

**Buckhorn POA Board of Directors Meeting**  
**Saturday, February 10, 2024**  
**4:00 p.m. at Stanley & Ellen Wills’**  
**101 Mountain Top Circle**

**DRAFT**

- I. Call Meeting to Order.** The meeting, which was held at Stanley & Ellen Wills’s, was called to order at 4:08 p.m. by POA President Mike Herwald.
- II. Attendance.**
- a. Attendees –  
Mike Herwald, Board Member/President  
Roger Brown, Board Member/Vice President  
Larry Coats, Board Member/Secretary-Treasurer  
Ed Sobieranski, Board Member  
Stanley Wills, Board Member  
Nancy Coats, POA Member  
Ellen Wills, POA Member
- b. Quorum –  
All Board Members present; quorum confirmed.
- III. Approval of August 27, 2023, Board Meeting Minutes.** Roger made motion for approval of the minutes; motion seconded by Mike. Motion unanimously approved.
- IV. Officer/Committee Reports/Discussion.**
- a. Larry reported on the actions taken to-date regarding the transition from the management company’s handling of administrative and accounting duties to the new procedures as outlined in the letter that was mailed to property owners in early January.
- 1) Picked up Buckhorn files from the Management Company.
  - 2) Opened checking account (operating funds) and money market account (reserve funds) – Highlands Community Bank.
  - 3) Arranged for post office box for POA at Clifton Forge Post Office.
  - 4) Met with accountant (Persinger Company CPAs) to set up accounting services.  
Provided:
    - lot owner information and labels for mailing of assessment notices,
    - information for preparation of 1099s (2 vendors),
    - SCC and DPOR change of contact forms.

- 5) Prepared Disclosure Packet (Resale Certificate) requested by lot owner. A second disclosure packet request has been received, and the information is being prepared. The packets are required when a property is sold.
- b. Larry also advised that he and Brett Siebenkittel met with Char for transfer of Webmaster duties from Char to Brett.

**V. New Business.**

- a. The Board reviewed and edited the POA's document copying and other charges fee schedule to delete those fees specifically charged by the management company. When updated, the revised Resolution and cost schedule will be posted on the POA website.
- b. Board members reviewed the meeting notice and agenda for the upcoming annual meeting to be held on Saturday, March 23, at 1:00 p.m. at the Sharon Fire & Rescue Department. Minor edits were noted; and when revised, the meeting notice and agenda will be mailed out.
- c. All current Board Members indicated their willingness to run again for 2024.
- d. It was determined that the Secretary/Treasurer will serve as the Chair of the new committee to handle disclosure packet requests since the requests come into him. Nancy Coats, Bonnie Sobieranski, and Ellen Wills have agreed to assist with the preparation of the packets.
- e. The Board unanimously approved the proposed budget.
- f. It was noted that the Fire Department does not charge for use of the building, but in the past when this location was used, a donation was made to the Fire Department. Larry made motion that the donation be \$200 as in the past. Motion seconded by Roger. Motion unanimously passed.
- g. Action on delinquent accounts deferred until after annual meeting in hopes that payments will be received by that date.

**VI. Old Business. None**

**VII. Adjournment.** Motion to adjourn meeting made by Mike and seconded by Roger. Approval was unanimous, and the meeting adjourned at 5:27 p.m.