

PINE MOUNTAIN PROPERTY OWNERS ASSOCIATION

Meeting Minutes for May 14, 2024 Board of Directors Meeting

Opening: A meeting of the Pine Mountain Property Owners Association was called to order by Edie Stitt at 7:02pm, on May 14, 2024.

Pine Mountain Property Owners Association Board Members for 2023-2024:

Edith Stitt, Tim Robinette, Kathi Yarnall, Roy Brown, Ed Hallyburton, Lito Lizardo

Attendance:

Edith Stitt, Kathi Yarnall, Roy Brown, Lito Lizardo (via phone)

Minutes approval:

- Edie moved to approve the April 2024 Board Meeting minutes as written. Lito seconded the motion. Vote to approve was unanimous.
- Edie moved to approve the April 2024 Working Board minutes as written. Tim seconded the motion. Vote to approve was unanimous.

Board Presentations:

- **Financials:** Roy provided copies of the July 2023 to March 2024 Budget Report. No questions from the Board.
Edie presented a "2024-2025 Budget Income Worksheet" (see attached). This Fiscal Year's Budget will be different because of the purchase of our water & sewer systems by Redbird. Today, our attorney sent a letter to Redbird asking them about the final timeline of their purchase.
- **Foreclosures:** Burke County has begun the process of foreclosing on property owner's lots. Unfortunately, the POA will not get any of the money for monies owed for unpaid dues.
- **Parcel Lockers:** Edie researched to cost of buying additional parcel lockers. One locker is \$3490.00 and \$2925.00 for each additional. The Board discussed possible locations for the lockers.
- **Spectrum:** Spectrum was putting wire up today. You can get on their website and leave a message under "Notify Me" as to when they will be finished with the installation in the POA. They were also seen working on Mount Gilead Church Road.
- **Gates:** There appears to be noticeably less dumpster abuse and not as much traffic of non-members. REMC, the Fire Department and AT&T may put their own locks on the back gate. Edie's talking to other fire chiefs regarding the type of locks that may work best. Some people are leaving the back gate open. We might have to install cameras to ensure the gate is closed after use, and when we have locks, that the locks are being put back on the gate. Squiggles are still being handed out to PM property owners

Committee Reports:

- **Common Areas:** A new letter P was made and put in place on our exit wall. Thanks to Harry Reed for making the replacement letter.
- **Environmental Control:** We received and approved 2 applications to have trees cut and removed from their properties.
- **Event Planning:** The PMPOA Annual Meeting is scheduled for June 8th, starting at 10am, at our community pavilion. It will be followed by a picnic lunch.
- **Firewise:** The Firewise Committee has rescheduled the Wildfire Community Preparedness Day breakfast at the pavilion for Saturday, May 18th at 9am.
- **Front gates:** Members have a passcode number to use at the front gate until April 15. Squiggles are being distributed and registered at the front entrance and will be available in the POA office during regular business hours.

- **Nomination Committee:** The 2024 Election Committee members are Edie Stitt, Roy Brown, and Lito Lizardo. There are 5 open positions for the Board of Directors. If elected, the candidates have agreed to sign the following: Conflict of Interest Form and a Non-disclosure Agreement. Candidates must be current with all of their PMPOA dues payments. -Ballots will be mailed by this coming Monday, and must be received in the office by June 6th.
- **Other Reports:**
 - We were told the Hotel property is under contract and should close this week.
 - Burke County may possibly sell PMPOA properties, for taxes owed, belonging to: Burke Mountain Southeast; that includes Virginia Highlands, Burke Mountain and Bon View properties.
 - The new Official PMPOA Website has received good reviews from our participating members.

Adjournment: Time of Adjournment- 8:06pm.

Respectfully Submitted by: Kathi Yarnall

Town Hall: There is a 3-minute limit for each member speaking. This ensures that all who want to speak will have the opportunity to do so.

- Security issues in some of the townhouse areas were discussed.
- Discussed how residents will be able to out of the back gate in a case of an emergency evacuation.
- Residents listed locations of concerning potholes. Edie agreed to try to get them filled asap.
- A resident asked to have 3 bridges in our park to be repaired. They were advised to not use them until they are repaired. The new Board will be notified of the issue.

2024-2025 Budget Income Worksheet

212 Payers .

95 Homes = 107.50/monthly	\$10,105.00
61 Vacant Lots (no service or electric alone) \$74.90/monthly	\$ 4568.90
57 Vacant Lots Services \$78.24/monthly	\$ 4459.68

\$19133.98/monthly

\$229,607.76/yearly

11:50 AM

06/26/24

Cash Basis

Pine Mountain Property Owners Association Inc.

