

WINTERGREEN PROPERTY OWNERS ASSOCIATION INC.
BOARD OF DIRECTORS MEETING
February 12, 2021 COB 10:00 AM

MINUTES

Members Present:

Larry Luessen-President
Karen Asher-Vice President-*
Tom Steele-Treasurer-*
John Coy-Secretary
Jim Wright-*
Bill Gatewood-*
Bill Martin-*
Rod Kessler- *
Mark Fischer-*

*Telecommunicating by phone/Zoom – Snow Storm

WPOA Staff:

Jay Roberts- Executive Director
Theresa Harris

CALL TO ORDER – 10:05 AM

President Luessen called the meeting to order, welcomed Bill Martin to his first meeting, then reviewed the agenda on this very snowy morning.

MINUTES:

Approval of (2 sets) minutes -November 7, 2020 Annual meeting and Board of Directors meeting

Motion - Karen Asher
Second – Larry Luessen
Carried

TREASURERS REPORT - Mr. Steele gave the Treasurer's report.

2020 has been closed and the Accountant is working on our Financial Statements/Audit for Year End.

We hope to have audited financials to hand out at the June meeting.

Budgeted Income and Expenses show \$112K negative budget balance from 2020 These are budget (booked income) numbers. Actual Cash balance was \$5192.

Reimbursement to the WPOA Operating Account (General Fund), for any and all road, culvert, and ACP related expenses incurred in 2020, was transferred from the "Settlement" (S&R) Account in the amount of \$579,515.

Payroll quarterly reports for 2020 and other year-end payroll work has been completed. 1095 processing for 2020 should be complete by 2/28/2021.

Annual Assessment Due Date - February 1, 2021 – Annual Assessments are still coming in with the 2/1 postmark (mail is extremely slow). Pay Lease-payment of annual assessments through our web site is

gaining interest and sign ups increase each year. Payments are on track to date. Late notices will be sent next week, and this begins the formal collection process. Several of our large outstanding liens have been satisfied with the sale of property due to the real estate boom.

The January 2021 budget was normal by all standards including the 1/31/2021 snow event.

Road and Capital Equipment reserves have been funded for 2021.

Fire & Rescue Operating funding will be processed this month.

EXECUTIVE DIRECTORS REPORT- Mr. Roberts gave the Executive Directors report.

- WPOA will begin using **434-325-8500** for our PBX/switchboard. Timing of when this will go live is TBD. We have completed the phone tree and need to begin recording the prompts, testing, etc.
- 3 facilities will receive camera system upgrades in the coming weeks/months. These include both pool facilities and the shop.
- A number of IT related improvements were completed in 2020. No major IT projects scheduled for 2021. New website is live www.wtgpoa.org and will require tweaks and updates. Moving away from alert wtg for routine non-emergent emails and over to mailchimp and the website for WPOA operational updates is the goal. (mailchimp stats included as separate doc.)
www.wtgpoa.org
- I continue to serve on the Nelson County Chamber Board. It is important that Wintergreen participate in overall County activity.
- Walking paths in SC and on the mountain are being evaluated and options discussed. Some path improvements are in progress in SC with goal of having these upgrades complete by May. We are exploring options to surface treat the gravel paths in SC during the same timeframe. Overall Goal is to complete additional walkway improvements (including MTN) before the end of the year. The difficulty in getting the work done is directly related to contractor interest and schedules.
- SC West Park improvements are a topic for Old Business. Design and other details will be discussed.
- Mountain Clubhouse concept discussions continue. Current status and further discussion will occur during old business.
- ARB projects – very active with increased activity expected for 2021 and 2022. Over 500 new owners in 2020 with many focused on improving their properties. In addition, new home construction is expected to increase significantly. (Current project summary included as separate doc.)
- 2 ARB positions are coming open soon, BOD needs to identify candidates for these positions.
- WPOA assessment income is consistent with previous years. We currently have approximately 250 payments outstanding with 50 of those likely to not pay and end up with Liens. The bulk of the 50 already have outstanding accounts. We typically collect these outstanding assessments when the properties sell. The pandemic does not appear to be having an impact on owner's ability to pay assessments.
- 500 properties changed hands in 2020. 2021 is starting out just as strong with 58 transactions to date. At some point, low inventory is likely to slow the transaction numbers. Properties that are

going on the market now often have multiple offers above asking price and are sold within days of hitting the market.

- Disclosure related property inspections are keeping the staff very busy. We inspect every home or lot sold before it transfers to the new owner. We continue to use this disclosure process to identify ARB violations and get these addressed.
- WPD continues traffic enforcement, issuing warnings and/or tickets as needed. To help educate owners, guests and contractors, a second electronic speed sign trailer was purchased along with a third electronic speed sign. Community wide speed limit signs have been installed as a friendly reminder. Other traffic calming methods are being considered. These electronic devices record traffic, providing date, time, and speed. This information is very helpful in determining when to run radar and the areas where speeding occurs more frequently.
- WPOA is working with Nelson Cable and Creation Appreciation on a Wintergreen Overlook Webcam. The camera will serve law enforcement, be visible on the WPOA website, and assist road maintenance by providing current weather and road conditions. We hope to have the camera online in a few months.

