

WINTERGREEN PROPERTY OWNERS ASSOCIATION INC.
BOARD OF DIRECTORS MEETING
August 4, 2023, COB 10:00 AM

MINUTES

Members Present:

Karen Asher-President
Robin Pullen
Bill Martin - Treasurer
Bill Gatewood-Secretary
Allen Bennett-Vice President
Myron Maslowsky
Jim McCaffery
Jay Gamble
Mark Fischer*

*Telecommunicating by phone

WPOA Staff:

Jay Roberts- Executive Director
Theresa Harris

Property Owner Observing: Pickleball and Tennis enthusiasts, Granger, Thompson, Pevey, Crabtree, Camp, Quarterman, Yurewicz, & Tremblay.

Lydia Tobitsch
Ginny Poole

CALL TO ORDER – 10:09 AM

President Asher called the meeting to order. Review of Agenda and additions.

President Asher led the group in a moment of silence in memory of slain Police Officer Mark Christopher Wagner II on 6/16/2023.

Pickleball/tennis group:

Mr. Roberts presented a preliminary Rodes Farm Racket Sports web site and schedule of days to the Pickleball and Tennis group. Karen explained they would handle blocks of time within their own chosen application/program. WPOA would provide signage with a QR code and advertise the days/times of Group Play and the days/times of the first come first serve. Asking everyone to behave as adults when scheduling and remembering there are 5 classes of protected users listed in the Deed Covenants: Owners, Spouses, Dependent Children, Tenants/Renters and Guests of Owners. Karen explained they are being allocated 120 hours of player time to the Racket Sports Program. After a discussion and questions from the group. It was decided to proceed as soon as the group gave Jay the link to put on the sign for their sign ups.

The group left. Tobitsch and Poole remained until the Executive Session was called for personnel and budget issues.

MINUTES:

