



***Pinnacle Mountain Property Owners Association  
Board Meeting 7 August 2021 at 1pm***

**Meeting Minutes**

**Call to Order:**

The meeting of the PMPOA BOD was held on 7 August 2021 at Chris Roderick's house.

**Meeting Attendees:**

- President	Chris Roderick
- Vice President	Mark Stroman
- Treasurer	Jan Burlee
- Secretary	Sam Fink
- Board Member	Dan Mock

**Meeting Agenda:**

- **Call to Order** (Chris Roderick)
- Annual Mtg. Minutes – Reviewed no changes needed.
  - o Actions completed since the Annual Meeting:
    - The Board chartered a committee to draft a recommended Fire Burning regulations: Christina and Daniel Beckmann, Riley Ethington, and Colin and Elizabeth Turnnidge. The Committee has met several times and has discussed various provisions with Board members. Committee members have also talked with local Fire Marshall for guidance. Next Committee meeting is 9 August; group expects to have full draft available for Board by end of August. **ACTION ITEM:** Board will review and act on the recommendations at the next meeting.
    - Chris Roderick drafted – using motion wording from Annual Meeting -- and added policy on freezing and reducing the contributions to the South after two years. Policy placed into President's Book.
    - Chris Roderick drafted – using motion wording from Annual Meeting -- and added policy on limiting use of Emergency Reserve Funds. Policy placed into President's Book.
    - Chris Roderick updated the Architectural Application to reflect the \$500 application fee as adopted at the Annual Meeting. New form is posted on the website.

- Chris Roderick drafted – using motion wording from Annual Meeting -- and added policy on freezing impact fee at \$500 for two years. Policy placed into President's Book.
- **Road Committee Report – Frank Stroman**
  - No updated report since the Annual Meeting.
    - Grading started on all PMPOA roads and nearly complete.
    - Gravel and grading completed on PRSPOA roads. Total costs of \$7,332.04 with 50% to be paid by PRSPOA. Road condition – especially on switchbacks – are much improved. ACTION ITEM: Chris Roderick to send bills to PRSPOA President for reimbursement.
- **Gate Committee Report - Chris Roderick**
  - No updated report since the Annual Meeting.
- **Secretary's Report – Sam Fink**
  - Chris Roderick will provide the draft Welcome letter from Mistry Westover. ACTION ITEM: Sam will integrate this in the draft Welcome Package previously developed by Robert Frick and route to members of the Architectural Committee (Sam, Betsy Byers, and Anne Whitehead), Welcome Committee (Misty Westover, Leah Orsini, and Sara Roderick), and Board for review and comment.
  - Member's Directory
    - Chris Roderick drafted a Directory of all owners who indicated a desire to be included for full disclosure to all owners. Board reviewed and agreed that each Board member should also provide their information since the website no longer contains that data. ACTION ITEM: Chris to email the Directory to all owners with meeting minutes.
  - The software for the PMPOA website is approaching end of service life and will be replaced. ACTION ITEM: Sam Fink will investigate the new software and propose a path forward.
- **Treasurer's Report – Jan Burlee (available upon request)**
  - Transition between Treasurers
    - Fred Mansperger and Jan Burlee have nearly completed transition of all duties. A new resolution for signature authority has been submitted to BB&T and is with bank personnel for final implementation. Fred will close his PMPOA credit card account when the final payments are completed this month. Jan has submitted her application for the new card. Fred provided training for Jan. Jan is drafting written notes on the transition process to retain as guidance for future transitions.
    - Jan is visiting the PO Box twice weekly to collect mail (e.g., checks, bills, etc.).
  - Jan has worked with Michael Allison to establish automatic reminders to help avoid unwanted late fees such as those reported in the Annual Meeting.
  - Jan drafted a separate accounts sheet from that provided by Michael Allison. The Board reviewed the sheet and provided suggestions for improvement. The new

sheet will contain more details that should improve the accuracy of accounting as well as provide an independent check of the official accounting sheets.

- Michael Allison submitted the monthly accounting report and the Board reviewed it, providing some clarification on recent dispersals to place them in the appropriate budget category.
- Jan provided a current listing of all payments of annual dues.
  - 6 owners are delinquent of dues from prior years. The most of egregious account is overdue since 2012 and is already subject to a lien. The attorney who processed the prior lien is no longer interested in assisting. Jan is contacting each of the owners to seek payments. ACTION ITEM: Jan will contact Peter Lane – an alternate attorney – about updating the lien and potential additional liens.
  - ~72% of the current year's dues have been received. In several instances, the original mailing was returned as no longer a correct address. Jan has researched the addresses, identified the new addresses, and issued billing reminders.
- Member Dues
  - Members are reminded to pay dues on time.
  - Members paying late are reminded that there is a monthly fee of \$20. Late fees become active 1 September and are imposed monthly thereafter.

