

## **Aug 2021 Documents**

- Board Meeting Minutes 8/7/21
- Annual Membership Meeting Minutes 8/14/21
- Board Meeting Minutes 8/15/21

**AGENDA  
SKY HARBOR POA  
Board Meeting  
August 7, 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: Greg Bullock

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

Scott Holder, seconded by Chris Muster, motioned the board go into an executive session. Board Meeting resumed at 10:35 am.

**Public Comments:**

There were no public comments

**Approval of Minutes:**

Sky Harbor POA Board Meeting Minutes for Saturday, May 8, 2021 were emailed to all of the board members by Kelly Frontroth, Secretary, prior to the meeting.

*Chris Muster 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.*

*10 For, 0 Opposed, 0 Abstained.*

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

*Billy Duncan, seconded by Scott Holder, moved the Financial Report be approved as submitted.*

*10 For, 0 Opposed, 0 Abstained.*

**Financial Committee:**

Collection Contract needs to be revisited by the 2021-2022 board.

All committees need to review the 2020-2021 budget and see if there are any line items they feel need to be adjusted. Billy Duncan asked if we were going to continue to Zoom meetings, if so, that may be a line that can be adjusted. With no other comments, the board was instructed to email Mark by the end of the weekend so that the Financial Committee could finalize the budget to be presented at the annual meeting and be voted on by the 2021-2022 board.

**Dues for Lot on Rose Pass:**

In the May 2021 board meeting it was presented that Matt Nass has a property that should be in Sky Harbor but was never shown on the tax records and not picked up to bill for dues. Matt has agreed to correct the tax records to show lot in Sky Harbor and is wanting to pay dues. Mark Brandenburg feels that more than just the current dues are owed, but what is fair. The board felt five years is fair. Mark will bill Matt Nass accordingly.

**Communications Committee:**

Kelly Frontroth presented a spreadsheet that she has worked on over the past quarter. It is a property list on an excel spreadsheet broken down by Sky Harbor Property Location. When complete this list

will consist of street address, lot number, improved/unimproved designation, and square footage building restrictions. This list can be used by the road committee and the architectural committee. The expanded list will also show property owner contact information for the secretary and treasurer to be able to correspond with the property owner. This part of the list will not be public.

#### Architectural Committee:

Lot 143 approved for construction, Matt Nass has reached out for Rose Pass as previously discussed, Lot on Silver Poplar has been approved, Lot 344 & 345 has issues as it is not meeting the CCR's requirements and Emil is working with the property owner.

#### Road/Safety Committee Status Report:

Melissa Bingham reported striping has been completed and Pine has been taken care of. Signs have been ordered including the overnight parking sign. There is a backup at the sign company and that has been the reason for the delay in the signs being posted. Junior has installed the mirror on Beach Front and Rose Pass. Asphalt pile has been moved. Roads have been inspected and a prospective list has been formed, but since there is currently a lot of construction it would be advisable to push the paving to the spring where hopefully there will not be as many heavy trucks to create wear and tear on any new paving. Roads will continue to be inspected and a list finalized in the spring. The road committee will patch what becomes an issue.

An attorney was contacted by the road committee concerning the issue on Orchard. A turn around must be at the end of Orchard in order for the snow plow to turn around or Orchard will not be able to be plowed in the winter.

Billy Duncan asked if the Striping Vendor restriped at the cost of Sky Harbor or if he stood behind his work. Randy Lange advised that he did indeed make good on his guarantee and restriped at no additional cost to Sky Harbor.

#### Policy Committee:

Billy Duncan proposed that the policy committee present a bylaw amendment at the annual meeting stating that if any board member has the intent to bring suit against the board or Sky Harbor, they must resign their position on the board until the issue is resolved. Scott Holder, seconded by Randy Lange, so moved.

