

PFFPOA Annual Meeting
Saturday – December 4, 2021 – 9 am
Held Via Zoom

Meeting called to order at 9:03 A.M. Association members representing 133 votes of 282 (47%) were either in attendance or had submitted proxies, representing a quorum.

Opening Remarks - Jennifer Peyton

Jennifer opened the meeting by acknowledging the challenging year we have had as the pandemic continued. She thanked all in attendance for participating virtually for the second year in a row.

Jennifer reviewed community activity for the past year.

Notes:

- Currently 72 homes, 66 vacant lots, 87 different owners and 1 home under construction
- It was an active year with 7 homes & 2 lots being sold during the year (Jennifer briefly reviewed all transactions). This was the greatest level of activity since 2013.
- Finances remain strong - We have rebuilt the \$70K cash reserves following the work on Taylor's curve a couple of years ago & continue to build reserves for major road maintenance projects – to be discussed during the committee reports
- Roads remain in decent shape however we are in desperate need of more maintenance – to be discussed further in roads report & long-term financial plan

Secretary's Report - Patrick Kelly

Patrick noted that the minutes of the 2020 meeting are posted on the association web site and reminded residents where minutes can be found on the website.

Treasurer's Report - Wally Booth

The 2021 YTD budget is included as Attachment 1

Notes:

- We have collected 93.2% of assessments. Nine property owners have not paid and six property owners are making payments.
- Expenses came in under budget
- No money spent on beautification
- Snow removal costs were over budget
- Road resurfacing has been deferred until 2022
- Significant expenditures for 2021 included an emergency culvert repair and the purchase of a new salt spreader

Committee Reports

Roads – Nate Osborne

Nate gave an update on Chan's health. Chan had a heart attack and had multiple stints put in. His health is improving, and he has returned to work.

Chan has filled a number of potholes on both paved and gravel roads. Comporium has asked Chan not to do any work in the right-of-way until their project is completed.

We have a plan to do repairs & smoothing of road surface on PFD. The paving company has a huge backlog of work, so we anticipate Spring or Summer of 2022 for repairs to commence. We will work with contractor to determine how much can be done with the funds that will be available.

One resident asked about why only a single lane was plowed on some occasions. Another resident volunteered to help Nate with Roads responsibilities.

Architectural Control – (presented by Jennifer Peyton)

Joe Bryson built one home on PFD during 2021 and is expected to start another on Periwinkle Place. There have been a few other inquiries made during the year regarding new home construction and additions to existing homes.

Audit – (presented by Jennifer Peyton)

- Wanetta stepped down and we had difficulty finding someone to conduct the audit
- Wally will conduct 2021 audit prior to taking over the books in 2022
- We need to identify a volunteer to conduct the 2022 audit

Insurance - Joel Todd

The PFFPOA Homeowner's Association Policy with Auto-Owners was renewed for the period of 7/15/21 to 7/15/22. There was a \$1.00 increase in premium to \$966.

Brief coverage overview:

- General Liability \$2,000,000
- Personal Injury \$1,000,000
- Association Directors/Officers Error and Omissions \$1,000,000

Firewise - (presented by Jennifer Peyton)

At the end of 2020 Jeremy stepped down as Firewise Chair. We are still seeking a volunteer for Firewise. The position requires 10-15 hours of work annually.

We are no longer doing chipping because the expense got to be too large. We are now tracking resident activities that are reported, including vegetation and debris removal as well as removal of flammable material under decks. We also conduct education by sending out Firewise materials with the Annual Meeting notice.

Greg Harbin volunteered to take over Firewise duties.

Jennifer also discussed the locations of our emergency exits (one is located near the top of the community past the cul-de-sac at the end of Ridgeview Drive and the other is located closer to the bottom of the community on Forest Park Court). Both of these exits require coordination with neighboring communities and would typically only be used in situations where normal access in & out of our community is shut down for an extended period. Any use of these exits will be communicated to the community via the PFFPOA email account.

Website – Submitted by Ed Hauschild (presented by Jennifer Peyton)

Association Web Site Status

- Our web host (hostmonster.com) shows that their service is paid through 11/15/24.
- All requests from the board for website updates have been posted.

Jennifer thanked Ed for his continued service as webmaster & let attendees know our web address (pffpoa.org).

Beautification - Becky Dodrill

Becky reported that the committee has been repainting signs in the community (requires three days of dry weather). Pruning has also been conducted in the landscaping bed at the entry. Three large bags of leaves and debris were removed. Solar lighting was installed to illuminate the pillars at the entry.