Approval June 9, 2023 Board of Directors meeting minutes

Motion to accept: Jim McCaffery

Second: Allen Bennett

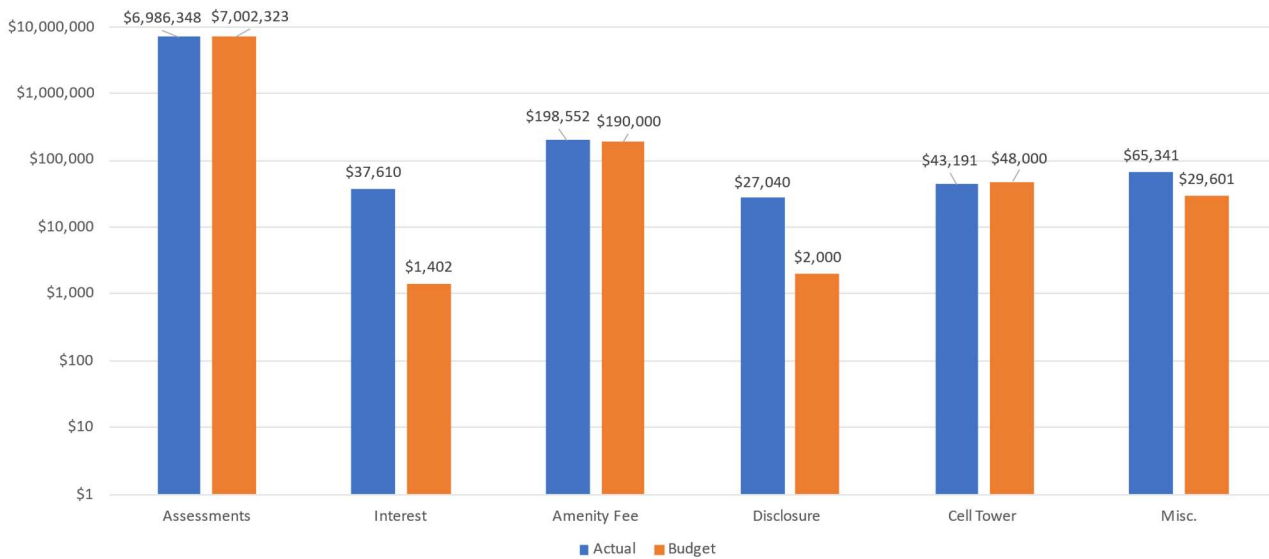
Carried

PRESIDENTS REPORT: Karen Asher

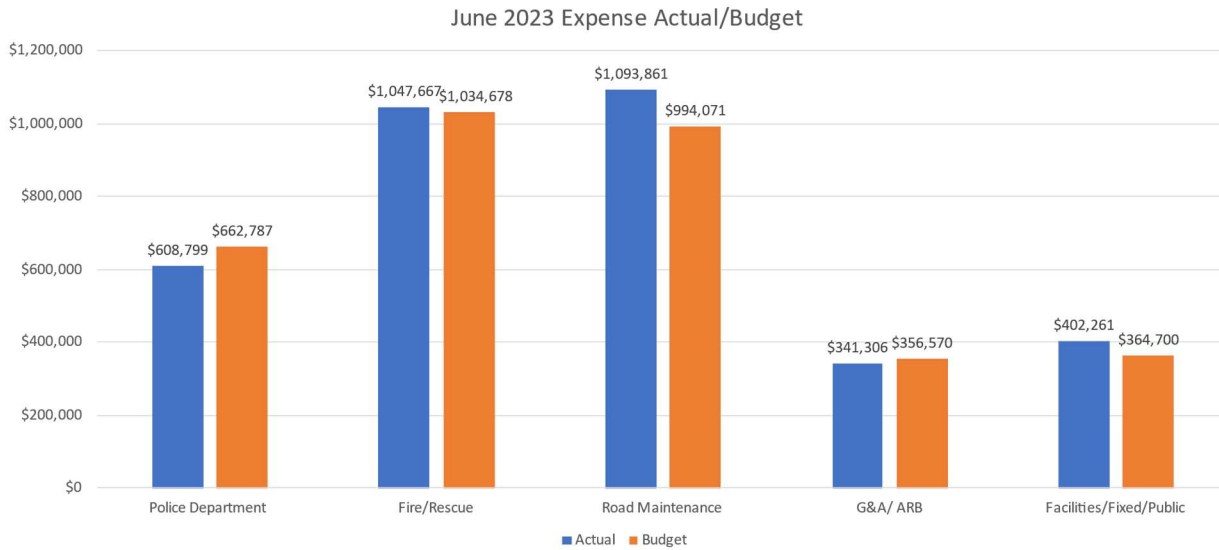
We have a very busy agenda today and will move right into it. But first she wanted to acknowledge all of the Police, EMS and support staff during such difficult and trying times since the tragedy on 6/16/2023 and every day they put their lives on the line to assist our community.

**Treasurer: Bill Martin Presented the June 2023 Budget Update
June 2023 Income Exceeded Forecast: Actual: 7,358,082 Budget: 7,273,326**

June 2023 Income Actual/Budget



June 2023 Expenses Were On Forecast: Actual: 3,493,894 Budget: 3,412,806



INCOME of Note:

Assessments: for the first 6 months are 99.7% forecast

Interest Income: continues to grow. Recently bought a 7-month CD for 5%. Investments from CD's purchased in the Spring were at 3.687% and should renew around 5% in early Fall.

Amenity Fee: 2nd Quarter 2023 (198K) is on track for the year.

Re-Sale (Disclosure): packet requests and fees are a little higher YTD, packets been updated as of July 1, including new requirements from Department of Professional Occupational Regulations (DPOR).

Re-Sale (Disclosure) Income: 2022 YTD was \$20K - 2023 YTD is \$27K

Cell Tower Income: is as expected, \$43K plus.

Miscellaneous Income: i.e. PO Boxes, Late Fees. Developer Fees exceeded budget. The Stone Orchard development is almost complete.

EXPENSES of Note:

Police Department: has savings in the Salary/Benefit Line Items due to a shortage in staffing.

Fire & Rescue: slightly ahead of Budget in Salaries/Overtime due to a shortage of volunteers.