*Motion carried 10 For, 0 Opposed, 0 Abstained.*

#### Community Improvements:

Michele Madewell was out of town most of the last quarter and was not able to complete the bid/work on the pump house. She will get together with Scott Holder so that the drain grate over the water inlet pipe can be installed.

#### Legal Committee:

A meeting has been scheduled with the attorney for August 18.

#### Unfinished Business:

##### Sky Harbor Patrol Truck

In November the board discussed the liability of not having the Sky Harbor Patrol signage removed from the pickup truck before selling same to Junior Webb. Conversation was going to be had with Mr. Webb about removing signage. However, in December it was reported that the truck was sold to Logan and signage removed. After the first of the year, the truck appeared back on the road with the Sky Harbor Patrol signs on the truck. The board voted to mail a letter to Junior Webb requesting the signs be removed, as Facebook group members are recommending the Sky Harbor Patrol be contacted to resolve subdivision issues. The board feels the association of the signage of the truck with a true Sky Harbor Patrol is a liability issue.

**Condition of the Salt Shed:**

Photos were presented of the salt shed with camper, disabled vehicles, construction material, and a toilet. The salt shed area is seen by all entering Sky Harbor and this is not a good impression made on property owners or guests. With its present appearance, some feel it is a dumping area and leave their garbage for Sky Harbor to dispose. This area needs to be cleaned up. Mark Brandenburg will have a conversation with Junior. Scott Holder will make a list of areas that need to be cleaned up. These areas can be addressed by the 2021-2022 board.

**Maintenance RFP:**

The 2021-2022 Board of Directors will need to look for a winter maintenance and spring maintenance contractor as Greenridge is no longer on the job. The board has been asked to review the RFP on the website to see what is really needed. If a contractor were to look at the RFP and the budget, they may feel they cannot do the job within the budget or may be able to make more money elsewhere.

**Annual Meeting:**

There are 9 current board member candidates and 2 new candidates as of this meeting. Ballot will be finalized on Wednesday and posted to the website on the day of the annual meeting. The meeting will Saturday, August 14, 2021 and begin at 12:00 Noon EST Via Zoom. Voting on the bylaw amendment and the 2021-2022 board will immediately follow the meeting. Voting will close at 3:00PM EST.

There was no new business.

*Motion to adjourn by Billy Duncan second by Scott Holder.  
11 For, 0 Opposed, 0 Abstained.*

Meeting Adjourned at 12:05 PM.

Respectfully Submitted

*Kelly Frontrath*

Secretary Sky Harbor POA

**Sky Harbor POA Annual Meeting**  
**August 14, 2021**  
**12:00 Noon**  
**Virtual Meeting by Zoom**

**Due to the volume of attendees, everyone entered on mute. All attendees were asked to submit any questions they may have prior to the meeting. If they are community oriented (ie: Road Safety Issues) they will be addressed during the meeting. If they are individual requests (ie: individual billing issues) they will be addressed by the newly elected board in a timely manner.**

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: Greg Bullock.

Membership in Attendance – 127 Members Registered for the Zoom Meeting.

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

Welcome was given by Chairman Randy Lange. Randy highlighted some of the accomplishments and challenges of Sky Harbor POA this past year. There has been a focus on improving infrastructure including clearing and replacing drainage, paving, and striping. Safety remains a focus. In the past few years guardrails have been placed, lighting has been added, additional mirrors hung, and signs have been added. Some roads have been widened to improve safety. These items will continue to be a focus in the coming year. Current dues payment as of July 31<sup>st</sup> were up 10% over last year at that same time. Collections for past due payments were also up this past year due to liens being collected when properties were sold. This board is focused on collecting past due accounts with all means necessary. Our dues are so small it takes everyone paying their dues to allow Sky Harbor to continue to make necessary improvements. Everyone present was thanked for being in attendance and showing their interest in the community.

#### Approval of Meeting Minutes

The minutes from the 2020 annual meeting held August 15, 2020 were posted to the website in September 2020 and emailed all members who RSVP'd to the meeting. 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. One member abstained as they were a new member. Minutes approved by membership as submitted.

