**The Buckhorn Property Owners Association**

**A Corporation Not-for-Profit**

**Saturday, March 27, 2021, at 1:00 p.m.**

**Cliftondale Country Club, 2707 Longdale Furnace Road, Clifton,VA**

**Annual POA Membership Meeting**

**(Draft – to be approved by membership at 2022 annual meeting)**

1. **Call Meeting to Order** – The meeting was called to order by POA President Mike Herwald at 1:02 p.m.
2. **Proof of Notice/Determine Quorum** – Meeting notice sent to Members by Management Company; Confirmation of Quorum made by Secretary Nancy Coats.
3. **Reading and Approval of Previous Annual Meeting Minutes (March 30, 2019; this was the last membership meeting; due to the Covid pandemic, no meeting was held in 2020)** – Motion for approval of minutes made by Mike Herwald and seconded by Brett Siebenkittel. Motion unanimously passed.
4. **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 has 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 advised that we ended the 2020 fiscal year with unexpended funds of a little over $6,000, which the Board approved to be carried forward to the 2021 roads budget. A copy of the December 31, 2020, financial report was distributed to members. A copy of the 2021 budget and expenditures as of March 4, 2021, was also distributed.

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

**Secretary/Treasurer’s Report:** Since the Management Company handles all secretarial duties, with the exception of taking/preparing meeting minutes, and maintains all POA financial records, the Secretary/Treasurer reported only that meeting minutes were current and that the financial records have been submitted to Brenda Whitehead for audit. Brenda and her husband are Buckhorn property owners, and Brenda graciously has been providing this service for our Association for several years.

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

**Road Committee (Larry Coats, Chair) –** Larry advised that several of the road mirrors, which had been destroyed by bears, were replaced with an acrylic mirror, which hopefully will prove more durable than the glass mirrors. Although the mirrors have been scratched and knocked askew, so far none has been broken. As Mike indicated in the President’s Report, the Board has provided additional funding for the roads in 2020, and work has begun. To date, both sides of Overlook have been crowned and graded from the 42 Gate to the Longdale Gate. Grading on the majority of the side roads has also been completed, and some gravel has been laid. More gravel has been ordered and will be put down as weather permits.

**Gate Committee (Team Effort)** – Larry advised that Matt Walton and Daniel Smith installed the new electric powered keypad at the Longdale entrance, and they provide necessary maintenance. Matt and Daniel installed the light at the Longdale entrance, and Mike Herwald and Roger Brown put up the light at the 42 Gate, greatly improving night visibility at both locations. Larry indicated that the keypad at the Longdale Gate is currently inoperable, which is why the gate has been left open. A new keypad has been ordered.

**Bridge Committee (Roger Brown, Chair)** – Roger Brown and a large group of volunteers completed a major overhaul of the wooden bridge during 2019, replacing all decking boards and installing new connector bolts. Roger advised that retightening of the bolts should be done this year.

**Firewise Committee (Dennis Wallingsford, Chair) –** Dennis advised that the dry hydrant for which grant funding had been received has been installed near the Longdale entrance. The grant monies paid for the materials for the hydrant, and the Association’s in-kind contribution was provided by volunteers (led by Roger Brown and Larry Coats) who provided the installation labor.

Dennis advised that annual renewal of the Firewise designation requires 1) educational outreach to the Association membership and 2) a community work effort. In 2020, due to the Covid pandemic, Firewise members could post appropriate materials on their Association’s webpage or Facebook page rather than having a presentation at the annual meeting by a Forestry representative. Additionally, individual cleanup efforts by property owners rather than a community cleanup day were accepted. Dennis indicated that he will be posting materials on Facebook again this year to comply with the educational component, and asked that if anyone does any cleanup – either on their own property or common property – that they keep track of the hours and let him know so that he can use the information for the annual renewal. He stated that the work can be either personal labor or work that you contracted to be done.

Brett Siebenkittel advised that a contractor had been hired previously to trim the trees along all the roadways. Such a project, if repeated, would likely provide the number of work hours needed for the annual renewal.

**Website Committee (Char Nicholls, Chair) –** Char was not present so the report was given by the Secretary/Treasurer. Nancy reported that the provider (GoDaddy) no longer supports the version currently used by the Association, and that the Board had approved an upgrade. However, all data has to be re-entered and the website rebuilt as information cannot be transferred from the current version to the upgraded version. Char is in the process of completing the rebuild/entering of data, and the new upgraded version should be operational by May 1.

1. **Election of Board of Directors** – Since there were only five names on the ballot for the five Board positions, an affirmation vote was taken, which was unanimous. The 2021 Board of Directors are Roger Brown, Nancy Coats, Mike Herwald, Ed Sobieranski, and Stanley Wills.
2. **Unfinished Business** – No unfinished business.
3. **New Business** –
4. Donnie Nelson volunteered to pick up trash along the roads once a month.
5. Brett Siebenkittel indicated that if the Board wishes to consider hiring a contractor to trim the trees along the roadways once again, he will contact the individual who previously did the work for a quote so that the Board can determine funding availability.

1. **Adjournment** – Motion for adjournment made by Mike Herwald and seconded by Stanley Wills. Motion unanimously approved. Meeting adjourned at 1:40 p.m.