Roads and Maintenance: snow removal has a savings of \$29K due to mild winter and lack of heavy snow/ice events YTD. Total Budget appears over by \$99K, which was the exact cost of a Mini-Excavator purchase. We will be selling the old one for approximately \$55K. July was a very busy month in Road Maintenance, with mowing and preparing for culvert project along with surface treatment preparation.

G&A/ARB: slight savings/under budget.

Facilities/Fixed/Public: overage is being driven by the new State Dam regulations. We have applied for a grant to reduce this expense by 50%.

2023 Annual Assessment collection process: Approximately 50 Memo of Liens filled in June.

The warrants in debt will be sent by our Attorney and then mid-August, an affidavit will be filed

against the owner in court. On July 28, 2023 - Four properties were being sold on Court House steps.

Introduction of Police Chief Dennis Russell:

Chief Russell addressed the board and fielded questions and addressed staffing issues and recruitment. One of our biggest hurdles in Police is the lack of Virginia State Retirement System benefits for the retirement portion only. Line of Duty benefits are also a concern. WPOA Staff is exploring alternative insurance in lieu of LOD.

Chief Russell was asked questions about the tragic shooting and could not elaborate at this time but did explain that Officer Wagner had no idea what extent or how bad the situation was that he responded to. He was dispatched to a call for assistance with no details. The Virginia Law Enforcement Assistance Program (VALEP) group has gone but is always available if our employees need them. Mr. Gatewood explained to the group that in their (as he was) line of work there was no break in the job for the Chief and other officers to take off and deal with the emotions and grief. Law Enforcement goes on 24/7. Chief Russell answered Mr. Maslowski's question about what could have been provided to prevent this situation and the answer from Chief Russell was, we are provided with all of the resources asked for, and in this situation nothing would have helped. Mr. Martin asked the Chief how the Wintergreen Police Department felt about WPOA pay and benefits. The Chief is trying to keep wages competitive and feels the WPOA board is doing a good job, but it is really hard to compete with VRS. Our Computer Aided Dispatch system gives us the data to staff at times when the most activity is recorded. The Chief thanked the board for their unwavering support.

The Board in turn thanked the Chief and his staff for their dedication and diligence to all owners.

RESORT UPDATE: Mark Fischer & Jay Gamble

Jay Gamble reported it is the "Peak of Summer". The golfing events Member/Member and Member/Guest was sold out and very successful fun event.

Tennis events are almost every weekend. Pickleball events are very popular. We have replaced the cables on the Blue Ridge Express chair lift. \$100,000. Expense. Devils Knob has Club Car golf carts and Stoney Creek will be getting EZ Go with a better braking system and battery life. Iron and Ale's opening at the SC Clubhouse has been delayed due to large equipment installation. (Equipment was shipped without key pieces to complete installation).

Then the ABC license process begins as soon as ALL installation is complete and inspected. Staffing remains an issue in key skilled jobs. Housing and competition in surrounding towns are factors in recruitment and hiring. Early membership renewals are strong with the deadline 11/30/2023. The W Events are a huge hit per Mr. Martin. They are Memoria Day, July 4, Labor Day, and the weekend before Thanksgiving.

Cordination with Wintergreen Music and member events was a big success. Mark noted small group business is still good.

The new Rack Sports level of membership is very exciting. \$5,000. One time membership fee with annual fee of \$1,200 gives unlimited Racket Sports and Swimming Pool access. Mr. Gamble stated, contrary to rumors, he has NO plans to retire in the immediate future.

Executive Director Jay Roberts gave his Report

- We continue to process Police Officer Chris Wagner's tragic death. Staff directly and indirectly involved continue to work through the challenge. I think everyone handled this horrible situation remarkably well, however, it will take time to work through this tragedy and adjust to a new normal. The outpouring of support from neighboring agencies and agencies from across the country was amazing. The brotherhood and sisterhood of those who serve in public safety is incredibly special.
- Properties continue to change hands. Slower, not slow...
 - YTD 2023 – 155 transactions
 - YTD 2022 – 224 transactions (69 more)
 - Total transactions in 2022 = approx. 356
- The unfinished home located at 1074 SC West was recently sold again and the new owner is showing progress towards completion.
- The Nelson County Service Authority sewer treatment project near the gatehouse (Headwaters Lane) continues with very little impact. This project is expected to finish Summer 2024.
- Blue Ridge Parkway Exit – The environmental consulting company has begun completing the studies required for the permit process. We remain a long way away from any project approval.
- Renaissance Ridge project continues forward at a slow pace. No new details. We have requested any documents shared with DEQ or other agencies be shared with WPOA so we can keep the community informed.
- Infrastructure for a level 2 Electric Vehicle Charging Station on Wintergreen Drive near the Mail Center in the Wintergarden Parking lot is progressing.

