with the pipe. Michele Madewell will get estimates to pressure wash the building and repair the awning. She would also like to have shutters made for the “plywood coverings” as well as painting the building in the spring. *Randy Lange moved Michele be allotted up to \$500 to start this cleanup project, Chris Muster seconded the motion. 11 For, 0 Opposed, 0 Abstained.*

Michele also asked that the mailbox area be dug up and replanted. Greenridge will be asked to dig up and remove the vegetation so that it can be replanted.

Infrastructure:

Scott Holder and Emil Gumieny will get together to assess the interior of the pump house and equipment. This was erected for fire protection. Once assessed there will meet with Pigeon Forge Fire Chief. Report will be brought back to the May meeting.

New Business:

Winter Weather

This is the hardest winters in Sevier County since 2012. The Christmas snow came on fast and furious. Communication became more important between property owners, guests, property managers, and cleaners.

It was felt that the Christmas road issues were majorly acerbated by inexperienced drivers abandoning their vehicles along the road. Winter maintenance crew could not get in to do their job due to the blocked roads. Chris Muster advised that in 2012 they had a person at the bottom of the mountain not letting people up the mountains in vehicles that were not 4WD or AWD. Kelly Frontroth advised that property owners cannot be kept from their property, but if cars that are not made to drive the snowy mountain roads were not allowed in until the roads were plowed, it might prevent the jam. It was recommended the board keep this option open in the future with the stress on not keeping people out, just vehicles until the roads can be prepared and plowed. There will be a new Sky Harbor Facebooks Group – Sky Harbor TN Info & Alerts. This will be an open group that anyone can join to see updates on road conditions. Additionally, a section will be added to the FAQ section of the website.

With no further business, the Chris Muster seconded by Howard Ohl moved the meeting be adjourned at 12:05 PM.

Respectfully Submitted

Kelly Frontroth
Secretary Sky Harbor POA

Sky Harbor Property Owners Association

Aug 1, 2020 - Jan 31, 2021

Cash Basis	2nd Qtr Actual	Fiscal YTD Actual	Annual Budget	Var USD
Revenue				
Dues Assessed - Current Year	\$ 8,030.31	\$ 81,201.34	\$ 90,000.00	\$ (8,798.66)
Dues Assessed - Next Year	\$ 81.86	\$ 81.86	\$ 140,000.00	\$ (139,918.14)
Dues Assessed - Prior Years	\$ 844.36	\$ 9,888.14	\$ 25,000.00	\$ (15,111.86)
Interest Income	\$ 155.45	\$ 290.60	\$ 500.00	\$ (209.40)
Late Fees Income	\$ 797.94	\$ 3,512.99	\$ -	\$ 3,512.99
Processing Fees	\$ 253.31	\$ 2,522.82	\$ 8,200.00	\$ (5,677.18)
Transfer Fees	\$ 3,900.00	\$ 5,400.00	\$ 12,000.00	\$ (6,600.00)
Impact Fees	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ (1,500.00)
Total Revenue	\$ 17,563.23	\$ 106,397.75	\$ 280,700.00	\$ (174,302.25)
Gross Profit	\$ 17,563.23	\$ 106,397.75	\$ 280,700.00	\$ (174,302.25)
Operating Expenses				
Accounting	\$ 2,405.00	\$ 4,345.00	\$ 14,000.00	\$ (9,655.00)
Bank Service Charges	\$ -	\$ -	\$ 250.00	\$ (250.00)
CC/PayPal Charges	\$ 148.93	\$ 927.18	\$ 3,000.00	\$ (2,072.82)
Collection Contract - Pratt Aycok	\$ -	\$ -	\$ 3,000.00	\$ (3,000.00)
Collection Fees - recording / liens	\$ -	\$ -	\$ 2,000.00	\$ (2,000.00)
Insurance - D&O & G/Liab.	\$ 1,871.00	\$ 1,871.00	\$ 800.00	\$ 1,071.00
Legal Expenses	\$ -	\$ -	\$ 1,200.00	\$ (1,200.00)
Licenses & Permits	\$ -	\$ -	\$ 50.00	\$ (50.00)
Meeting Expense	\$ -	\$ -	\$ 1,500.00	\$ (1,500.00)
New Equipment	\$ -	\$ -	\$ -	\$ -
Office Expenses	\$ -	\$ 38.87	\$ 300.00	\$ (261.13)
Postage, Box Rental & Delivery	\$ -	\$ 274.50	\$ 1,200.00	\$ (925.50)
Repairs & Maintenance - Emergency Maint.	\$ 600.00	\$ 600.00	\$ 8,500.00	\$ (7,900.00)
Repairs & Maintenance - Maint Supplies	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
Repairs & Maintenance - Other	\$ -	\$ 585.00	\$ 8,000.00	\$ (7,415.00)
Repairs & Maintenance - Paving (general)	\$ -	\$ 114,118.38	\$ 115,000.00	\$ (881.62)
Repairs & Maintenance - Rock / Gravel Road Maint.	\$ 712.50	\$ 712.50	\$ 2,000.00	\$ (1,287.50)
Repairs & Maintenance - Safety Maint	\$ 6,846.00	\$ 9,111.00	\$ 8,500.00	\$ 611.00
Repairs & Maintenance - Winter Maint.	\$ 7,616.14	\$ 7,616.14	\$ 10,000.00	\$ (2,383.86)
Repairs & Maintenance - Yearly Maintenance	\$ 11,675.00	\$ 23,975.00	\$ 60,000.00	\$ (36,025.00)
Repairs & Maintenance-Tree Maint & Misc Roads	\$ 1,512.50	\$ 1,952.50	\$ 8,500.00	\$ (6,547.50)
Software & Software Fees	\$ 73.55	\$ 145.55	\$ 350.00	\$ (204.45)
Taxes - Federal & TN F&E	\$ 2,400.00	\$ 2,400.00	\$ 3,000.00	\$ (600.00)
Taxes - R. E. (3 Vacant Lots)	\$ -	\$ -	\$ 300.00	\$ (300.00)
Title Transfer (Ownership Chg) Expenses	\$ 3,900.00	\$ 5,400.00	\$ 12,000.00	\$ (6,600.00)
Utilities - Guard Shack & Street Lights	\$ 657.47	\$ 1,631.88	\$ 4,200.00	\$ (2,568.12)
Website	\$ 238.50	\$ 238.50	\$ 750.00	\$ (511.50)
Write - Offs	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 40,656.59	\$ 175,943.00	\$ 269,400.00	\$ (93,457.00)
Operating Income / (Loss)	\$ (23,093.36)	\$ (69,545.25)	\$ 11,300.00	\$ (80,845.25)
Other Income and Expense				
CABIN - Rental Income	\$ 4,500.00	\$ 9,000.00	\$ 20,100.00	\$ (11,100.00)
CABIN - Insurance (P&C)	\$ -	\$ -	\$ 2,000.00	\$ (2,000.00)
CABIN - Property Taxes	\$ -	\$ -	\$ 1,050.00	\$ (1,050.00)
CABIN - Repairs & Maintenance Expense	\$ -	\$ -	\$ (6,000.00)	\$ 6,000.00
Total Other Income and Expense	\$ 4,500.00	\$ 9,000.00	\$ 17,150.00	\$ (8,150.00)
Net Income / (Loss)	\$ (18,593.36)	\$ (60,545.25)	\$ 28,450.00	\$ (88,995.25)