

**WALNUT MOUNTAIN PROPERTY OWNER'S ASSOCIATION**  
**Board of Directors Meeting**

**March 20, 2010**

Members Present: Max Holstein, Anne Sweat, Steve Barber, Fred Trice, Susan Harden, Lee Gilreath, Pat Dear, Bunny DeMeo, Jeff Long, Chuck Burnfield

Staff Present: Gerald Spavins, Twila Knowles, Danny Tatum

The meeting was called to order in the Clubhouse at 9 a.m. by President, Max Holstein. A quorum was present

Pat Dear made a MOTION to accept the corrected minutes from the February 20, 2010 Board meeting. Chuck Burnfield seconded the motion. All voted in favor.

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

The Elements: The weather of the last few months, including the recent snow storm has put work behind schedule on some projects.

Swimming Pool: The cover is off of the pool, and work has begun in preparation for the pool opening on Saturday, May 29<sup>th</sup>. One pool monitor has already been hired.

Forestry Commission Visit: Thanks to Susan Harden and Fred Trice, the meeting and tour of the Mountain with the Forestry Commission to access our Fire Wise commitment, went very well.

New Cameras: We are in contact with Wyndle Bates of Automated Creations about cameras for our gates, etc. They are still collecting information related to camera placement for the best reception.

Georgia Rural Water Authority: Micky Spinks, an instructor with the G.R.W.A.. and former E.P.D. Inspector paid a surprise visit two weeks ago just to see how things were going on the Mountain, and also informed us of the 2010 G.R.W.A. educational schedule and new upcoming changes in State water requirements. It was a very informative visit and we picked up a new Sanitary Survey form covering the 2011 inspection. With this new information available we can look for a high score on our survey next year.

Several years ago, Bill DeFino, our area E.P.D. inspector asked Gerald to write a paper for the E. P.D. about the success we had with the Leak Detector system we had purchased from Metro Tech. This is now being used as a teaching tool at conferences and seminars. Micky Spinks heard about the paper and now wants to use it as a teaching aid for G.R.W.A. and will also insert the article in their quarterly magazine. They are also doing an article, "Women and Water", and will be coming to visit with Heather, our Class 3 operator. This is good PR for the Mountain.

The State has recently mandated many new conservation measures. We will continue working to conserve water here on the mountain. Our water loss has gone from 76% to about 12% since getting our leak detection system.

**Guest: Rayburn Smith**

Mr. Smith's house is the last house down on Owl Town Rd. and it is at the end of the water line. He has a bad problem with dirt stains accumulating in his toilets. Danny will see that the problem is resolved.

**Water Plant: Danny Tatum**

Our new SCADA system has been installed and is up and running. The system tells the tank levels and monitors all systems. It will alert the water plant if there is a pump failure, and will monitor cloudiness in the water. There is also a chlorine monitor. This new system will significantly improve our costs of operation.

Max Holstein observed that the water system on the Mountain has gone from ground water wells in the mid 1990's to a lake-source Class 1 system today, a huge change in operations.

**STANDING COMMITTEE REPORTS:**

**Safety & Security – Chuck Burnfield**

July Board Elections: It was suggested that we redraft the form for property owners to indicate more specifically their qualifications and interest in serving on the Board. Hopefully, the forms will be ready to go out in the April newsletter package. They will also be available for pick-up at the office.

Chuck reviewed the improved surveillance camera system discussed at the last meeting and felt an improved and more reliable camera system would be a worthwhile security project. This system could be placed in next year's budget and would upgrade our system to include the swimming pool and other areas of need.

Additionally, since we do not have any alarm systems in the Administrative office Chuck recommended an "on-line" daily backup for all of our financial and other records, and recommended the installation of an alarm system in the Administration building for improved safety and security from fire and theft. It was suggested that the estimates be obtained from Tight Security and ETC.

**Architectural Control: Jeff Long**

1. Two new homes are now under construction.
2. Still waiting for finalization of plans for building of home on Lot L105 and L106 on Skyview
3. Twenty-one home improvement projects are on-going

We have heard from Warren Gilbert, and he will be submitting plans to complete his project.

**Recreation and Entertainment: Bunny DeMeo**

The St. Patrick's Day celebration last night was a big hit.

Saturday, April 17 – Game night and Pizzas - \$6.00

Friday, May 14 – Game night and Subways

Saturday, May 29 – Pool opening and “Meet the Candidates” picnic. Barbecue from Walkers

Saturday, June 12 – Flea market at the campground by the WM residents but open to the public. \$5.00 per table. Food and fun.

Fundraiser: A Wm cookbook – Start collection of your favorite recipes.