#### Treasurer's Report & Finance Committee Report

Mark Brandenburg, Treasurer, gave report on Sky Harbor POA Financials. Dues payments are up from this time last year. Members who have not received an invoice need to email the Treasurer at [dues@skyharborpoa.org](mailto:dues@skyharborpoa.org). Leins are being collected as well as impact fees for new builds. New builds with heavy construction trucks, cause accelerated wear and tear on the roads.

Operating Expenses for 2020-2021 look better than they should. Unfortunately, contractors are in short supply and due to the shortage, we are not able to find committed contractors to preform maintenance.

Reserves were maintained this past year thanks to the cabin finally turning a profit. Mark Brandenburg wanted the membership to know that every invoice received is reviewed before paid. There is nothing that is just submitted and paid.

#### Communications Committee Report

Kelly Frontroth reported that since January 2020 over 300 properties have changed hands. With that comes additional communication needs.

Dues and Title Company requests should be emailed to [dues@skyharborpoa.org](mailto:dues@skyharborpoa.org). General Questions and Building Plan and Approval Forms should be emailed to [info@skyharborpoa.org](mailto:info@skyharborpoa.org). If you are buying or selling property, please have Title Company contact the Association as soon as the contract is signed. Requests take at least 48 hours to process and cannot be completed the day before closing. Architectural Committee review may take up to a week. The committee members are emailed proper documentation which is then reviewed. The Architectural Committee will then either approve the submission, advise the owner of any issues, or bring to the next board meeting any requested variances.

Mail boxes are available for Primary or Second residents or long-term renters (rental agreement must be for a year or more). There are not enough boxes for each home. There are 2 Facebook Groups the board recommends property owners join. Sky Harbor Property Owners, Sevierville, TN which is a closed group for property owners only. This group is beneficial in that owners can help others find contractors, watch each other's property, or help with neighbor questions. The Sky Harbor Information & Alerts Group is made for Owners, their guests, property managers, housekeeping vendor, to find information on the subdivision or surrounding area. Kelly Frontroth thanked Pat Kirchhoefer for helping her maintain the Information and Alert group. During the snows in December and January, Kelly Frontroth needed help and Pat stepped up to the task and has excelled in making this page full of information for not only the neighborhood, but surrounding areas with weather alerts, road closures, and other safety reports. Pat is an example that you do not have to become a board member to help. She said it is all about neighbors helping neighbors to make this a better place.

#### Architectural Committee

Emil Gumieny reported that it has been a very busy year with a lot of turn over, and a lot of new construction. If you are planning any kind of property changes to the home or other structures such as out buildings or fencing, please submit the Building Plan and Approval form. This would include new construction, tear down and rebuild in whole or part, or additions to the home. The Architectural Committee would rather review with members than requiring the member to make changes to the structure or remove structure as it does not meet the CCR's. The board would rather put the money into community improvements and not legal action for those are not abiding by the CCR's.

#### Road Safety Committee

Melissa Bingham reported it has been a little bit of a quieter year as pavement was dropped just before the annual meeting last year. This year, there has been so much construction that any major paving projects would have been negated by the major construction equipment being used for projects going on in Sky Harbor.

Paving companies are also shorthanded with labor. The Road and Safety Committee is looking at springtime for the next paving.

Signage has been added and replaced. Tiles continue to be replaced. There has been also been a focus on gravel roads.

Stripping has also been repainted. The vendor stood behind his word and work when the original striping began to fade.

Member Question: Are bids taken for paving or is there one company that we deal with? In the past we have dealt with Newport Paving, but the board always has conversation with available paving companies.

