

Apple Mountain Lake South POA
Board Meeting Minutes
May 16, 2019

- **Call to order:**
Michael Ciccolini called to order the monthly meeting of the AMLSPOA board at 7:00 pm on Thursday May 16, 2019. The meeting was held at the home of the VP of Roads.
- **Roll Call:**
Michael Ciccolini conducted a roll call. The following members of the board were present: Michael Ciccolini, JR Dawson, Margie Christian, Barbara Mooney. No other community resident attended.
- **Previous meeting minutes:**
Previous meeting was held April 18, 2019 and the minutes from this meeting were reviewed and approved by Michael Ciccolini and attending board members. Also reviewed and approved were the minutes from the Special Board Meeting held May 6, 2019.
- **Agenda:**
The agenda for tonight's meeting was unanimously approved (agenda attached).
- Update on dogs off leash – no further issues noted at this time and the board voted to send letter about dog off leash if there is a complaint instead of sending a letter to all homeowners.
- Disclosure packets – board to add an amendment to proxy for September meeting to address when to collect disclosure packet fee and how much fee will be (include updated packet fee of \$50.00). This will align our bylaws/covenants with the Virginia POA Act.
- Board agreed to add Action Items to all minutes in order to better identify tasks that need to be completed and who they were assigned to.
- Board agreed to keep previous minutes in their original state versus voting to amend them. Secretary to send agenda and minutes to Johnson to be added to website.
- Board agreed to add updates to bylaws and covenants and combine with amendments from upcoming September Membership meeting and submit all to county at the same time.
- **Treasurer Report:**
Reviewed Statement of Revenue and Expenditures through April 30, 2019. Margie Christian presented the treasurers report: Current Assets total \$100,577.71 (Checking BB&T \$36,344.43; Checking BB&T/CCC Escrow \$3,700.00; Money market United Bank savings \$60,533.28).
 1. The bank accounts have been reconciled. There was a total of \$11,160.00 collected in dues for April. There were no expenditures in April.
 2. Past due balances are reflected on the AR report. Late fees have been added to those accounts that have not signed up for a payment plan as well as adding late fees for Chandler. The treasurer is working with all homeowners to bring past due balances up to date. Mansur and Sackett have both agreed to payment plans for 2019 Road Fees and will resume payments on the liens. Judgements are needed for the following: Chatterton, Torres/Vizutto, Chandler. The treasurer will prepare these items and work with the attorney for execution. Attorney's fees will be added to the balances.
 3. A transfer from the checking account to savings was made in the amount of \$20,000.00.

4. The CCC Road fees of \$50.00 x 7 Lots of \$350.00 was transferred to the CCC checking account.
5. The road fees that are reflected as a prior year expense remain in this category. Confirmation has been received by the POA prior CPA that this should have been recorded as a Accounts Payable item as of June 30,2018. Regardless of the classification this will be included in Retained Earnings Year to Date as of July 1, 2019.
6. Clatterbuck Trucking and Paving has provided the Certificate of Insurance.
7. Clatterbuck Trucking and Paving has submitted an Invoice for road work done on May 9. The amount is \$2,311.71.
8. Linden Church is not returning calls in regard to the \$50.00 paid for the May 6 meeting. The Treasurer continues to leave messages at the office. (Update to this: Treasurer talked with church and made a reservation for the Annual Membership Meeting on September 8, 2019 – the \$50.00 previously paid will be transferred for this meeting).

- **VP of Roads Report:**

1. Gravel, potholes and grading completed for a fee of \$2300.00
2. Board approved fixing Newton ditch as it is a safety hazard – estimate obtained is approximately \$1000 to \$1200.00. Currently VP of Roads has put reflectors at edge of ditch to alert homeowners of the ditch.
3. Dust control will be researched – Treasurer to call Pennsylvania dust control company to get a quote and a referral to another company.

- **Secretary Report:**

1. Secretary to work with Johnson to get agendas/minutes posted to the website

- **Open Forum:**

Board discussed how to make public our fire risk – Virginia Dept of Forestry has analyzed our association fire risk and board needs to review and determine what action if any needs to be taken.

Secretary to collect Firewise logs and enter data into Firewise website.

- **Action Items:**

1. **Marge to call dust control company and research**
2. **Marge to call county to determine who is owner of Lot 6**
3. **Marge to send financial statements to Gayl and put on drives**
4. **Barb to work with Johnson and get previous agendas and minutes on website**
5. **Barb to log Firewise credits onto website**

Adjournment:

Michael Ciccolini adjourned the meeting at 8:37 pm

Next meeting to be held June 20, 2019 at 7:00 pm at the Board Secretary home

