

**PFFPOA Annual Meeting  
December 7, 2013  
Little River Community Center**

The meeting was called to order by President Harry Weinhofer at 9:08 a.m. with a prayer.

**Opening Remarks**

Harry indicated that he would not have much to say since he is new in his office. He commented that it is good to have seven candidates running for the board. We usually have to twist arms to get the offices filled.

We went around the room and all present introduced themselves.

**Secretary's Report**

Ed Hauschild announced that the minutes of the 2012 meeting are posted on the association web site. He asked for any questions or comments or for a request that the 3 page document be read. The minutes were accepted as posted.

**Treasurer's Report**

Harvey Adler reported that our current balance is \$60,425.42. At present \$7,533.53 of this years budget is unspent. Any money remaining at year end goes into the reserve. Expenditures from the emergency fund were for repairs of the Forest Park wall. An engineers report suggested that the wall would be ok after these repairs were made. A full copy of the 2013 budget and actual expenditures to date is in Attachment 1.

**Committee Reports**

Roads presented by Jim Phillips

- Falcon Road Dam – The state is concerned that an overflow could erode the back side of the dam leading to a washout. The homeowners association has a easement to maintain the road over the dam, but does not own any of the property that the dam is on. Therefore we claim that we have no responsibility for the dam itself. The state has not responded to their own deadline, so we don't know how it will shake out. The situation is currently unresolved. It is possible that the dam could be removed since the fire department does not consider that the pond is an essential water supply for fire protection.
- Forest Park Wall – Erosion in the driveway below the wall led to the observation that the wall is settling and cracking. The wall is about 13 years old and was not built to standard, however it appears to be stable. We have closed cracks to eliminate seepage into the wall and built a channel to direct water away from the base of the wall. This appears to have controlled the water based on the fact that lime is no longer leeching out on the wall surface. The wall is an association responsibility because it supports the road and because we have responsibility to maintain the work of the developer that built it.
- Butterfly – We reached no agreement with residents on the type of paving or the sharing of costs. Therefore the road has been maintained in its current form. A large tree that threatened the road has been removed at a cost of \$175.
- Pisgah Forest Drive – The worst sections we patched this year at a cost of about \$5000. We think that planning for future expenditures of \$5000 per year is enough to keep the road in good shape.

- Gravel Road Maintenance – Gravel was added to Butterfly Road with compacting. This method will be continued in future gravel road maintenance since it seems to lead to greater stability and longer life. There was a question about a section of Pisgah Forest Drive under the power line. Answer: It seems stable now.
- Restriping – It is not cheap to do and we will cover new striping with future patches. But, if we wait for road work to be complete, we will never do striping. We will continue to look for cost effective alternatives.
- Chan is doing leaf removal now. He needs the area to dry out after recent rains to complete the job.

#### Architectural Control presented by David Adams

- The only application this year was for a renovation.
- All information for permit applications is on the web site. This must be acceptable because there were no calls for information.
- There was a comment by Pat Sheely that our 63 developed lots pay a \$455 annual assessment. The 74 undeveloped lots pay \$155 – that's not enough. Note that we also have a \$2500 impact fee for new construction.

#### Audit presented Barb Harrah for her and Wannetta Carey

- The books are accurate to the penny.
- Harvey noted that he audit matches every receipt to a bank deposit and every expense to a bill. The records are in order.
- The audit report is included as Attachment 2

#### Insurance presented by Pete Wroblewski

- Association insurance previously covered liability for ponds and lakes, but the association does not own them. So money was saved by removing that coverage.
- Existing coverage is primarily for liability. We are also covered for property damage – even loss of computer files. We will check policy for coverage on road damage.

#### Firewise presented by Norton Carey for John Davis

- John's report is included as Attachment 3

#### Website presented by Harry for Joyce Adams

- The site has been updated but it is not checked yet.
- Residents don't know when changes are made. We will now notify by email.
- Russell Lee will take over maintenance of the website.

#### Beautification – Open – comments by Harry

- Many have worked (Joyce Ryan, Elaine Long, others)
- We need organization to get a volunteer group running.