Becky asked for volunteers and suggestions for other projects.

Annual Picnic - Amy Kelly

Due to the pandemic, the Annual Picnic was cancelled again for 2021. We are tentatively planning on June 4th for 2022 picnic. Amy gave a brief background of the picnic and stated she would reserve the Little River Community Center for the event. We will assess at a later date whether or not to hold the event in 2022.

Debbie Grice and Donna Brim volunteered to help with setup. Donna also noted that she has supplies of plates, plastic ware, etc.

Old Business

Long-Term Financial Plan

Jennifer reviewed the updated plan & discussed how and why it was created. There have only been minor changes to the projections that had been presented in prior years. She discussed plans for road resurfacing as well as costs for Chan's contract. A detailed line-item review was conducted.

A few residents expressed traffic and signage concerns. Some residents would like to see additional signage along our roads.

New Business

Speeding

Speeding is an ongoing issue. There was much discussion and suggestions made. Will discuss at next Board meeting. Staying in lane was also identified as an issue – especially on tight corners.

Proposed 2022 Budget / Assessments

Wally Booth presented the proposed budget for 2022 carrying \$30K over from 2021. The proposed budget is included as Attachment 2.

Notes:

- Assessments increasing by 10% for 2022 to \$878.31 per lot with a house and \$292.77 per unimproved lot.
- \$32,500 is allocated for paved road resurfacing & maintenance.
- Regular Reserves are projected to be at \$71K at end of year.
- \$37,949 is projected to fund the Road Reserves
- Road expenses and maintenance contract make up approximately 82% of the budget.

Jennifer answered a few questions about the budget. A motion was made to approve the budget. A voice vote was taken, and the budget passed by a clear majority of those in attendance.

Election of Officers

There was one open seat on the Board as the term of Nate Osborne expire at the end of this year. Nate had been appointed to fill the remaining term of Harv Adler. Harv made a motion to elect Nate. A voice vote was taken and Nate was elected with no dissent.

Short-Term Rentals

Joel Todd recommended charging higher assessments to short-term rental properties. Jennifer stated that is cannot be done without a change to the Covenants. There was a lengthy discussion regarding short-term rentals with some residents advocating for restrictions. There was some discussion of amending the covenants to limit or ban short-term rentals. The Board will review & discuss this and recommend a course of action. Will likely hold a special meeting to discuss this issue in greater detail.

Property at Bottom of Community

Harv Adler inquired about the property at the entrance to the community and asked if we had any control over their access or had the ability to charge impact fees for the construction activity that is taking place. There was a brief discussion with some concerns expressed over the work that is being done & potential impacts to our entryway. The Board believes that we do not have any control over access or the ability to assess fees of any kind.

The meeting was adjourned at 11:27 am.

Pisgah Forest Farms Property Owners Association

2021

<u>Line</u>			As of: 11/1/21		
			YE20 Balance	\$64,949	
		BUDGET	ACTUAL	VARIANCE	
1	ADMINISTRATIVE EXPENSES				
2	Association Meetings	\$ 150	\$ -	\$ 150	
3	Attorney - Legal	\$ -	\$ -	-	
4	Beautification	\$ 100	\$ -	\$ 100	
5	Insurance	\$ 1,000	\$ 966	\$ 34	
6	State / Federal Tax	\$ 75	\$ 45	\$ 30	
7	Office Supplies & Expenses	\$ 150	\$ 92	\$ 58	
8	Sub-Total	\$ 1,475	\$ 1,103	\$ 372	
9	ROAD EXPENSES				
10	Gravel Road Maintenance	\$ 2,000	\$ 1,080	\$ 920	
11	Paved Road Maintenance	\$ 2,500	\$ -	\$ 2,500	
12	Paved Road Resurfacing	\$ 20,000	\$ -	\$ 20,000	
13	Snow Removal	\$ 4,000	\$ 5,495	\$ (1,495)	
14	Tree Removal	\$ 500	\$ 560	\$ (60)	
15	Sub-Total	\$ 29,000	\$ 7,135	\$ 21,865	
16	MAINTENANCE MANAGER	\$ 28,200	\$ 23,500	\$ 4,700	
17	Material Expenses	\$ 2,500	\$ 1,352	\$ 1,148	
18	Sub-Total	\$ 30,700	\$ 24,852	\$ 5,848	
19	FIREWISE COMMITTEE	\$ 500	\$ -	\$ 500	
20	EMERGENCY / CONTINGENCY	\$ 2,500	\$ 2,648	\$ (148)	
21	ROAD RESERVE FUND/ Carryover	\$ 8,824			
22	TOTAL EXPENSES	\$ 72,999	\$ 35,739	\$ 28,436	
23	ASSESSMENT INCOME	\$ 74,523	\$ 69,456	\$ (5,067)	
24	Approved spending from prior year	\$ -	\$ -		
25	Est emergency spending approved		\$ -		
26	TOTAL SPENDABLE AMOUNT	\$ 74,523	\$ 69,456		
27	Amt available to spend		\$ 34,085		
28	INTEREST INCOME	\$ 500	\$ 92	\$ (408)	
29	IMPACT FEES	\$ -	\$ 2,500		
30	Prior Year CARRYOVER BALANCE	\$ 64,949			
31	TOTAL INCOME	\$ 75,023	\$ 72,048	\$ (2,975)	
32	TOTAL EXPENSES	\$ 72,999	\$ 35,739	\$ 37,260	
33	PROJECTED YEAR-END BALANCE	\$ 66,973	\$ 66,973	\$ -	
34	ACTUAL BALANCES - CHECKING	\$ 46,445	\$ 82,360		
	- SAVINGS	\$ -	\$ -		
	- DUKE	\$ 18,504	\$ 18,596		
	Total	\$ 64,949	\$ 100,956		