Profit & Loss

January through April 2024

Jan - Apr 24	
Ordinary Income/Expense	
Income	
Income Property Dues	
2101 POA Dues	69,756.86
2111 Sewer Maintenance	6,845.39
2121 Trash	6,859.73
2131 POA Water	13,749.73
2133 POA Security	65.17
2113 - Sewer Temp Rate	31.80
2136 - Water Line Maintenance	528.68
Income Property Dues - Other	2,773.24
Total Income Property Dues	100,612.60
Interest Income	51.28
Miscellaneous/ Non Budget	
2502 Reimburse Attorney Fees	18.25
Total Miscellaneous/ Non Budget	18.25
POA MISC INCOME	
2204 POA Delinquent	7.00
2206 POA Delinquent Int	375.51
2502 Credit Card Fees	100.60
Attorney Fees & Costs	918.71
Total POA MISC INCOME	1,401.82
2300 - Collections Postage (Administrative postage for providing legal-service notification)	7.00
Total Income	102,090.95
Gross Profit	102,090.95
Expense	
Bldg-Grds-Roads	
7051 Buildings	142.86
7053 Roads	2,364.18
8022 Grounds,Irrigation,Aeratin	3,075.00
Total Bldg-Grds-Roads	5,582.04

11:50 AM

06/25/24

Cash Basis

Pine Mountain Property Owners Association Inc.

Profit & Loss

January through April 2024

	Jan - Apr 24
Electrical Expense	
7071 Administration	1,061.59
7074 Front Entrance & Fountains	452.68
7075 Sewer	1,436.92
7076 Water	4,203.60
7078 Security (Gates, Security Lights)	1,162.39
8041 Pro Shop	742.69
8042 Pond Pump	697.94
Total Electrical Expense	9,757.81
Fuel & Gas Expense	
7081 Diesel Fuel	455.70
7082 Gasoline	2,729.56
Total Fuel & Gas Expense	3,185.26
General Maint & Supplies	
7181 General Maint.	36.57
7184 Office Supplies/Admin	449.63
7185 Credit Card Fees	375.00
7186 Sewer	3,602.47
7187 Water	1,946.20
7188 Tools	48.57
7189 Postage	17.94
General Maint & Supplies - Other	266.90
Total General Maint & Supplies	6,773.36
Heavy Equip Repairs	
7096 - Bobcat Mower	453.14
Total Heavy Equip Repairs	453.14
Insurance Expense	6,932.26
Legal Fees Expense	
7131 Legal Fees	4,233.47
Total Legal Fees Expense	4,233.47
Merchant deposit fees	15.95
Misc. Expense	
7147 - Event Concessions & Supplies	107.40
Misc. Expense - Other	25.64
Total Misc. Expense	133.04

11:50 AM

06/25/24

Cash Basis

Pine Mountain Property Owners Association Inc.
Profit & Loss
January through April 2024

Jan - Apr 24

Payroll POA Expense	
6089 Employee ESC	626.96
6090 Employee FUTA	112.15
6154 Workers Comp	27.40
6342 Maintenance Gross	14,246.20
6380 Company SS/Med	1,471.23
6560 Payroll Expenses	-0.01
7341 POA Admin Gross	4,985.67
6560 - Payroll Expenses	499.50
Payroll POA Expense - Other	11,004.07
Total Payroll POA Expense	32,973.17
Permits & License Expense	
7165 Tax Service	1,800.00
Total Permits & License Expense	1,800.00
Recording Fee (Deed recording fee)	26.00
Security Expense	
7174 Cameras & Gates	684.52
Security Expense - Other	-92.00
Total Security Expense	592.52
Telephone & Internet	
7211 Office	785.83
7214 Internet (Internet)	532.85
8141 Pro Shop	129.30
8142 Cell	103.75
Total Telephone & Internet	1,551.73
Trash Expense	
7231 Trash	6,283.20
Total Trash Expense	6,283.20
Water/Sewer Testing	
7243 Water Testing	260.00
7245 Sewer Testing	2,665.00
Total Water/Sewer Testing	2,925.00
Total Expense	83,217.97
Net Ordinary Income	18,672.98

11:50 AM

06/25/24

Cash Basis

Pine Mountain Property Owners Association Inc.

Profit & Loss

January through April 2024

	Jan - Apr 24
Other Income/Expense	
Other Income	
Legal Fees Reimbursed (Reimbursed Legal Fees already paid out of pocket.)	68.00
Non-Budgeted Income	2,557.64
Tax Refund	275.00
Total Other Income	2,900.64
Other Expense	
Non-Budgeted Expenses	
Mower	106.74
Total Non-Budgeted Expenses	106.74
Total Other Expense	106.74
Net Other Income	2,793.90
Net Income	<u>21,666.88</u>