ARB REPORT

- New Construction (in various stages from preliminary review to almost completed)
 - Mountain 12
 - Valley 22
 - TOTAL 34
- Additions and Alterations
 - Mountain 38
 - Valley 14
 - TOTAL 52
- Maintenance (includes painting, reroofing, deck repairs, etc.)
 - Mountain 20
 - Valley 12
 - TOTAL 32

- Active projects of all types being monitored by ARB
 - Mountain 70
 - Valley 48
 - TOTAL 118

Roads, Facilities, and Open Space:

- We are totally consumed with grass cutting and ditch related work. This is not unusual for this time of year.
- Whitehurst is on the mountain doing surface treatment work. This will last 2-3 weeks, depending on the weather.
- Hurt and Proffitt- emergency plan, dam break inundation study, and inspection for DCR Department of Conservation and Recreation underway. 2024 Budget will reflect ½ of the cost at \$35K. With ½ being paid for when our grant request is approved.
- Mullins Markings completed road striping and cross walks.
- Start date for planned asphalt related work on Cedar Drive TBD. Cedar is getting an asphalt overlay and widening in sections as part of a coordinated effort to fix storm water/ditch and road subsurface problems.
- Asphalt overlay of Timber Camp or Rodes Farm Drive remain under consideration. Cedar Drive is the first priority.
- Caton Construction completed the 2 major culvert projects under Wintergreen Drive.
- Walking path improvements at the end of Deer Run are complete. Additional path improvements are being considered for future dates.
- Applying road edge shoulder stone ongoing.
- 2 culvert pipes replaced underneath Cedar Drive as part of the paving and storm water repairs/upgrades.

Update from Chief Curtis Sheets: Fire & Rescue

- Staffing remains stable. We're currently recruiting to replace a medic we lost to Albemarle County, and we have a Firefighter/Medic who isn't likely to complete our probationary period.
- We will soon begin a firefighter 1 academy. We just began an EMT academy. We are currently certifying approximately 18 firefighters per year and 12 EMTs. Each class comes with a fee of \$500-\$800 per student. The fees help offset the expenses.
- For the first time in a very long time, we have new fire department volunteers. Three people, ages range from 17-47 have signed up for our fall academy. Two live in Nellysford, and the third works for the Resort. We intend to work very hard to keep these three active. We have also recruited 10ish new volunteer ambulance drivers. The existing drivers are doing a great job getting the newbies through their training loop.

- We continue to wait for the delivery of two new ambulances. (1-WRS 1 NEMS). The average mileage on our current fleet of ambulances is 122,737. We are in uncharted territory and we're certainly keeping our mechanic busy.
- Construction of the fire engine we ordered in December of 2021 has just begun. We won't likely have the new truck until sometime around March. The final price ended up being just over 700k. (within budget) The new engine will be stationed on the mountain. The engine it replaces was built in 1996.
- Dedication of the Wintergreen Firefighter Development Center is still scheduled for September 4th. The sitework won't be as complete as we would like, however there is no need to delay. We want to start using the building asap.
- Our Training Captain, Jeremy Wampler was awarded "Outstanding Educator" as well as "Outstanding Contribution to EMS for Children" for the Thomas Jefferson EMS Council. He is now eligible to win a Governor's award at the annual EMS Symposium to be held in Norfolk this November.
- We have been meeting with both Nelson and Augusta Counties regarding emergency radios. Over the next 24 months, every radio in every vehicle, as well as all handhelds will be replaced. Nelson County will spend over 300k on the upgrade. The amount Augusta will contribute is still being debated. It is highly likely we will end up with a scenario where not all our equipment is capable of communicating with Augusta agencies. We believe we can complete these upgrades without any significant expense to Wintergreen.

