

**The Buckhorn Property Owners Association  
(A Corporation Not-for-Profit)  
Annual POA Membership Meeting  
Saturday, March 23, 2024, at 1:00 p.m.  
Sharon Fire & Rescue Department  
3910 Longdale Furnace Road  
Clifton Forge, VA 24422**

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- I. Call Meeting to Order** – The meeting was called to order by POA President Mike Herwald at 1:00 p.m.
- II. Proof of Notice/Determine Quorum** – Meeting notice mailed to Members by POA Secretary/Treasurer Larry Coats. Confirmation of Quorum made by Nancy Coats (Assistant to POA Secretary/Treasurer).
- III. Approval of the March 25, 2023, Annual Meeting Minutes** – Larry Coats made motion that the minutes be approved. Motion seconded by Stanley Wills. Motion unanimously approved.
- IV. Reports of Board of Directors/Officers (if any):**

**President’s Report (Mike Herwald):** Mike advised that the savings resulting from not renewing the contract with the Management Company is approximately \$4,000, and that this amount has been added to the Roads budget. He thanked Larry and Ed for taking the lead in handling many of the transition duties.

**Vice President’s Report:** No report.

**Secretary/Treasurer’s Report:** Larry reported on the actions taken 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 the Buckhorn files from the management company.
- 2) Arranged for a post office box for the POA at the Clifton Forge Post Office (Buckhorn POA, Post Office Box 534, Clifton Forge, VA 24422).
- 3) Opened checking account (operating funds) and a money market account (reserve funds) with the Highlands Community Bank.
- 4) Met with accountant (Persinger Company CPAs) to set up accounting services.
- 5) Prepared two Disclosure Packets (Resale Certificates) requested by owners. Packets are required when a property is sold.
- 6) Revised Resolutions and forms, as needed, to delete reference to Gibson and Associates and provide new instructions as to where to send completed forms.

Larry discussed the Electronic Communication and Telephone Permission Form, which, when completed and signed, allows the POA to contact members using email and/or telephone numbers. He distributed copies of the form for those at the meeting to complete and return. Property owners who did not attend the meeting but are interested in reviewing and/or completing the form can find the form on the POA website.

He also reminded anyone who has not yet paid their annual dues (which were due on February 28) to promptly do so.

**V. Report of Committees (if any) –**

**Road Committees (Larry Coats, Chair)** – Larry advised that a contractor was hired last year to grade the roads. He admitted that he was skeptical about doing this, but acknowledged that it was money well spent as it “crowned” the roads which greatly aids in water runoff. Several loads of shale were put down in particularly low areas of the road which also aided in crowning of these areas.

In addition to the grading, 1,980 tons of gravel were put down. Potholes were filled on numerous occasions, both through scheduled pothole filling events and by single individuals and groups. Two salt barrels were installed at the 42 gate to make salt available for use on the paved road during inclement weather. A contractor was hired to pull down more shale at the shale pit, making it more accessible for property owners. Also, we were able to get a good deal so a number of culverts were purchased and are planned to be installed this year.

He also advised that the Road Committee will be meeting soon to discuss/plan this year’s road work. He asked that anyone who has concerns or specific requests they would like considered during the planning process to contact one of the Board members or to email him at [BuckhornPOASec@aol.com](mailto:BuckhornPOASec@aol.com).

**Gate Committee** – Larry advised that when we recently purchased additional remotes for the 42 gate, it was discovered during the programming of the remotes that the system only allows for a maximum of 50 remotes. Therefore, a committee will be looking at available options and the cost of upgrading the system.

**Bridge Committee (Roger Brown, Chair)** – Roger advised that the boards on the wooden bridge are in good shape, but the bolts need tightening, which will be done when the water level is low enough to do so.

**Firewise Committee (Dennis Wallingsford, Chair)** – Since the annual renewal of the Firewise designation requires educational outreach to the Association members, Dennis invited a representative from the Virginia Department of Forestry (Doug Moore) to make a presentation on wildfire prevention at the membership meeting. Doug played a video on Firewise planning and, specifically, creating a defensible space around buildings,

thereby greatly reducing the likelihood of losing your home in the event of a wildfire. He also responded to questions/concerns raised by those present.

Doug advised that last year the Department of Forestry hired a Fire Mitigation Specialist, Jon Perry, who can be contacted for individual home/property assessments. Jon can be reached at 540-331-1229 or [jon.perry@dof.virginia.gov](mailto:jon.perry@dof.virginia.gov).

Dennis advised that Willie Cary, Sharon Fire Department Chief, completed an evaluation of the Buckhorn Firewise Action Plan in 2022 and one of the recommendations of the evaluation was that residents post a reflective street number sign, which helps with responder orientation and navigation. Alleghany County doesn't issue house numbers until a structure is built, but in lieu of the street number, the lot number could be used. The number signs can be purchased from the Sharon Volunteer Fire Department for a nominal fee. Contact Chief Cary at 540-968-1053 if interested in obtaining a reflective sign.

In conjunction with the 2022 evaluation, a color-coded topographic map of the subdivision with locations of each hydrant and each structure (labeled as full-time or part-time residence) was prepared. The map is posted on the wall of the Sharon Fire Department for their reference and can also be referenced digitally by first responders using a smart phone.

In addition, Dennis reported that the Association's Firewise designation was renewed for this year, and that he again needs information regarding any cleanup efforts – either done community wide or individually – for the next renewal submission. The work can be personal labor or work that was contracted to be done. Since Dennis is not local, Nancy has agreed to collect the information (the type of cleanup and the hours of work). Please forward to her at [BuckhornPOASec@aol.com](mailto:BuckhornPOASec@aol.com).

**Website Committee (Brett Siebenkittel, Chair)** – Brett advised that one of the items on the website is a membership directory. He discussed the importance of having this contact information for all lot owners. For instance, when the derecho went through a few years ago, having the information would have allowed contact to be made to alert neighbors of damage to their lot(s). He indicated that the directory is password protected and, therefore, available only to members and not to the general public who may view the website. He provided the user name and password for the directory.

**VI. Election of Board of Directors** – All members of the 2023 Board (Roger Brown, Larry Coats, Mike Herwald, Ed Sobieranski, and Stanley Wills) had agreed to run for the 2024 Board; no additional nominations were presented from the floor. An affirmation vote was taken, and these individuals were unanimously approved as the 2024 Board of Directors.

**VII. Unfinished Business** – No unfinished business.

**VIII. New Business** – None.

**IX. Adjournment** – Motion for adjournment made by Mike Herwald and seconded by Stanley Wills. Motion unanimously approved. Meeting adjourned at 1:52 p.m.