#### Annual Picnic presented by Barb Harrah

- Please come – The picnic is used for a annual Firewise presentation.
- Barb will try to get a reservation for third weekend in June. We will know after the first of the year.
- Thanks to Bill and Barb Harrah for their organizational work.

## Old Business

None

## New Business

### Questions/ Concerns From the Floor

- A motion was made to prohibit spraying of herbicides along roads.
  - Factors for prohibition
    - Dangerous to pets
    - Expensive
    - Material recently used was 4 times stronger than commonly available Roundup.
    - Selective exclusion is no good because material washes down.
  - Factors against Prohibition
    - Chemicals are needed to control poison ivy or kudzu.
    - Vegetation removal is needed before road and ditch maintenance
  - The motion was defeated
- We were neglectful in not providing adequate advance notification of spraying. We will make notification by email before any future spraying

### 2014 Budget / Assessments

- Next year's budget is presented in Attachment 4.
- There is no increase in the total expenses or the annual assessment.

### Elections

- Harry Weinhofer, Harvey Adler, Barb Harrah were elected to the board.
- Nancy Pfeiffer supervised the election.
- The final counts are as follows:

Harvey Adler	157.5
Warren Alston	65.5
Barb Harrah	122
Russell Lee	27
John Sheley	26
Pat Sheley	11
Harry Weinhofer	141.5

The meeting was adjourned at 10:53 a.m.

### **Following the open meeting, the board met to determine assignments for next year.**

The tentative assignments are:

Harry Weinhofer, President  
Clark Murray, Vice-president  
Ed Hauschild, Secretary  
Barb Harrah, Treasurer  
Harvey Adler, Roads

Assignments will be confirmed at the next board meeting.

Next board meeting – Tuesday Jan 14 10:00 am

Attachment 1

<b>PISGAH FOREST FARMS</b>						
<b>PROPERTY OWNERS ASSOCIATION</b>						
				<b>2013 BUDGET</b>		
				<b>12/3/2013</b>		
<b>ITEM</b>				<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIATION</b>
1	<b>ADMINISTRATIVE EXPENSES</b>					
2	Annual Meeting			\$ 50	\$ -	\$ 50.00
3	Attorney - Legal			\$ -	\$ 325.00	\$ (325.00)
4	Beautification			\$ 200	\$ 199.00	\$ 1.00
5	Insurance			\$ 1,400	\$ 817.00	\$ 583.00
6	State / Federal Tax			\$ 40	\$ 2.00	\$ 38.00
7	Office Supplies & Expenses			\$ 500	\$ 201.82	\$ 298.18
8		Sub-Total		\$ 2,190	\$ 1,544.82	\$ 645.18
9	<b>ROAD EXPENSES</b>					
10	Gravel Road Maintenance			\$ 2,100	\$ 6,775.00	\$ (4,675.00)
11	Paved Road Maintenance			\$ 4,000	\$ 5,748.00	\$ (1,748.00)
12	Snow Removal			\$ 7,700	\$ 525.00	\$ 7,175.00
13	Tree Removal			\$ 1,000	\$ 655.00	\$ 345.00
14		Sub-Total		\$ 14,800	\$ 13,703.00	\$ 1,097.00
15	<b>MAINTENANCE MANAGER</b>			\$ 11,100	\$ 10,150.00	\$ 950.00
16	Material Expenses			\$ 3,000	\$ 1,536.38	\$ 1,463.62
17	<b>FIREWISE COMMITTEE</b>			\$ 2,200	\$ 1,235.00	\$ 965.00
18	<b>EMERGENCY / CONTINGENCY</b>			\$ 7,500	\$ 5,192.64	\$ 2,307.36
19	<b>TOTAL EXPENSES</b>			\$ 40,790	\$ 33,361.84	\$ 7,428.16
20	<b>ASSESSMENT INCOME</b>			\$ 40,765	\$ 40,867.00	\$ 102.00
21	<b>INTEREST INCOME</b>			\$ 25	\$ 28.37	\$ 3.37
22	<b>2012 CARRYOVER BALANCE</b>			\$ 52,892	\$ 52,891.89	\$ -
23	<b>TOTAL INCOME</b>			\$ 40,790	\$ 40,895.37	\$ 105.37
24	<b>TOTAL EXPENSES</b>			\$ 40,790	\$ 33,361.84	\$ 7,428.16
25	<b>PROJECTED YEAR-END BALANCE</b>			\$ 52,892	\$ 60,425.42	\$ 7,533.53
<b>NOTE:</b>	LINE 18 -	Includes all costs related to work on the Forest Park Wall, engineer's report, and adjacent roadside ditch.				