Pisgah Forest Farms Property Owners Association

2022 PROPOSED BUDGET

<u>Line</u>		Projected YE21 Balance	xRoad Reserve	\$70,951
1	ADMINISTRATIVE EXPENSES		<u>BUDGET</u>	
2	Association Meetings	\$	120	
3	Attorney - Legal	\$	-	
4	Beautification	\$	100	
5	Insurance	\$	995	
6	State / Federal Tax	\$	50	
7	Office Supplies & Expenses	\$	150	
8	Sub-Total	\$	1,415	
9	ROAD EXPENSES			
10	Gravel Road Maintenance	\$	2,500	
11	Paved Road Maintenance	\$	2,500	
12	Paved Road Resurfacing	\$	30,000	
13	Snow Removal	\$	4,000	
14	Tree Removal	\$	500	
15	Sub-Total	\$	39,500	
16	MAINTENANCE MANAGER	\$	28,200	
17	Material Expenses	\$	2,500	
18	Sub-Total	\$	30,700	
19	FIREWISE COMMITTEE	\$	500	
20	EMERGENCY / CONTINGENCY	\$	2,500	
21	ROAD RESERVE FUND/ Carryover	\$	37,946	
22	TOTAL EXPENSES	\$	112,561	
23	ASSESSMENT INCOME	\$	82,561	
24	Approved spending from prior year	\$	30,000	Carryover for Road Repairs
25	Est emergency spending approved			
26	TOTAL SPENDABLE AMOUNT	\$	112,561	
27	Amt available to spend			
28	INTEREST INCOME	\$	100	
29	IMPACT FEES	\$	-	
30	Prior Year CARRYOVER BALANCE	\$	70,951	
31	TOTAL INCOME	\$	82,661	
32	TOTAL EXPENSES	\$	112,561	
33	PROJECTED YEAR-END BALANCE	\$	71,051	