### Winter Weather Preparation

Chris Muster reported that about every 5 to 7 years Sky Harbor experiences a winter like this past year. This is something that can be mitigated but not beat. It is weather, which we cannot change. Chris Muster would like to make the following suggestions:

- Hang an instructional document in your cabin on procedures for inclement weather.
- Tune to Accuweather. Be aware of what is going on around you.
- If you rent, have a conversation with your property management company. The POA is not in charge or responsible for getting your guests in and out of cabins. There are 35 miles of roads, 73 streets, close to 1200 lots, and the association does not maintain the main roads (Kings Branch and Mannis Hollow) in and out of Sky Harbor.
- DO NOT DRIVE until the roads are safety passable. Two cars block a road and no one is getting anywhere. Wreckers will not come up the mountain until the roads are safe. Blocked roads are the biggest problem
- Prepare with plenty of food and water.

Yes, the association persalts, yes, we try to stay ahead of it. But everyone has to do their part.

Pat Kirchhoefer asks that all members share their knowledge of individual streets on the Sky Harbor Information and Alerts Group. She is in Illinois and can get the general weather, but it is up to members and guests to report the individual street conditions.

### Community Improvement Committee

#### Aesthetics

Michele Madewell reported that Sky Harbor Lodge has been updated. Mailbox area continues to be decorated for the season. The plans for the next year are renovations to the guard shack and the pump house. The committees' goal is to make Sky Harbor aesthetically pleasing for those entering Sky Harbor.

Community Question: Is there any plans to update the map?

This will need to be evaluated by the incoming board.

#### Infrastructure

Scott Reported the committee is looking into making the pump house functional again for fire suppression. In the meantime, the whole for the intake pipe will be covered.

Other issues addressed this year were properties adjoining Sky Harbor wanting to join Sky Harbor and access our roads. This is not permissible according to our CCR's

Community Comment: Member would like the board to consider purchasing and installing an EV charging station.

## Policy Committee

Billy Duncan reported that there is one proposed bylaw amendment to be voted on this year to address and area of conflict of interest.

"If it is the intent of a board member to bring a lawsuit against Sky Harbor Property Owners Association and/or their board of directors, the board member must resign immediately from the board of directors to prevent a conflict of interest."

Billy Duncan also took the time to remember the passing of one of our former board members Jimmy Lowery. Jimmy was a good guy who loved Sky Harbor and his ashes rest in these mountains. He will forever be a part of Sky Harbor. Billy wanted his wife Cheryl to know that Jimmy will be missed.

## Q&A from the Community for the Community

Why was the annual meeting not held in person and will we return to in person meeting next year?

Kelly Frontroth advised that the board has to vote on the organizational parts of the Annual Meeting in May. The unsurety of the state of Covid was taken into consideration. At that time, the projection was that herd immunity would be reached by Independence Day and everything would open back up. However, as the date of the meeting, everything was still shut down and no one was comfortable in predicting the future. The other consideration was the attendance at the meeting. The virtual meeting has allowed more people to attend. The board does not want to lose that attendance. The ability to stream the meeting virtually from the Lodge is a challenge. Hopefully with Spectrum upgrading, streaming will be a viable option next year giving us the ability to do a split in person and streaming meeting, provided Covid does not provide an issue. The board will let the membership know May of 2022.

Are there any plans for residents who dump garbage on their property?

Billy Duncan reported that this question has come up several times. Different sources for the litter have been discussed, cleaners, bears, others dumping. This will need to be addressed by the new board. The policy committee and legal committee will have to work together to see if there is anything that can be done that would not be discriminatory to those who rent their cabins.

Can we get more tree mirrors this year?

Mirror requested that anyone requesting a tree mirror to email [info@skyharborpoa.org](mailto:info@skyharborpoa.org) with the location the mirror is needed. The road committee with then inspects the area.

## Introduction of candidates:

Kelly Frontroth recognized Howard Ohl for his 4 years of service to the board. Howard Ohl said he feels blessed to have worked on the board and serve Sky Harbor. Randy Lange advised the door is always open for the return.

