

Board Minutes October 19, 2023

**Present (via Zoom)**

Patrick Kelly

Randy Paquette

Wally Booth

Amy Kelly

The meeting was called to order at 6:08 PM.

Minutes from the March board meeting were approved.

**Financial Report given by Wally Booth**

- Expenses are significantly under budget for the year since we were not able to do any paved road maintenance. The 2024 budget should be about the same as 2023 with a few minor adjustments.
- Assessments- Almost on budget. We've collected some assessments overdue from prior years. Three residents are on payment plans.
- One resident has not paid but expects to sell the home and will pay at that time. Board will file a lien to ensure payment. Another resident owes for four years and the board has filed a lien to ensure payment if their property is sold.
- Road resurfacing money will be carried over to next year. We still need tar and gravel. Pisgah Paving, the company we had a contract with for road work, is no longer doing tar and gravel.
- Audit of PFFPOA books will take place prior to Thanksgiving. Jennifer Peyton will do our audit.

**Road Report given by Patrick Kelly**

- Earthworx contacted us about follow-up to our road measurements. The company will take new measurements in six months to see if there is any change and determine if the road is sinking on the stretch between 2292 Pisgah Forest Drive and the powerlines.
- The road chairperson position is open. Debra Grice was contacted by the board to fill Harv's position, but she does not wish to be the roads person. There could be a shuffling of duties, but any new board members will need to be ratified at the annual meeting.
- Primary duties for Road Committee Person:
  - Communicate with Chan Hubbard regarding the weather and any issues he thinks may need to be addressed.
  - Email residents, property owners with plans to plow.
- Amy Kelly agreed to serve as roads committee member.
- The laurel/roadside cutback was discussed. The cost was \$4900 + \$2350 for cleanup after the cutback.

### **Other Business**

- Patrick Kelly and Randy Paquette's terms are up in 2023. Amy Kelly and Wally Booth's terms run through 2025. Patrick and Randy are willing to continue for another term and will be put on the ballot.
- The Annual Meeting will take place on Saturday, December 2 at 9:00 AM at the Little River Community Center.
- Ballots, agenda, and a proposed budget will be mailed in accordance with PFFPOA bylaws.
- 2023 was our last planned increase in the annual assessments. We do not propose another increase.
- Discussed a proposed restated declaration of restrictive covenants. 67% of votes is required to pass and change the covenants and restrictions.
- The next board meeting will take place at the Little River Community Center immediately following the Annual Meeting on December 2nd.

The meeting was adjourned at 7:45 PM

Pisgah Forest Farms Property Owners Association  
2023

Line		As of: YE22 Balance	10/10/2023 \$133,670	
1	ADMINISTRATIVE EXPENSES	BUDGET	ACTUAL	VARIANCE
2	Association Meetings	\$120	\$-	\$120
3	Attorney - Legal	\$2,000	\$3,219	(\$1,219)
4	Beautification	\$500	\$-	\$500
5	Insurance	\$1,000	\$974	\$26
6	State / Federal Tax	\$50	\$192	(\$142)
7	Office Supplies & Expenses	\$230	\$159	\$71
8	Web Site	\$630	\$-	\$630
9	Sub-Total	\$4,530	\$4,544	(\$14)
10	ROAD EXPENSES			
11	Gravel Road Maintenance	\$2,500	\$5,710	(\$3,210)
12	Paved Road Maintenance	\$2,500	\$4,299	(\$1,799)
13	Paved Road Resurfacing	\$87,000	\$-	\$87,000
14	Snow Removal	\$5,000	\$918	\$4,082
15	Tree Removal	\$500	\$-	\$500
	Sub-Total	\$97,500	\$10,926	\$86,574
16	MAINTENANCE MANAGER	\$28,200	\$21,150	\$7,050
17	Material Expenses	\$3,500	\$1,430	\$2,070
	Sub-Total	\$31,700	\$22,580	\$9,120
18	FIREWISE COMMITTEE	\$100	\$-	\$100
19	EMERGENCY / CONTINGENCY	\$2,500	\$250	\$2,250
20	ROAD RESERVE FUND/ Carryover	\$-		
21	TOTAL EXPENSES	\$136,330	\$38,300	\$98,030
22	ASSESSMENT INCOME	\$91,770	\$89,668	(\$2,102)
23	Approved spending from prior year	\$-	\$-	
24	Est emergency spending approved		\$-	
25	TOTAL SPENDABLE AMOUNT	\$91,770	\$89,668	
26	Amt available to spend		\$46,420	
27	INTEREST INCOME	\$300	\$1,126	\$826
28	IMPACT FEES	\$-	\$2,500	
29	Prior Year CARRYOVER BALANCE	\$133,670		
30	TOTAL INCOME	\$92,070	\$93,294	\$1,224
31	TOTAL EXPENSES	\$136,330	\$38,300	\$98,030

32 PROJECTED YEAR-END BALANCE	\$89,410	\$188,664	\$99,253
33 ACTUAL BALANCES - CHECKING		\$167,830	
- SAVINGS	\$-		
- DUKE		\$19,546	
Total	\$-	\$187,376	