

# WMPOA BOARD OF DIRECTOR'S MEETING

May 15, 2010

Members Present: Max Holstein, Lynn Robey, Steve Barber, Anne Sweat, Fred Trice, Susan Harden, Jeff Long, Chuck Burnfield, Jim Eldridge, Bunny DeMeo,

Staff Present: Twila Knowles, Gerald Spavins,

The meeting was called to order in the Clubhouse at 9:00 a.m. by President, Max Holstein.

Jim Eldridge made a MOTION to accept the corrected minutes from the April 17, 2010 Board meeting. Chuck Burnfield seconded the motion. All voted in favor.

Fred Trice made a MOTION to accept the corrected minutes from the April 17, 2010 WMPOA Quarterly Property Owners meeting. Jeff Long seconded the motion. All voted in favor.

## **STANDING COMMITTEE REPORTS:**

### **Safety and Security: Chuck Burnfield**

Neighborhood Watch Discussion:

Chuck has talked with a Deputy from the Sheriff's Department who assisted in organizing Coosawattee's Neighborhood Watch Program. If we decide to form such a program here on Walnut Mountain we would have good support from the Sheriff. He will try to have a representative from the Sheriff's Department attend one of our Quarterly Property Owners meetings to make a presentation and explain how a neighborhood watch program works. Then we can determine how much interest there is in for setting up a watch program here on the Mountain.

We do not normally have too many problems with crime, but in the past couple of weeks there have been several incidents; one of unauthorized use of the campground, another involving gas being siphoned from cars, and another of video surveillance camera signs being removed.

Access Control Security report:

The estimated cost of reliable cameras for the gates, pool and administration building would be approximately \$16,000.

### **Recreation and Entertainment: Bunny DeMeo**

Friday, May 14 - Game night and Subways.

Saturday, May 29 – 11: a.m. Pool opening and Meet the Candidates picnic. Walker's Barbecue will cater.

Saturday, June 12 – Flea market at the campground by the WM residents but open to the public. Call Bunny or Susan Harden to reserve you spot.

Fundraisers/fun -A WM cookbook. Start collection of your favorite recipes.

**Nominations: Susan Harden**

There are four candidates who will be running for the Board in July. They are as follows: Fred Trice, Bunny DeMeo, Nancy Troxell and Mary McClure.

The employee evaluation forms will be reviewed by the July Board meeting.

**Publication and Advertising: Fred Trice**

There was discussion regarding priorities of projects that property owners attending the April Quarterly Property Owners meeting had requested be considered by the Board in the future.

**Architectural: Jeff Long**

1. Four new homes are now under construction:

- \* Horton – Mountain Oak – in progress
- \* Hollingsworth – Skyview Drive
- \* Thornton – Walnut Ridge - on target
- \* Wonder – Walnut Mountain Court

2. The Slemon home on Park Court is virtually complete but is awaiting the Certificate of Completion.

3. There are 21 home improvements that are on-going.

**EXECUTIVE COMMITTEE REPORTS:**

**President: Max Holstein**

President's report will be a discussion of legal matters and personnel issues to be held last on the agenda in Executive Session.

**Vice-President: Lynn Robey**

Shortly we will start posting The Mountaineer Newsletter on-line rather than mailing copies, and this will prove to be cost effective.

Discussion was made of the possibility of discontinuing our policy of hanging a 10 day water disconnect notice on residents doors prior to shutting off their meters when they fail to pay the annual water assessments. Annual water assessment bills go out in November, are due in January and become past due in March. It was suggested that the final written notice be a certified letter.

Lynn Robey made a MOTION to change policy to stop using door hangers on annual and quarterly water assessments when they are late. Susan Harden seconded the motion. Four voted in favor, five opposed. We will continue to use the 10 day notice door hangers.

**Property Manager's Report: Gerald Spavins**

The pool monitors have been hired and the pool will be ready for the season opening on May 29<sup>th</sup>. There was discussion of the possibility of needing to provide funds to resurface, repaint, and replace some of the tile for the pool in the budget for 2011. Steve Barber will get names of some contractors.

The zone meters have been installed on A side, gate one. On May 26<sup>th</sup> the water will be shut off briefly again to replace a valve. Notices will be posted.

All of the staff, except Kathy Ayers, attended the CPR class on April 28 and are now certified. Kathy will be assigned to a class when one becomes available.

Issues of unauthorized use of the campground were discussed.

In June the water fall at the mail kiosk will be redone and road striping will begin.

**Treasurer: Steve Barber**

Past due assessments are still coming in, however, more time will be spent on getting ideas about techniques for collection.