Kelly Frontroth also thanked Greg Bullock for his service, Greg sold his property in Sky Harbor, and though his wife still owns property in Sky Harbor, the bylaws state that in order to serve on the board the board member must be a member which is defined as, "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..." Greg said in email that he would still like to serve on a committee.



Current Board Members Running for Reelection introduced themselves during committee reports. They are:

Randy Lange  
Kelly Frontroth  
Emil Gumieny  
Mark Brandenburg  
Billy Duncan  
Chris Muster  
Melissa Bingham  
Michele Madewell  
Scott Holder

New Candidates were given a few minutes to introduce themselves

Veronica Lemperle  
Mitch Trawick

Introduction of all candidates was sent out prior to the annual meeting.

Kelly Frontroth then instructed everyone that voting would be held according to the instructions that were emailed out to all registered members and posted to the website. Voting will be open until 3:00 PM. Link to vote has been placed on the website, placed in the chat box, and emailed out to the registered members.

With no further business, the meeting was adjourned at 1:15 PM.

Respectfully Submitted,

*Kelly Frontroth*

Secretary Sky Harbor POA

## Ballot Results:

### Bylaw Amendment – Passed

The following were elected to the board of directors for the term 2021 to 2022:

Randy Lange  
Kelly Frontroth  
Emil Gumieny  
Mark Brandenburg  
Billy Duncan  
Chris Muster  
Melissa Bingham  
Michele Madewell  
Scott Holder  
Veronica Lemperle  
Mitch Trawick

**AGENDA  
SKY HARBOR POA  
Board Meeting  
August 15, 2021  
2:00 PM Zoom**

In Attendance: Randy Lange, Chris Muster, Kelly Frontroth, Mark Brandenburg, Melissa Bingham, Billy Duncan, Michele Madewell, Scott Holder, Emil Gumieny, Veronica Lemperle, and Mitch Trawick.

Veronica Lemperle and Mitch Trawick were welcomed by the board as the newly elected members.

The meeting was called to order and opened in prayer by Randy Lange, Chairman at 2:02pm.

Scott Holder seconded by Chris Muster motioned the board go into an executive session. Board Meeting resumed at 2:10 pm.

As this meeting is specifically designated to elect officers and appoint committees, there is no public comments at this meeting.

**Election of Officers**

- Chairman – Randy Lange
  - Nominated by Mark Brandenburg
  - Nomination seconded by Chris Muster
  - Randy Lange Accepted Nomination
  - Elected Unanimously
- Vice Chairman – Chris Muster
  - Nominated by Kelly Frontroth
  - Nomination seconded by Michele Madewell
  - Chris Muster accepted the nomination
  - Elected Unanimously
- Secretary – Kelly Frontroth
  - Nominated by Randy Lange
  - Nomination seconded by Melissa Bingham
  - Kelly Frontroth accepted the nomination
  - Elected Unanimously
- Treasurer – Mark Brandenburg
  - Nominated by Scott Holder
  - Nomination seconded by Chris Muster
  - Mark Brandenburg accepted the nomination
  - Elected Unanimously

## **Financials**

### *Approval of 2020– 2021 Budget*

The Board reviewed the budget presented at the annual membership meeting. Emil Gumieny would like to work on the fire suppression system this year and would like a line item in the budget. Instead of placing another line in the budget, the safety maintenance budget would be adjusted when estimates are received and the plans move forward.

The board understands that we are approving the budget as submitted. This approval allows the committees and the board to know what is authorized to spend on line items. This does not mean that everything on that line has to be spent, but if more is needed, it must be authorized by the board and the line item to adjusted.

Scott Holder moved the budget be accepted as presented. Veronica Lemperle 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

## **Contracts**

*Accounting* – Kelly Frontroth, seconded by Mark Brandenburg, moved that the agreement the financial committee worked out with Millstone Wier continue. The motion passed unanimously. If Millstone Weir present any contract changes, they will be brought to the November meeting.