Pisgah Forest Farms Property Owners Association

Long Term Financial Plan

Line			Chan's contract ends		Chan's contract ends		10-YR Svgs Plan* Steady-State			
	2019 Actual	2020 Actual	2021 Projection	2022 Projection	2023 Projection	2024 Projection	2025 Projection	2026 Projection		
1	ADMINISTRATIVE EXPENSES									
2	\$ 299	\$ 120	\$ -	\$ 120	\$ 130	\$ 140	\$ 150	\$ 200		
3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
4	\$ 97	\$ 71	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 200		
5	\$ 972	\$ 965	\$ 966	\$ 995	\$ 1,025	\$ 1,056	\$ 1,087	\$ 1,250		
6	\$ 301	\$ 259	\$ 45	\$ 50	\$ 75	\$ 100	\$ 125	\$ 125		
7	\$ 168	\$ 172	\$ 92	\$ 150	\$ 150	\$ 150	\$ 150	\$ 200		
8	Sub-Total	\$ 1,837	\$ 1,587	\$ 1,103	\$ 1,415	\$ 1,480	\$ 1,546	\$ 1,612	\$ 1,975	
9	ROAD EXPENSES									
10	\$ 14,542	\$ 650	\$ 1,080	\$ 2,500	\$ 5,000	\$ 2,500	\$ 25,000	\$ 2,500		
11	\$ 27,975	\$ 10,327	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500		
12	\$ -	\$ -	\$ -	\$ 30,000	\$ 80,000	\$ -	\$ 65,000			
13	\$ 3,093	\$ 4,096	\$ 5,495	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		
14	\$ 900	\$ 259	\$ 560	\$ 500	\$ 500	\$ 500	\$ 500	\$ 1,000		
15	Sub-Total	\$ 46,510	\$ 15,332	\$ 7,135	\$ 39,500	\$ 93,000	\$ 10,500	\$ 98,000	\$ 11,000	
16	MAINTENANCE MANAGER									
17	\$ 28,200	\$ 28,200	\$ 28,200	\$ 28,200	\$ 28,200	\$ 28,200	\$ 29,610	\$ 35,000		
18	\$ 93	\$ 2,200	\$ 1,352	\$ 2,500	\$ 2,575	\$ 2,650	\$ 2,750	\$ 3,000		
	Sub-Total	\$ 28,293	\$ 30,400	\$ 29,552	\$ 30,700	\$ 30,775	\$ 30,850	\$ 32,360	\$ 38,000	
19	FIREWISE									
	\$ 8,580	\$ 32	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 1,000		
20	EMERGENCY / CONTINGENCY									
	\$ 4,810	\$ 2,600	\$ 2,648	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500		
21	ROAD RESERVE FUND/ Carryover									
	\$ 3,745	\$ -	\$ 30,689	\$ 37,946	\$ 1,197	\$ 44,922	\$ 1,964	\$ 25,000		
22	TOTAL EXPENSES									
	\$ 93,775	\$ 49,951	\$ 71,127	\$ 112,561	\$ 129,452	\$ 90,817	\$ 136,936	\$ 79,475		
23	ASSESSMENT INCOME									
24	\$ 56,088	\$ 63,333	\$ 74,523	\$ 82,561	\$ 90,817	\$ 90,817	\$ 90,817	\$ 90,817		
25	\$ 9,293	\$ 3,745	\$ -	\$ 30,000	\$ 38,635	\$ -	\$ 46,119	\$ -		
26	TOTAL SPENDABLE AMOUNT									
	\$ 65,381	\$ 67,078	\$ 74,523	\$ 112,561	\$ 129,452	\$ 90,817	\$ 136,936	\$ 90,817		
27	INTEREST INCOME									
	\$ 964	\$ 251	\$ 107	\$ 100	\$ 125	\$ 150	\$ 175	\$ 200		
28	IMPACT FEES									
	\$2,500	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$0		
29	CARRYOVER BALANCE									
	\$ 79,293	\$ 48,816	\$ 64,948	\$ 70,951	\$ 71,051	\$ 71,176	\$ 71,326	\$ 71,501		
30	TOTAL INCOME									
	\$ 59,552	\$ 66,084	\$ 77,130	\$ 82,661	\$ 90,942	\$ 90,967	\$ 90,992	\$ 91,017		
31	TOTAL EXPENSES									
	\$ 93,775	\$ 49,951	\$ 71,127	\$ 112,561	\$ 129,452	\$ 90,817	\$ 136,936	\$ 79,475		
32	Amount Available to spend/Reserves									
	\$ (28,394)	\$ 17,127	\$ 3,396	\$ -	\$ -	\$ -	\$ -	\$ 11,342		
33	PROJECTED YE BALANCE xRoad Reserve									
	\$ 48,816	\$ 64,948	\$ 70,951	\$ 71,051	\$ 71,176	\$ 71,326	\$ 71,501	\$ 83,043		
34	ROAD RESERVE									
			\$ 30,689	\$ 38,635	\$ 1,197	\$ 46,119	\$ 1,964	\$ 26,964		
35	ACTUAL ENDING BANK ACCOUNT BALANCE									
	\$48,816	\$64,949								
36	HOA Dues Increase		15%	15%	10%	10%	0%	0%	0%	
37	HOA Dues	Lot	\$201.25	\$231.44	\$266.15	\$292.77	\$322.05	\$322.05	\$322.05	\$26.84 per month
		Home	\$603.75	\$694.31	\$798.46	\$878.31	\$966.14	\$966.14	\$966.14	\$80.51 per month

* Assumes \$250K saved for paved/gravel road maintenance over a 10-year period