

## **PPFPOA Board Meeting - 1/18/17 - 10 am**

### Board Members in Attendance

Tony Carollo  
Becky Dodrill  
Ed Hauschild  
Jennifer Peyton

### **Budget**

Treasurer's Report - January 18, 2017 submitted by Barb Harrah

1. Last year's budget. We stayed within our spending limits even though the Falcon Road slope repair was done in December 2016 instead of 2017. (Miscommunication with Chan). The final 2016 budget is appended.
2. I have asked Chan to give us totals for what would have been the cost for snow removal so we can report that to the membership. Still pending but the cost will be prodigious since driveways take so long. Generally we have heard satisfied reports.
3. Assessment letters have been sent out. Included in this letter were requests for updates to phone numbers and email addresses as well as reminders that we are a deed restricted community.
4. I have not been able to verify that Ben Trevathan subdivided one of his lots yet. It is not on the Transylvania County web site yet.

### **Road Report**

Road Committee Report submitted by Bill Harrah

1. Drain Header on Ridge Top installed (\$800) to improve drainage and prevent erosion.
2. Jan. 6,7,8 snow & ice recovery had some fits and starts, but generally went well. We found that chat is more effective than salt/sand in many cases at less cost. We shall continue spreading salt/sand on the usual shaded/icy stretches (above the switchback at rental house, Taylor Curve, MacDonald Ct and the back side of PF Dr Loop near Adler, but only when temps exceed 20°. In order for salt to work properly, we also need traffic on the pavement to keep salt and ice mixing. Otherwise, putting salt on ice creates pellet-size holes in the ice with no appreciable benefit.
3. Driveway plowing presented some difficulties on gravel surfaces but Chan figures he can do them, plowing when snow exceeds 6" and leaving approximately 2" to avoid digging up the gravel.

Chan is working on a waiver form for those that want their driveways plowed.

### **Mailing list usage**

The mailing list structure Has been updated. A summary of the changes follows.

#### Groups Deleted

Committee Leaders

We never used this group

Home Owners

Lot Owners

We are now divided into "All Owners" and "Local Owners" as described below.

#### Group Added

Local Owners

#### Group Renamed

The "Property Owners" group is now called "All Owners"

## Intended Usage of the Groups

### All Owners

Use this group for mailings about things like covenant updates, elections, etc.

### Local Owners

This group includes residents within the association and those living close enough that they might easily visit. Use it for information about road conditions.

### Email Only

These people don't have delivery by the post office.

### No Email

These people have to be contacted through the post office. It might be worth a mailing to see if we can get email addresses for a few of these people.

### All Contacts

This is a default group provided by the email system. It includes the addresses in "All Owners" plus an address for the board.

Mailing list usage – discussed for new board members.

1. Don't delete any email. Once a month, the secretary copies the previous months email to an archive.
2. If you send email to a group, address the email to the board (so that we have it on record) and add the members group as a bcc.
3. When a board member writes from the board to the board, identify yourself so that we know who it came from.

## Maps

The map of our area as posted on our web site is out of date. It was done by a surveyor. Maps may be available from the county at a reasonable price. Also, we have not posted a map of the lower evacuation route. Ed will check with the county.

## Locks

Locks on gates at the evacuation routes are rusting. They can be replaced with weather resistant heavy duty locks. The cost of locks and key duplication is about \$40. We will do it.

## New Copy of the Members List

Since annual meeting in December, there have been several changes to the members list. We will ask Barb to update the list and send it to all members by email.

## Open Board Meetings

Last year we had two open board meetings in addition to the annual meeting. Use of the Community Center cost \$40 for each meeting and the meetings were poorly attended. This year we will send an announcement by email two weeks before any open board meeting. Any member who would like to attend should reply so that we can arrange to have adequate seating. Also please let us know if you have a topic to bring up for discussion.

## Bylaw/Covenant update plan

The board will prepare a preliminary list of change recommendations with the goal of having them ready by mid year. At that time we will use our web site to have an open discussion period in which members can comment and add additional recommendations. This will be followed by an item by item vote. The final result will be submitted to a lawyer for review.