*Management* – Winter Maintenance Contract comes up in November. Board Members really need to look at the RFPs on the website. Supply and demand in Sevierville are the same as most places in the nation. The board needs to take a look at Sky Harbor needs versus wants. Chris Muster will run an ad in the local paper.

*Spring Maintenance* – Greenridge is no longer under contract. Webb Contracting is getting Sky Harbor through the remainder of the summer. Spring Maintenance Contract comes up again in February.

## **Email Voting**

TN Law states that email voting is permitted as long as all board members agree in writing to vote by email. Chris Muster, seconded by Melissa Bingham, moved the board vote by email. Motion passed unanimously. Kelly Frontroth will email a form to everyone for them to sign and return. Once all forms are returned, the board may vote by email in between board meetings.

## **Calendar**

The following dates were discussed by the board as meeting dates for 2021-2022 period.

November 6

February 5

May 14

August 6

August Annual Meeting 13

Chris Muster, seconded by Veronica Lemperle, moved to accept these meeting dates for the 2021-2022 term. Motion carried unanimously.

## **Committees**

The following Committees were formed with the following items to be addressed in 2021-2022. These items were from the 2020 – 2021 minutes.

### *Communications Committee*

Kelly Frontroth, Chairman and Veronica Lemperle

- Complete worksheet to be utilized by committees dividing Sky Harbor by Streets, showing Street Address, Lot Numbers, if the lot is improved or unimproved, and lot restrictions for building size.
- Work with Financial Committee to build a database to maintain member information and documents.

### *Architectural Committee*

Mitch Trawick, Chairman, Scott Holder, Chris Muster, and Emil Gumieny

- Keep a check on new construction in Sky Harbor and make sure Building Plans and Approval Form has been submitted and Impact Fees have been paid.
- Pass on information to Treasurer once Building Plans Approval Form has been approved so that the treasurer can properly invoice the property owner
- Provide Treasurer a check list of new construction once a month so that billing can be double checked
- Working with Legal Committee on enforcement of CCR's

### *Financial Committee*

Mark Brandenburg, Chairman and Randy Lange

- Checking to see that we are billing correctly (Improved lots vs unimproved lots)
- Filing Non-Profit Paperwork and Taxes
- Liens
- Review Collections Contract

### *Road/Safety Committee*

Melissa Bingham, Chairman and Billy Duncan

- Continued Assessment of Roads
- Spring Paving

### *Policy Committee*

Billy Duncan, Chairman and Mark Brandenburg

- Clarify Meeting Times
- Work with Legal Committee in implementation rules and regulations for property owned by Sky Harbor (ie: fines for dumping trash and overnight parking at the salt shed/pond area without approval).

*Legal Committee*

Scott Holder, Chairman and Chris Muster

- Working with attorney and committees to file liens and enforce CCR's

*Community Improvement Committee*

*Aesthetics*

Michelle Madewell, Chairman

- Aesthetic of Pump House and Salt Shed Area
- Decorate Mailbox area for seasons

*Infrastructure*

Emil Gumieny, Chairman

- Cameras in Salt Shed Area
- Fire Suppression System
- Charging Station (Annual Meeting Request)

*Emergency Coordinator –*

Chris Muster will work with the Winter Maintenance Contractor in the event that we have incimate weather again this year. Chris will be provided with a 2-way communication device so that he can know where the contractor is and can communicate with the contractor and pass on information to be sent to membership. Chris Muster will also act as the contact on premises if there were to be another event such as the Gatlinburg Fires where FEMA needed a contact for Sky Harbor.

With no further business, Chris Muster motioned the meeting be adjourned. Motioned Seconded by Mitch Trawick. Board voted unanimously to adjourn.

Meeting Adjourn at 3:10 PM

Respectfully Submitted

*Kelly Frontroth*

Secretary Sky Harbor POA