Update from Chief Dennis Russell – who also addressed the board in person earlier:

- Five top calls for service July: Traffic Stops 25, House Watch 22, Bear Complaints 16, Assist Agency 11 & Welfare 7.
- Preparing for second Mock Accreditation Assessment (Final Assessment in January).
- Installation of the Radio Interoperability System in the Communication Center is complete. RIOS allows us to communicate via radio dispatch patching with other LE Agencies throughout the State who also participate.
- Bear calls are on the rise (16 for the month of July). Reports of mange have been received on the Mountain and in the Valley.
- Waiting for delivery of two Ford Explorer AWD cruisers. On order since last year.
- Networking with numerous governmental agencies to pass resolutions honoring Officer Wagner and encouraging the General Assembly to change Line of Duty Death Benefits. So far Nelson, Augusta, Madison, Montgomery, Amherst, and Greene Counties have passed resolutions. Louisa, and Middlesex Counties along with the City of Staunton and Waynesboro have added it to their agendas.

Old Business Items: Wintergreen Welcome Flyer 2.0 – Appears to be well received by most. We will continue to monitor, re-stock, etc. If necessary, we will make edits and reprint a Winter 2023-2024 version.

New Business Item:

Five Action Items resulting from the 2022 Property Owner Survey: Discussion and Approval

1. Utilize WPOA website and the WPOA Newsletters to improve owner understanding of WPOA VS Resort. This would include listing WPOA responsibilities and some historical reference to try and help owners retain the concept that WPOA serves a municipal governing function while the resort operates amenities. In addition to educating current owners, the “Wintergreen Insights” informational newsletters will focus on this topic for new property owners. New owner information packets will also include additional details.
2. Utilize the WPOA website and WPOA newsletters to educate owners and reduce confusion on ARB topics including the role of the ARB, examples of ARB oversight VS WPOA oversight, covenants applicable to the ARB VS WPOA, importance of owners having reasonable expectations and the rules being balanced, etc.
3. Increase education for owners and guests about trash disposal, locations, rules etc. Research options for providing some level of recycling options on the mountain. Identify the cost to provide recycling service should the County refuse to participate. Research vendors who can provide driveway pickup of trash in SC. Note – promoting for hire trash service in SC will require adopting strict guidelines on when cans can be out, when removed, and that bear proof containers must be used. A few owners currently use this service and the issue of cans being left out overnight is something we get complaints about. Encouraging this service will increase the level of cans and the level of complaints.
4. Inform owners about upcoming projects to improve Rodes Farm and Chestnut Springs. This would commence after we determine the level of improvements. Additional parking, better first impression, small increase in size, nicer not bigger, modest improvements/upgrades in pavilions that would result in increased seasonal use, etc. were common themes. Except for the pools, most of the improvements are relatively easy to do, affordable, and will provide a much improved first impression.
5. Continue to engage owners and guests about our community expectations. While this might be viewed as targeting STR, neighbor to neighbor complaints remain a much bigger problem. Educating everyone about our community values, expectations, offerings, and opportunities is good for everyone. Adjust the website, flyer, newsletters, etc., as needed to ach.

Allen Bennett moved to accept these five action items.

Seconded: Jim McCaffery

Carried.

NEW BUSINESS ITEMS:

Community Standards Flyer:

Jay reported:

Seems to be working, we will be broadening the distribution as much as we can.

Land Planning/Pool Projects Update:

Jay reported: There are three quotes, and one is off the charts.

It still looks like a ballpark, for each pool is \$500K.

Chestnut Springs and Rodes Farm desperately need to be rebuilt.

Jay Gamble endorsed National Pools as they are dealing with issues from another vendor.

Fire Pit Discussion:

- Jay reported he and Chief Sheets are still working on standards, expectations, and compliance. Jay will share it with the Board for comment in the next few weeks.