- **Architectural Committee Update-** Sam Fink
  - No updated report since Annual Meeting.

- **Old Business**

- Violation of Restriction on Livestock or Poultry
  - The Board reviewed the reported concern of an owner violating the restriction on raising poultry (Section B.9 of Pinnacle Mountain Covenants and Restrictions). Chris Roderick drafted a letter to the owners for review by the Board. The letter informs the owners and requires resolution within 60 days. ACTION ITEM: Chris will contact the owners in person and provide the written notice.
  - Many owners do not recognize all the Restrictions and Covenants which govern the properties. Owners are reminded that the website contains all the information in an organized and easily searchable format. Owners may want to periodically review the materials to avoid unintentionally violating the provisions.
- Kudzu Infestation
  - Frank Stroman obtained an estimate for spraying the kudzu along Pinnacle Lane entrance area. The vendor provided a very reasonable estimate of \$100. However, it is uncertain that the current year budget as approved at the Annual Meeting can cover these charges. Also, the motion passed at the Annual Meeting expressly forbids using reserve funds for such work. The recent bush hogging has stalled the growth somewhat. The Board voted unanimously to forego spraying at this time and to pursue a volunteer effort later in the fall to cutback and remove the kudzu. Several Board members expressed willingness to participate as needed. ACTION ITEM: Sam Fink will research methods to effectively control kudzu with local environmental agencies.

- **New Business**

- The PRSPOA President inquired of the Board about the expectations for use of the parking area near the entrance. Recent usage has brought into question what constitutes short-time usage. The Board recommends that use for longer than one week should require notification to and permission from both Boards. Establishing a permitting and monitoring process at this time was viewed as unwarranted. ACTION ITEM: Chris to provide the recommendation to the PRSPOA President.
- Following multiple inquiries about the quality of the front entrance and the lack of funding for beautification, the Board has agreed to sponsor a volunteer work day to improve the appearance. Owners will be asked to supply time and labor to trim the foliage, remove weeds, apply mulch, and similar actions. The event may include a pot-luck cookout if interest permits. Recommended date: 6 November (13 November as rain date). Note: predicted peak fall colors in the area are first week of November. ACTION ITEM: Chris will send notice of the event, soliciting interest and support, to owners with these meeting minutes.
- After the Annual Meeting, the Board received three specific concerns / requests from an owner. The Board discussed each request.
  - Proposal to shift voting to a per owner rather than per lot basis. The Covenants establish the voting authorities as per lot. Changing from that requires a 75% majority of all lot owners. There has never been a quorum present at an Annual Meeting or by mail, approaching this threshold. Furthermore, the Board members do not believe such a change is appropriate given our organization as a corporation. No further action will be pursued unless additional interest is shown from the membership.
  - Potential Conflict of Interests. The owner noted approvingly the resignation of the prior Board President for a potential Conflict of Interest. The board discussed creation of a COI clause but decided that determination of conflicts of interest should be left to the memberships determination during elections. The Board also believes that actions require a plurality vote of approval which protects against conflicts of interests.
  - The owner requested that a questions and answers session be provided in the next Annual Meeting for the nominated candidates prior to voting (as provided by Section 4.2 of the Bylaws) for the purpose of determining the valid qualifications of the candidates. The President admits this was not formally provided at the most recent Annual Meeting but no owner raised a point of concern at the meeting for any nominee. Furthermore, all current elected members do meet the qualifications. The Board will ensure that a session is provided in the next Annual Meeting.
- Mark Stroman advanced a recommendation that the Architectural Application include a check of well rights for any new residences. Confusion has arisen in the past about which well a home is permitted to tap. The parallel lines in some locations adds to confusion. Similarly, some owners did not procure access and must provide their own wells. The Board agreed to add this check to the application. ACTION ITEM: Sam Fink to draft an updated application form.
- Mark Stroman noted that some driveways have installed undersized culverts. The Board agreed that an Architectural Application should be needed for driveway installation and the application form should ensure the owner review the culvert size and design with the

Road Commissioner. ACTION ITEM: Sam Fink will solicit guidance from Frank Stroman on minimum culvert sizing and revise the application form appropriately.

- Quarterly BOD Meeting Dates
  - The Board set the following meetings dates.
    - 18 September 1pm – Jan Burlee’s house
    - 22 January 1 pm
    - 14 May 1 pm
    - 16 July 10am Annual Meeting – Chris Roderick to confirm availability of Club House

- **Miscellaneous**

- No items noted.

- **Adjournment**

Meeting adjourned at 3:10pm