**Beautification: Pat Dear**

Friday and Saturday, April 10<sup>th</sup> and 11<sup>th</sup> – Clean-up day on the Mountain. Big dumpster will be available.

On Saturday morning, volunteers are asked to meet at the office for clean up along the roads.

Three companies have been contacted in regard to treatment of the Hemlock Woolly Adelgid. Pat reviewed the two estimates she has received. One estimate is from Kevin Johnson with Grow It Green. The other estimate is from Jann George with Adelrid. Pat Dear made a MOTION that we hire Kevin Johnson with Grow It Green to start treatment immediately of the WM common areas/green belts for the Hemlock Woolly Adelgid. Jeff Long seconded the motion. All voted in favor.

It was suggested that we lock in the contract his agreement to help WM homeowners with the treatment of hemlocks on their properties.

Also, it was suggested that we ask Kevin to come and do a short presentation at our April Property Owners meeting.

**EXECUTIVE COMMITTEE REPORTS:**

**Treasurer: Steve Barber**

Steve reviewed the results of the mini-audit of our accounting records by RL Jennings & Company, PC, Accountants & Consultants. There were a few small variances which have been cleared.

Appalachian Bank has been taken over by Carrolton Bank. It is thought that it will be better for Appalachian Bank.

Assessments are still coming in. We will continue working to keep them coming.

Our budget seems to be working very well thanks to Gary Troxell's foresight and great planning.

It was suggested that Steve and Twila get together every month to review all financial accounts.

**Old Business:**

We are still waiting to sign the cell phone contract until we have confirmation that the white strobe light will be changed to a red blinking light at night.

### **Review of Action List for February 20, 2010**

1. Recycling project is on-going
2. Dump truck is still for sale.
3. Paving projects – need further discussion on capital improvements.
4. New WM sign by Church is on hold.
5. Estimates for treating hemlocks for Woolly Adlgid – Done
6. CPR course to be taught on Mountain on April 28<sup>th</sup>
7. Estimates for Security cameras to include gates as well as pool –on- going
8. SCADA system up and running.

### **New Business:**

Fred Trice has done an initial overview of our water system. The distribution lines of the old water system were installed above the freeze line, making our pipes susceptible to freezing and breaking. The staff is working on it.

Our water system is classified by the state as a Class 1 water system. We are thus required to have a Class 1 operator. Rick Brown serves as our Class 1 operator. Danny Tatum is a Class 2 operator and is studying for his Class 1 certification. Danny is doing a great job. Heather is also doing a great job and is also studying for additional certification.

The water plant is running well. The SCADA (Supervise control and data acquisition) is a good start.

Fred reported that he feels we need a better handle on our work order and tracking system. The suggestion was made that Fred, Gerald and another Board member develop a plan for a work flow system and then present a proposal to the Board by July. Jeff Long agreed to work with Fred and Gerald.

Fred had asked our water plant employees what tools they need in order to better do their jobs. Our present leak detection system is great, but it doesn't tell the depth of the leak. Chuck Burnfield questioned if we had approved purchase of a water leak depth locator last summer. We will review prior minutes to see if it was approved.

A suggestion was made that each year we talk individually with each staff member and ask them to do a self review.

In the future, Board meeting minutes and agendas should be posted on our WM website within two weeks. It needs to be stated that these minutes would not have been reviewed and approved at the time of posting, since this function would be done in the next Board meeting.

Max Holstein is thinking about how we can better manage our resources. His thoughts are to form a management committee of 3 Board members, one of which would be the Vice President, to be responsible for the day to day management oversight. He also envisions sub-committees comprised of at least one Board member and other Property Owners, as needed, for Water, Maintenance, and capital improvement planning. He asked that we think about it and give him our ideas and feedback.

Max will not be able to attend the April Board and Property Owners meetings but he would like to suggest a slightly different format for the next Property Owners meeting.

Max said he would like to make the next property owner's meeting a gathering-of-information meeting. Jeff Long and Fred Trice will lead a discussion with the property owners attending as to what the priorities should be with regard to improvements to the Mountain.

The Board received a written formal request from Kathy Aker to have her road (Pine Ridge Road) paved, at least to her house.

Max reviewed how paving on the Mountain has been done in the past. Historically, the policy of the Board has been that if WM does any paving, it is on the thoroughfares. Paving of individual streets has usually been done with the residents getting together to pay for the paving. Matching funds from the Mountain possibly could be made available.

Max Holstein made a MOTION that we deny the request from Kathy Aker to pave Pine Ridge Road at this time, and send her a letter of explanation. Jeff Long seconded the motion. All voted in favor.

Fred Trice made a MOTION to adjourn. Lee Gilreath seconded the motion and all voted in favor.

---

President, Max Holstein

---

Secretary, Anne Sweat