Comments from Owners In Attendance:

Tobitsch – Questions regarding timing of Black Walnut/Lost Pond clean up to meet State Standards. We will utilize contractors and staff in the fall after snakes and vegetation die back.

Poole-Questioned timing of parking space reallocation at Rodes Farm. Jay said the top of the circle can be done soon and the rest will be after the pool is renovated.

Mrs. Asher called the board into Executive Session to discuss personnel matters related to the budget at Noon.

Mr. Martin presented the 2024 Budget Proposal with adjustments to EMS salaries and the budget line-item changes in detail. Discussion and Q&A followed.

The annual packet summary is below:

Treasurers Report 2024 Budget Summary 8 4 2023

Recruitment and retention for all Public Safety Departments, (Fire, Rescue and Police) are a major issue and concern for us and will continue to be for the foreseeable future.

The 2024 budget addresses salaries, benefits, and retirement funding increases to help WPOA remain competitive while continuing to address inflationary pressures and higher costs of benefits, services, and supplies.

The Road Maintenance Department will continue culvert repair and replacement work throughout this year and 2024. We have budgeted for this accordingly.

The Board of Directors has reviewed and approved the 2024 Budget.

The Budget Summary reflects a balanced budget based on an increase of \$8.16 per month, (5%) in the Improved Property Annual Assessment rate. Commercial, development, other, and unimproved lot rates increase by 5% as well.

The **2024 Budget** provides for **\$348,882** in additional Assessment **Income** and **\$29,014** in other income, resale packets, cell towers, interest income, etc.

The **2024 Expense** changes are as follows:

- 1) **\$291K Increase** in wages 3% COLA with added focus on EMS/Police retention/recruitment.
- 2) **\$86K Increase** in Insurance & Benefits including Pay Roll taxes.
- 3) **\$2K Increase** in Police Department operations.
- 4) **\$14K Decrease** in Road Maintenance Operations
- 5) **\$35K Increase** in new State Required Dam Safety Engineering.
- 6) **\$43K Decrease** in Facilities Repair & Maintenance.
- 7) **\$19K Increase** in Other Operating line items.

Finally, the next major paving of asphalt on primary roads including Wintergreen Drive is now projected for Spring 2028. Replenishing reserve funds and updated estimates began in 2022. Please direct specific questions to Jay Roberts (434) 325-8531 or Theresa Harris (434) 325-8530.

This budget summary, detailed by department, and the new 2024 rates are included in the Annual packet/election materials mailed to all primary property owners on or before 09/30/2023. Documents also posted to the WPOA website: www.wtgpoa.org

Mrs. Asher reconvened the meeting at 12:15 PM

Mr. Maslowsky Motioned to accept the 2024 Budget Proposal with a 5% increase in the Annual Assessment Rates as presented to the Board.

Second: Jim McCaffery

Carried

Nominating Committee Report: Mrs. Asher and Mr. Martin gave the report. As of 10 AM this morning 8/4/2023, there are **five** candidates running for two four-year term positions on the WPOA Board. The application cut off is today at 4:00PM.

Amendment to By-Laws:

Mrs. Asher moved by email 8/2/2023 to revise Article IV of the By-Laws, Section 7. Regular Meetings to read:

Section 7. Regular Meetings. The Board of Directors shall hold a regular meeting immediately after the Annual Meeting of the Members of the Association, or at such other time as the Board of Directors may determine, for the purposes of electing officers and the consideration of any other business that may properly be brought before the meeting. Other regular meetings shall be held at such other times as the Board of Directors may determine.

By email vote: 2nd Myron Maslowsky

Carried

Mrs. Asher adjourned the meeting at 12:31 PM

The next board of directors meeting is scheduled for:

November 11, 2023, Annual Meeting 9AM Skyline Pavilion (Election)

November 11, 2023, Board of Directors – Approximately Noon. Brief Organizational Meeting/August minutes approval

To Be Verified:

February 23, 2024 Board of Directors Community Offices Building 10 AM

April 12, 2024

June 14, 2024

August 2, 2024 (Budget)

November 9, 2024 Annual Meeting/Board Meeting-Organizational