The board members believe that it would be confusing to have open discussion before the preliminary list is done. Therefore, we will have closed meetings at approximately 2 week intervals for the purpose of preparing bylaw/covenant update recommendations only.

## **Chat Boxes**

There have been comments about the poor appearance of chat boxes and chat piles. This was mentioned at the annual meeting with no resolution. We will ask for members comments by email on the following options.

No change.

Remove all boxes and piles.

Tidy up the boxes and piles.

Add boxes for open piles.

Next closed meeting for bylaw covenant discussion - Feb 1<sup>st</sup> at 2 pm

Next open meeting - Feb 15<sup>th</sup> at 2 pm

Adjourned at 10:36 am

31-Dec-16

<u>Line</u>		<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIATION</u>
1	<b>ADMINISTRATIVE EXPENSES</b>			
2	Annual Meetings	\$ 120	\$ 452.84	\$ (332.84)
3	Attorney - Legal	\$ 250	\$ 37.50	\$ 212.50
4	Beautification	\$ 200	\$ 101.77	\$ 98.23
5	Insurance	\$ 1,000	\$ 927.00	\$ 73.00
6	State / Federal Tax	\$ 10	\$ 13.70	\$ (3.70)
7	Office Supplies & Expenses	\$ 450	\$ (45.90)	\$ 495.90
8	<b>Sub-Total</b>	<b>\$ 2,030</b>	<b>\$ 1,486.91</b>	<b>\$ 543.09</b>
9	<b>ROAD EXPENSES</b>			
10	Gravel Road Maintenance	\$ 2,000	\$ 10,622.14	\$ (8,622.14)
11	Paved Road Maintenance	\$ 3,500	\$ 3,950.42	\$ (450.42)
12	Paved Road Resurfacing	\$ 20,000	\$ 19,740.00	\$ 260.00
13	Snow Removal	\$ 7,000	\$ 4,235.26	\$ 2,764.74
14	Tree Removal	\$ 1,000	\$ 310.00	\$ 690.00
15	<b>Sub-Total</b>	<b>\$ 33,500</b>	<b>\$ 38,857.82</b>	<b>\$ (5,357.82)</b>
16	<b>MAINTENANCE MANAGER</b>	\$ 11,400	\$ 11,400.00	\$ -
17	Material Expenses	\$ 1,000	\$ 209.10	\$ 790.90
	<b>Sub-Total</b>	<b>\$ 12,400</b>	<b>\$ 11,609.10</b>	<b>\$ 790.90</b>
18	<b>FIREWISE COMMITTEE</b>	\$ 1,000	\$ 875.00	\$ 125.00
19	<b>EMERGENCY / CONTINGENCY</b>	\$ 2,500	\$ 3,593.00	\$ (1,093.00)
20	<b>TOTAL EXPENSES</b>	<b>\$ 51,430</b>	<b>\$ 56,421.83</b>	<b>\$ (4,991.83)</b>
21	<b>ASSESSMENT INCOME</b>	\$ 47,250	\$ 46,526.72	\$ (723.28)
22	<b>INTEREST INCOME</b>	\$ 400	\$ 596.05	\$ 196.05
23	<b>IMPACT FEES</b>	\$0	\$ 2,500.00	\$ 2,500.00
24	<b>2015 CARRYOVER BALANCE</b>	\$ 70,299	\$ 70,298.76	
25	<b>TOTAL INCOME</b>	\$ 47,650	\$ 49,622.77	\$ 1,972.77
26	<b>TOTAL EXPENSES</b>	\$ 51,430	\$ 56,421.83	\$ (4,991.83)
27	<b>PROJECTED YEAR-END BALANCE</b>	\$ 66,519	\$ 63,499.70	(\$3,019.06)
28	<b>ACTUAL BALANCES - CHECKING</b>		<b>\$ 12,196.70</b>	
	- SAVINGS		<b>\$ 600.86</b>	
	- DUKE		<b>\$50,702.14</b>	
			<b>\$63,499.70</b>	