



## ***Pinnacle Mountain Property Owners Association Board Meeting 13 May 2023 at 1pm***

### **Meeting Minutes**

#### **Call to Order:**

The meeting of the PMPOA BOD was held on May 13<sup>th</sup>, 2023, at Sam Fink's house. The meeting was called to order by Sam Fink at 1:12pm.

#### **Meeting Attendees:**

- President	Sam Fink
- Vice President	Daniel Beckmann (Virtual)
- Treasurer	Jan Burlee
- Secretary	Chris Roderick (Virtual)
- Board Member	Chris Rackley (Not present due to last minute schedule conflict)
- Road Commissioner	Frank Stroman
- Gate Committee Member	Riley Ethington

#### **Meeting Agenda:**

- **Call to Order** (Sam Fink)
- **Road Committee** – Frank Stroman & Riley Ethington
  - Frank & Riley attended the meeting to present their data on actual road maintenance cost trends. This data included breakdowns for each year on total costs of gravel, grading, hauling, and bush hogging, along with historic and predicted inflation data. Fiscal years 2021, 2022, and 2023 were presented in this initial discussion. It was requested that Jan also gather the same data for 2018, 2019, and 2020 to enable a more comprehensive analysis.
  - Sign Improvements at Pinnacle Lane
    - Daniel and Frank will turn the road sign at Pinnacle Lane intersection next time he is on the mountain.
    - The Board will reach out to DOT about getting an additional sign put in as the current sign is obscured when coming up the mountain.
  - Frank and Riley also presented concerns about the state of many of the Associations drainage culverts. Frank indicated that at least 2 are in critical condition and will need replacement soon. Six others are being monitored but are not yet a serious concern.
  - Culvert failures could lead to road washouts, which could be more costly than our emergency funds can cover. As such the Board decided that the condition of the culverts should start to be tracked in an official means. A form for evaluating culverts will be developed based on examples from state DOT's. By rating and evaluating culverts, the goal will be to replace failing culverts before they risk washing out the road.

- To facilitate these replacements, a separate fund will be established to start replacing culverts without exhausting the emergency funds.
- Replacement of one of the culverts has been deemed an emergency need. The culvert work will be evaluated during the next maintenance period and materials will be ordered so the work can be performed during the summer maintenance period. Funding will be taken from the emergency reserve for this culvert alone to avoid the potential of an even costlier washout. Future replacements will be paid for from the culvert fund unless they pose an emergency risk.
- **Gate Committee Report** - Chris Roderick
  - The Yelp system and cameras were tested and are working as intended.
  - New cost increases from AT&T have caused the Committee to revise its 2023-24 budget to \$4,180.
- **Secretary's Report** – Chris Roderick
  - Member's Directory: The directory will be checked against the Rutherford County GIS site one last time at the end of May before the Annual Meeting Mailing is sent out.
  - The renters' recommendations are currently on the Recommendations tab of the website. At the suggestion of the Board, they will be moved to their own tab.
  - Board members agreed to include an option in the Annual packet to request paperless invoices and communications.
  - Given all the recent sales and new builds, a Neighborhood Contact Registry will be issued following this year's Annual Meeting. The Registry will contain contact information only for those who volunteer to participate.
- **Treasurer's Report** – Jan Burlee (Financial Records available upon member request)
  - April financial reports were reviewed by the Board.
  - Member Dues
    - All dues have been paid, except for those of Lot 71, whose owner is reportedly deceased.
  - Two CD's were rolled over for 12 month terms in April.
  - The Board discussed retention period for records per State law. It was agreed that we should have an official policy or perhaps By-Law to ensure all future Boards meet or exceed the requirements for record retention.
- **Architectural Committee Update**- Sam Fink
  - Construction continues on two homes.
  - One fire pit is awaiting approval.
  - An application has been submitted for a garage.
- **Old Business**
  - Additional Mailboxes: Installation of new mailboxes is suspended while the Board works with PRSPOA to select an appropriate design and location.
    - The Board's previous idea of a postal shed was rejected by the local Postmaster. They have indicated that they will only accept CBU style mailbox stands or similar going forward.

- Members of the Board will meet with the Postmaster to discuss possible other options, requirements, and locations. The Board will develop a cost estimate from there to determine our best path forward.
- PMPOA/PRSPOA Joint Road Agreement
  - PRSPOA met with PMPOA Board members in April to discuss PRSPOA disputes with our draft road agreement and a path forward. PRSPOA indicated they would submit a draft copy of an agreement they were comfortable with. PMPOA has indicated we would like the Agreement before the end of June or sooner to review and approve before the Annual meeting.
- Sam has posted the existing policies to the website and is working on digitizing other records from the President's Book.
- **New Business**
  - Pump House Status
    - It was noted that some pump houses are falling into disrepair. The Board will assign a member to check well house conditions so members can be informed if their well house is deteriorating.
  - 23-24 Fiscal Year Budget
    - The Board previously discussed a budget with no dues increase; however, based on the concerns with culverts, the Board has opted to increase the dues by 10% to start covering the replacement of said culverts.
  - Lot Owner Input during Board Meetings
    - It was noted that historically, Board members are either full time residents, or at least homeowners, and that undeveloped lot owners are routinely underrepresented. The Board will be seeking volunteer lot owners whom the Board can bring into meetings (remotely if needed) to provide their perspective on issues the Board is discussing.
  - Annual Meeting
    - Draft documents for the Annual Meeting packet have been prepared. Some edits were discussed and will be implemented before the package is printed and mailed towards the end of May.
    - It was noted that the Annual meeting is a large expenditure for the Association, costing over \$500 each year. Several ideas were brainstormed to reduce costs; any ideas to reduce this cost are welcome.
  - Quarterly BOD Meeting Dates
    - The Board confirmed the following meetings dates.
      - July 15<sup>th</sup>, 10am – Annual Meeting
- **Adjournment**

The meeting was adjourned at 3:58pm.