

PFFPOA Annual Meeting
Saturday – December 3, 2022 – 9 am
Little River Community Center

Meeting called to order at 9:05 A.M. Association members representing 132.5 votes of 284 (46.7%) were either in attendance or had submitted proxies, representing a quorum.

Opening Remarks

All Board members introduced themselves and Patrick Kelly thanked everyone in attendance on behalf of the Board. Harv Adler was acknowledged for agreeing to continue serving as the roads committee board member.

Patrick reviewed the current community status.

Notes:

- Currently 73 homes, 65 vacant lots, 87 different owners
- 2 homes under construction
- 5 homes and 7 lots sold in past year

Secretary's Report - Amy Kelly

Amy noted that the minutes of the 2021 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 2022 YTD budget is included as an attachment.

Notes:

- Year-to-date assessment income is \$85,842
- We have a small number of property owners are making payments.
- We may have to file liens against a few delinquent accounts
- Expenses were \$20,497 under budget. We did not spend budgeted funds on road resurfacing.
- We collected \$8,512 in impact fees this year.

Committee Reports

Roads – Harv Adler

- ROADS AND CONTRACTED DRIVEWAYS WERE PLOWED AFTER A SNOW STORM EARLY THIS YEAR.
- RESIDENTS INFORMED OF ROAD STATUS DURING AND AFTER STORM BY EMAIL.
- NEW CONTRACTS WITH HUBBARD LANDSCAPING REQUIRED THIS YEAR. FORM ON PFFPOA.ORG.

CHAN'S CONTRACT DUTIES WERE COMPLETED AS REQUIRED. IN ADDITION:

- POT HOLES AND EDGE BREAKS WERE REPAIRED.
- CULVERTS WERE REPAIRED AND MAINTAINED.
- A CURB AND DOWN-PIPES WERE INSTALLED WHERE WATER WAS CAUSING EROSION.
- TWO CHAT BOXES WERE REPLACED AND ALL BOXES WERE FILLED.
- TWO SECTIONS ALONG THE EDGE OF PFD WERE REPAIRED TO PREVENT WATER UNDERCUTTING THE PAVEMENT.

WE ESTABLISHED A RELATIONSHIP WITH THE NEW PRESIDENT OF THE RESERVE FOR USE OF THEIR ROAD IN EMERGENCIES.

A CONTRACT WAS SIGNED WITH PISGAH ASPHALT TO RESURFACE PFD FROM THE ENTRANCE TO THE POWER LINES WITH CHIP AND TAR. THIS WILL PROBABLY HAPPEN NEXT AUGUST.

Harv noted that the contract for chip & tar is \$84,625, far less than the \$400,00 that was estimated for asphalt. He also noted that chip & tar will provide greater traction during winter weather.

Harv reminded everyone that Chan continues to offer driveway plowing to residents. An updated driveway plowing authorization form is located on the PFFPOA website under "Documents".

Architectural Control – John Popiel

An application by builder Joe Bryson for new construction was submitted in 2021 for Lot 26 on Periwinkle Drive and the construction was completed in 2022. Home has been recently purchased.

(3) Three applications were submitted in 2022 for new home construction. They are currently under construction.

- #1 - Lot 19F, Pisgah Forest Drive. Submitted by owners David and Rachel Smith
- #2 - Lot 15R, School House Road. Submitted by owners James and Jennifer Williams
- #3 - Lot 8, 262 McDonald Court. Submitted by Gary and Daphne Maingot

An application for the addition of solar panels on the roof of their home was submitted by owner Karen Rowan, Lot 8475 School House Road.

All applications were approved after any required adjustments to submitted plans.

Committee members:

Becky Dodrill
John Herriges
John Popiel

It was noted that Becky's home was under contract so she will be leaving the community. Thomas Dupree volunteered to serve on the committee.

There was a discussion about increasing impact fees. The current fee is \$2,500 plus an additional amount for larger homes. No action was taken.

There was a discussion about consolidating multiple lots in order to pay fewer annual assessment fees. The board clarified that while some homeowners have consolidated to reflect one parcel with the county tax office, it does not apply to PFFPOA annual assessments, which are based on the original platted lots.

Audit – Wally Booth

Audit was performed in May 2022 for the fiscal year January 1, 2021 through December 1, 2021 by Wally Booth. This was after I had received all books and materials to perform the duties of the treasurer, but prior to doing any of them.

100% of expenditures were verified for the time period for accuracy of payment against the supporting documents as well as the accounting of them in the books of the association. Yearend bank account reconciliation was reviewed against the books for confirmation of book balances against all accounts.

No discrepancies were found in these two activities.

100% of deposits for assessments were verified with the books as well as the bank statements. No discrepancies were found.

The books were in order.

Wally noted that we need a volunteer to conduct the audit for the coming year. Katharine Sandelin, a community homeowner and CPA has volunteered for this duty.

Insurance - (presented by Patrick Kelly)

Joel Todd had submitted his report prior to the meeting.

The PFFPOA Homeowner's Association Policy with Auto-Owners was renewed for the period of 7/15/22 to 7/15/23. There was a \$1.00 increase in premium to \$972 to \$973.

Brief coverage overview:

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

Firewise – (No Report)

Greg Harbin has volunteered to continue. He was unable to get records and information from the previous committee and was unable to take any action during 2022. PFFPOA is not currently listed on the Firewise website. Greg will reapply for us.

Website –Ed Hauschild

The web site is up to date. All requests by the board have been posted.

Web hosting is paid until the end of October of 2024.

History of our payments.

- 2009 - \$214.20
- 2012 - 251.64
- 2015 - 359.64
- 2018 - 449.64
- 2021 - 539.64

Based on past history we can anticipate a bill of about \$630 in 2024.

