

**The Buckhorn Property Owners Association  
(A Corporation Not-for-Profit)  
Annual POA Membership Meeting  
Saturday, March 25, 2023, at 1:00 p.m.  
Henry Hoffman Heritage Center  
705 Main Street  
Clifton Forge, VA 24422**

- I. Call Meeting to Order** – The meeting was called to order by POA President Mike Herwald at 1:04 p.m.
- II. Proof of Notice/Determine Quorum** – Meeting notice sent to Members by Management Company; Confirmation of Quorum made by Secretary Nancy Coats.
- III. Reading and Approval of the March 26, 2022, Annual Meeting Minutes** – Stanley Wills made motion that the minutes be approved. Motion seconded by Ed Sobieranski. Motion passed unanimously.
- IV. Reports of Board of Directors/Officers (if any):**

**President’s Report (Mike Herwald):** Mike thanked everyone – Board and Committee members, as well as other Association members -- who helped out with road maintenance (e.g., filling potholes, plowing snow, mowing, grading, etc.), bridge maintenance, and gate maintenance. This volunteer work is greatly appreciated.

Mike briefly discussed the new portal service offered to POA members by the Management Company, specifically highlighting the ability to pay annual dues online via the portal.

He gave an overview of the end of year financials, advising that the unexpended funds from 2022 were carried forward to the 2023 road budget, thereby increasing the money available for road work by \$6,903.53 for a total budget of \$17,955.53. He also reviewed the 2023 budget and briefly discussed the various line items in the administrative (which includes such items as insurance, management company fee, tax return review, annual report fee and legal) and maintenance categories (gate electricity and maintenance, gravel/road work and bridge maintenance).

Mike reminded everyone of the 4 P.M. Burn Law, which is in effect from February 15 to April 30 annually. A link to the Virginia laws and regulations governing open air fires is on the POA webpage for the convenience of members who may be planning such a burn.

He advised that it had been reported that shale was being taken outside the Buckhorn development. Both the shale pits are available to property owners who can take as much as they need, but it is for Buckhorn property owners ONLY and not to be taken to

properties outside the Buckhorn development. He also indicated that he had received complaints about the horse droppings on the roads and asked that as a courtesy anyone riding horses in the Buckhorn clean up after their horse.

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

**Secretary/Treasurer's Report:** An overview of the 2022 financials and the 2023 budget was covered under the President's report, with input/comment by the Treasurer.

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

**Road Committee (Larry Coats, Chair) –** Larry advised that during 2022 five culverts were installed in three locations, and Overlook Way on the Longdale side was graded. Twenty-seven loads of gravel were put down on Overlook – 21 loads of smaller gravel, which has been determined is not what is needed as it is quickly pushed into the ground, and six loads of the larger gravel.

He advised that members of the Road Committee met prior to the annual meeting to come up with a plan for road work to be completed during 2023. Funding was allocated as follows: \$1,000 for culvert cleaning, \$2,000 for new culverts, \$7,000 for grading of as many roads as possible, and \$7,000 for gravel, again for as many roads as funding allows.

**Gate Committee (Team Effort) –** Matt Walton and Daniel Smith maintain the Longdale gate, and Larry Coats/Brett Siebenkittel/Mike Herwald take care of the 42 gate. The 42 system, particularly, is aging, and replacement funding should be considered during the next budget process. When asked about replacement cost, Brett advised that the cost for the current system was \$5,000 but that less expensive options are now available.

**Bridge Committee (Roger Brown, Chair) –** The Committee Chair was not able to attend. However, Larry Coats and Brett Siebenkittel advised that the decking boards that were replaced a few years ago are holding up well, but the bolts may need to be tightened again this year.

**Firewise Committee (Dennis Wallingsford, Chair) –** Since the annual renewal of the Firewise designation requires educational outreach to the Association members, Dennis invited Christopher Cahoon of the Virginia Department of Forestry to make a presentation on wildfire prevention at the membership meeting. Chris played two videos on Firewise planning and creating a defensible space around buildings, which greatly reduces the likelihood of losing your home in the event of a wildfire. Chris recommended [www.readyforwildfire.org](http://www.readyforwildfire.org) for additional information about planning and creating your custom wildfire action plan.

Chris advised that the Department of Forestry has recently hired a Fire Mitigation Specialist, Jon Perry, who can be contacted for individual home/property evaluations and

assistance in developing and maintaining a defensible space around your home. Jon can be reached at 540-331-1229 or [jon.perry@dof.virginia.gov](mailto:jon.perry@dof.virginia.gov).

The question was raised as to who should be contacted if one wishes to report an open air fire that is burning (or left unattended) outside the hours allowed. Chris said to call the Sheriff's Office and then call him (434-484-2787). If he is in the area, he will respond. If the fire is burning out of control, call 911 and then call Chris.

Dennis advised that Willie Cary, Sharon Fire Department Chief, completed an evaluation of the Buckhorn Firewise Action Plan and overall was pleased with the Plan. He noted the following changes/recommendations:

- 1) Continue Firewise education for community members at annual POA meetings (usually provided by a guest from the State Forestry Department).
- 2) Provide periodic updates and/or information to members via website and/or Facebook group page.
- 3) Document debris removal and home fire hazard reduction efforts to meet Firewise renewal requirements.
- 4) Encourage residents to post a reflective street number sign, which helps with responder orientation and navigation. (Note: The Sharon Volunteer Fire Department provides the number signs for a nominal fee. Contact Chief Cary (540-9681053) if you would like to obtain a street number for your lot.)
- 5) If grant monies should become available, use the funds to hire brush cutting services along Overlook (the main road), which is the development's primary escape/evacuation route.

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 703.201.2318 (text) or [nancy.coats@aol.com](mailto:nancy.coats@aol.com) (email).

**Website Committee (Char Nicholls, Chair)** – Char gave a very informative and useful overview of the POA's website ([buckhornpoa.com](http://buckhornpoa.com)), highlighting the various features and the information provided, such as Current Announcements, Points of Contact, Directory, governing documents, minutes, etc.

Additionally, she advised that the Board maintains a list of members who perform non-paid, volunteer work for the POA so that these individuals can be covered by the Association's liability insurance, and encouraged new members who wish to volunteer to let the secretary ([BuckhornPOASec@aol.com](mailto:BuckhornPOASec@aol.com)) know so that their names can be added to the list.

- VI. Election of Board of Directors** – As stated in the meeting notice sent to property owners, five POA members (Roger Brown, Mike Herwald, Larry Coats, Ed Sobieranski, and Stanley Wills) had agreed to run for the 2023 Board; no additional nominations were presented from the floor. Brett Siebenkittel made a motion that these individuals be elected as the POA's 2023 Board of Directors. Brian Decker seconded the motion, which passed unanimously.
- VII. Unfinished Business** – No unfinished business.
- VIII. New Business** – None.
- IX. Adjournment** – Motion for adjournment made by Mike Herwald and seconded by Ed Sobieranski. Motion unanimously approved. Meeting adjourned at 2:31 p.m.