## Attachment 2

### AUDIT COMMITTEE REPORT PFFPOA ANNUAL MEETING 2013

**Chairperson: Wannetta Carey**

Wannetta Carey and Barb Harrah completed the PFFPOA audit on the books as of October 31, 2013 and found Harvey Adler's records in excellent order.

We did, however make the recommendation that the contractors, who are doing road work for us, provide more detailed invoices.

## Attachment 3

### 2013 Firewise Report:

#### Pisgah Forest Farms and Estates, Pisgah Forest, NC

Pisgah Forest Farms and Estates coordinated our community's annual Firewise cleanup during March and April, with homeowner's gathering and stacking downed debris (fuel) from around their homes and leaf litter along our roadways. Chan Hubbard and his crew then removed this fuel from our community. At our annual community picnic on June 15<sup>th</sup>, a report was given on the Firewise program, its principles and benefits to our community to remind both established and new homeowners of the importance of our participation in Firewise. In addition our Firewise committee continues to provide materials to new homeowners and is available on request to assist with recommendations on fireproofing around homes and buildings.

The annual Firewise report, required to maintain our active status in this program has been submitted with Norton Carey's and Harvey Adler's able assistance, and accepted by the National Fire Protection Association (NFPA), which administers the program. Requirements for our community's continued active status in the program were met through the presentation on June 15<sup>th</sup> and through our expenditure of hours and funds in the annual cleanup of debris and leaf litter along our roads.

Funds expended for the program come to \$1235. When added to our estimated volunteer hours by the community and Firewise committee members, this equates to some \$2,896 toward our Firewise efforts as reported to NFPA, for a conservative per capita average of \$23.36.

Respectfully submitted by: John Davis, 79 Ridge View Drive

Attachment 4

<b>PISGAH FOREST FARMS</b>							
<b>PROPERTY OWNERS ASSOCIATION</b>							
<b>2014 BUDGET</b>							
<b>ITEM</b>					<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIATION</b>
1	<b>ADMINISTRATIVE EXPENSES</b>						
2	Annual Meeting				\$ 50		
3	Attorney - Legal				\$ 250		
4	Beautification				\$ 200		
5	Insurance				\$ 850		
6	State / Federal Tax				\$ 10		
7	Office Supplies & Expenses				\$ 300		
8	Sub-Total				\$ 1,660		
9	<b>ROAD EXPENSES</b>						
10	Gravel Road Maintenance				\$ 2,000		
11	Paved Road Maintenance				\$ 1,000		
12	Paved Road Resurfacing				\$ 5,000		
13	Snow Removal				\$ 7,000		
14	Tree Removal				\$ 1,000		
15	Sub-Total				\$ 16,000		
16	<b>MAINTENANCE MANAGER</b>				\$ 11,100		
17	Material Expenses				\$ 2,500		
18	<b>FIREWISE COMMITTEE</b>				\$ 2,000		
19	<b>EMERGENCY / CONTINGENCY</b>				\$ 7,500		
20	<b>TOTAL EXPENSES</b>				\$ 40,760		
21	<b>ASSESSMENT INCOME</b>				\$ 40,765		
22	<b>INTEREST INCOME</b>				\$ 30		
23	<b>2013 CARRYOVER BALANCE</b>				\$ 59,000		
24	<b>TOTAL INCOME</b>				\$ 40,795		
25	<b>TOTAL EXPENSES</b>				\$ 40,760		
26	<b>PROJECTED YEAR-END BALANCE</b>				\$ 59,035		

NOTE: LINE 18 - includes all costs related to work on the Forest Park Well, engineer's report and adjacent roadside ditch.