Monthly attorney fees are just bleeding us. It was suggested that we try to find an attorney that could be placed on retainer for about \$1,200 a year, giving us unlimited phone calls. It was determined that anything attorney related would go through President, Max Holstein.

Lynn Robey will put an article in the Newsletter outlining our need to have a lawyer who would be willing to do some pro bono- work for us.

We are on target with the budget.

**New Business:**

RESOLUTION OF THE BOARD OF DIRECTORS  
WALNUT MOUNTAIN PROPERTY OWNERS ASSOCIATION  
TO FORM A MANAGEMENT COMMITTEE

WHEREAS... The Bylaws of the Walnut Mountain Property Owners' Association, Inc. (Association) were established to provide for the self-government of the Association and;

WHEREAS... Article III A Section 1 of said Bylaws provide, in part: "The affairs of the Association shall be governed by a Board of Directors (Board), and;

WHEREAS... Article III C provides the Board certain powers and duties necessary for the administration of the Property owned by the Association, and;

WHEREAS... Article III D Section 3 provides: "There shall be such other committees as the Board shall determine with the powers and duties that the Board shall authorize."

NOW, THEREFORE BE IT RESOLVED... The Board of Directors of the Association hereby forms a Management Committee (the Committee) to provide for the supervision and direction of the day to day operation of the Association and;

BE IT FURTHER RESOLVED...

1. The Committee shall be comprised of three members of the Board; the Vice-President of the Board shall serve as the Chairperson, the Treasurer of the Board and one Board member appointed by the Board President and confirmed by a majority of voting members at a regular scheduled meeting of the Board where a quorum is present.

2. Any issue requiring a vote of the Committee shall be approved upon 2/3 of the Committee members voting YEA.
3. The Committee shall have the responsibility for oversight and providing direction, through the Chairperson, to the staff of the Association for the operation of the affairs of the Association as they relate to the maintenance and administration of the assets of the Association.
4. The Committee shall keep the Board apprised, on a monthly basis, of major issues undertaken and the progress of those and any previous projects.
5. The Committee shall have the power to form any temporary sub-committees to address specific issues or project. Said sub-committees shall be comprised of at least one Board member and any other such Board members and/or members of the Association as may be determined necessary by the Committee. Sub-committees shall be dissolved at the completion of the specific project, resolution of the issue or at the direction of the Committee or a majority of the Board.
6. The Committee shall not be authorized to take any action which the Bylaws require to be accomplished by an Officer of the Association, a standing Committee, or by vote of the entire Board.
7. The Committee shall seek the direction of the full Board on issues of personnel changes, expenses in excess of \$1,000.00, expenses that were not included in the current year budget or other major issues which will impact the Association and/or its Members.
8. The Committee shall, from time to time, present the Board, for approval, a list of short, mid and long term projects which will benefit the Association. The list shall contain a description of the project, approximate time for completion and budget for the project. Upon approval by the Board the Committee will direct the staff to undertake those projects in accordance with the approved schedule and subject to any budgetary restrictions.

Max Holstein made a MOTION to accept the Resolution of the WMPOA Board of Directors to form a management committee. Jeff Long seconded the motion. Seven (7) voted in favor, two (2) opposed and one (1) abstained.

Jeff Long made a MOTION to change wording of #4 to read Committee shall keep the Board apprised, on a monthly basis, of issues (instead of projects) undertaken. Chuck Burnfield seconded. All voted in favor.

Discussion followed.

Max Holstein made a MOTION to add to #7 that the direction of the full Board will be sought on issues of personnel changes and expenses in excess of \$1,000. Fred Trice seconded the motion. All voted in favor.

Max Holstein made a MOTION to appoint Fred Trice to the Management Committee. Jeff Long seconded. All voted in favor.

Vice-President, Lynn Robey will be the chairperson of the Management Committee.

**Old Business:**

Lee Gilreath has been working on revising and adjusting language of the Rules and Regulations. He would like the management committee to review these and come back next month with a recommendation whether to approve or not.

Max Holstein would like the Management committee to look at the issue of Security cameras etc. and as to cost, report back to the Board what they would like to do and why.

**Review of Action List for April 17, 2010**

1. Dump truck – off list until broken windshield fixed
2. Paving projects – looking into tar and gravel instead of asphalt for cost savings
3. New WM sign by church - on hold
4. Development of a work/management system - Done
5. Fines – Scott Saine

Max Holstein made a MOTION to adjourn and go into Executive Session. Chuck Burnfield seconded the motion. All voted in favor.

**Executive Session:**

Discussion of legal matters and personnel issues:

Max Holstein made a MOTION for Board to give the President authorization to settle the Painter suit. Chuck Burnfield seconded the motion. All voted in favor.

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Max Holstein, President

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Anne Sweat, Secretary