Several property owners requested an updated PFFPOA directory be sent out. The board asked if anyone present objected to their information being shared with all property owners. An informal poll was taken, all agreed to having their contact information sent out.

Beautification - No report

The Beautification Committee was budgeted \$500 to maintain the front entrance. Chan Hubbard will maintain it for the \$500.

Annual Picnic - Amy Kelly

No picnic was held in 2022. An annual picnic will be held in 2023, date TBA.

Debra Grice, Elaine Long, and Donna Brim volunteered to help with planning for 2023.

Old Business

No old business

New Business

Proposed 2022 Budget / Assessments

Wally Booth presented the proposed budget for 2023 carrying \$141K over from prior years. The proposed budget is included as an attachment.

Notes:

- Assessments increasing by 10% for 2023 to \$966 per lot with a house and \$322 per unimproved lot.
- \$92K is allocated for road resurfacing & maintenance.
- Reserves are projected to be at \$96K at end of year.
- Road expenses and maintenance contract make up approximately 89% of the budget.

A motion was made to approve the budget. A voice vote was taken, and the budget was approved unanimously by those in attendance.

Election of Officers

There were two open seats and two Board appointments that needed to be ratified.

Wally Booth's and Amy Kelly's terms had expired and were up for re-election for three-year terms.

Harv Adler was appointed to fill Nate Osborne's term, which runs through 2024, and Randy Paquette had been appointed to fill Jennifer Peyton's term, which runs through 2023.

There were no write-in candidates or nominations from the floor. All candidates were elected.

Covenant Violations

Covenant violations were discussed due to multiple complaints from property owners about the presence of trailers on some properties.

While the board has no history of levying fines, the Covenants do authorize it. There is no dollar amount mentioned in the C & Rs, but state law does limit fines to \$100 per day. There was discussion of fines, nomenclature regarding trailers/RVs/campers. The board's position and interpretation has been that nothing which could be used as a temporary living structure may be kept on any property.

A committee was formed to review our current Covenants in the next 90 days and make recommendations in writing to the Board. Sarah Dupree (Chairperson), Linda Hauschild, Mary Parham, Colin Kirkman, Elaine Long, and Debra Grice will serve on the committee.

The meeting was adjourned at 11:00 am.

Pisgah Forest Farms Property Owners Association
2023 PROPOSED BUDGET

<u>Line</u>		Projected YE22 Balance xRoad Reserve		\$141,390	
		<u>BUDGET</u>	<u>2022 Est</u>	<u>2022 Budget</u>	<u>VB\$</u>
1	ADMINISTRATIVE EXPENSES				
2	Association Meetings	\$ 120	\$ 75	\$ 120	\$ 45
3	Attorney - Legal	\$ 2,000	\$ -	\$ -	\$ -
4	Beautification	\$ 500	\$ 500	\$ 100	\$ (400)
5	Insurance	\$ 1,000	\$ 973	\$ 995	\$ 22
6	State / Federal Tax	\$ 50	\$ 2	\$ 50	\$ 48
7	Office Supplies & Expenses	\$ 230	\$ 330	\$ 150	\$ (180)
8	Sub-Total	\$ 3,900	\$ 1,880	\$ 1,415	\$ (465)
9	ROAD EXPENSES				
10	Gravel Road Maintenance	\$ 2,500	\$ -	\$ 2,500	\$ 2,500
11	Paved Road Maintenance	\$ 2,500	\$ 11,655	\$ 2,500	\$ (9,155)
12	Paved Road Resurfacing	\$ 87,000	\$ -	\$ 30,000	\$ 30,000
13	Snow Removal	\$ 5,000	\$ 6,653	\$ 4,000	\$ (2,653)
14	Tree Removal	\$ 500	\$ -	\$ 500	\$ 500
15	Sub-Total	\$ 97,500	\$ 18,308	\$ 39,500	\$ 21,192
16	MAINTENANCE MANAGER	\$ 28,200	\$ 28,200	\$ 28,200	\$ -
17	Material Expenses	\$ 3,500	\$ 3,841	\$ 2,500	\$ (1,341)
18	Sub-Total	\$ 31,700	\$ 32,041	\$ 30,700	\$ (1,341)
19	FIREWISE COMMITTEE	\$ 100	\$ -	\$ 500	\$ 500
20	EMERGENCY / CONTINGENCY	\$ 2,500	\$ 1,889	\$ 2,500	\$ 611
21	ROAD RESERVE FUND/ Carryover	\$ -	\$ -	\$ 37,946	\$ 37,946
22	TOTAL EXPENSES	\$ 135,700	\$ 54,118	\$ 74,615	\$ 20,497
23	ASSESSMENT INCOME	\$ 90,496	\$ 85,842	\$ 82,269	\$ 3,573
24	Approved spending from prior year	\$ -			
25	Est emergency spending approved				
26	TOTAL SPENDABLE AMOUNT	\$ 90,496	\$ 85,842	\$ 82,269	\$ 3,573
27	Amt available to spend				
28	INTEREST INCOME	\$ 300	\$ 221	\$ 100	\$ 121
29	IMPACT FEES	\$ -	\$ 8,512	\$ -	\$ 8,512
30	Prior Year CARRYOVER BALANCE	\$ 141,390			
31	TOTAL INCOME	\$ 90,796	\$ 94,575	\$ 82,369	\$ 12,206
32	TOTAL EXPENSES	\$ 135,700	\$ 54,118	\$ 74,615	\$ 20,497
33	PROJECTED YEAR-END BALANCE	\$ 96,486	\$ 141,390	\$ 103,616	\$ 37,774
	Lot assessment 10% increase	\$ 322.00	\$ 292.78	\$ 292.78	
	House assessment 10% increase	\$ 966.00	\$ 878.31	\$ 878.31	