Update from Mitchell Barker-Infrastructure:

- Active projects include – SC walking paths, lighting and drainage improvements at Tuckahoe Clubhouse, mtn mail center upgrades, power upgrades at Station 2, Station 2 sign,
- Snow removal remains active and the next 7-10 days looks to be just as active if not more.
- We have identified the asphalt work for 2021. The roads on the list include: Wtg Drive, Blue Ridge Drive to Shamokin, Laurel Springs Drive, Fortunes Ridge Drive.
- Facilities getting asphalt overlay include: Station 2, Station 1 and Tuckahoe Clubhouse. The asphalt around the mail center is also on the list for this year.
- We expect to complete surface treatment on the remaining secondary roads this year. Once complete, the surface treatment frequency is going to be adjusted going forward.
- Mtn roadway golf cart crossing signs are on the list for DK before opening day.

Update from Chief Curtis Sheets:

The Rescue Squad handled 751 transports last year. (not including an additional 1,500 for NEMS) Of the 751, 327 originated on the Wintergreen Master Plan and 424 originated in Nellysford or elsewhere in Nelson County, along the Blue Ridge Parkway, or in Augusta County.

- The Fire Department responded to approximately 400 calls in 2020.
- All-in-all, we respond to a 911 emergency every 3 hours.
- A recent and interesting factoid....last week a team of our medics responded to a cardiac arrest at the bottom of the Big Acorn lift. They worked with Ski Patrol but sadly the patient didn't make it. On their next shift at work, the same two Paramedics delivered a baby girl. Cradle to grave, and everything in between.
- We did recently experience a significant house fire on Laurel Springs Drive. Worthy of note, the home didn't have a landline and cellular signal kept dropping. The occupants had to walk to the street before they could dial 911 and their call dropped twice. Our best guesstimate is this added 5 minutes to the reaction time. Also worthy of note, we had 8 staff on the call. 4 were on duty and the other 4 responded from their homes. This was a perfect case-in-point representing the value of take-home emergency vehicles for our supervisors. Of our 31 staff, 4 are assigned vehicles. In the coming year 2 of the vehicles will be replaced. I will be new (Deputy Chief) and the other will be used (Admin Captain).

- Our training on the new ventilators was paused to allow for rapid training of our medics to administer COVID vaccine. 12 have completed the process and been approved by VDH. We continue progress towards being able to run a vaccine clinic at the Tuckahoe Community Center. We will know more about a date once the supply chain improves.

- We are approximately ½ through an on-property EMT class in which 6 WRS volunteers are students. This is the highest number of volunteers we have enrolled in an EMT class ever. We are very excited about this.

- We are paying very close attention to the graduated steps regarding minimum wage in Virginia. Our current starting wage is just over \$11 per hour. Careful planning will be required over the coming years so that we can maintain compliance with the law.

- Our smoke maze trailer behind Station 2 has been sold and removed. A more compact unit will be built in a few months which will be far more attractive to surrounding property owners.

- Jay continues to do great work on the emergency exit to the Parkway.

I'm filing a "hurt feelings" claim against WPOA regarding recent correspondence with an owner from Timbers. I can no longer sign my emails using the industry standard "be safe" because that represents me telling owners how they must behave. Be safe, or don't.

Update from Chief Dennis Russell:

Administrator Birkhead spent three days receiving Emergency Medical Dispatch Training with the vendor selected to integrate their software with our CAD system. This is something new and exciting since it is electronically blended with our CAD and does not require the use of a manual flipchart. As usual and customary, it will be a big change to the way we do EMD business.

1. Continued complaints in the Valley for speeding. We have thrown everything in our quiver at this, but the complaints keep coming in (emphasis on Rodes Valley and Hayshed area). Electronic speed sign, new RADAR trailer deployment and selective law enforcement speed monitoring have been used. We are usually one step behind the curve, however, data indicates that most of the traffic (85%) is moving at 32 MPH or less.
2. We have completed Term 1 of our four termed Accreditation period. In order to ensure compliance with all standards for that time frame we are planning a one-day mock assessment. This assessment is quick and usually takes half a day to complete.
3. We have suffered staffing shortages in our Communications Center. Police Officers have been reassigned to fill the void. Looking at a potential candidate to send to the Police Academy in June, but who can dispatch in the meantime.
4. DePop is underway with approximately 20 deer already harvested. Our permit this season is for 100.
5. Top five calls for service for the month of January were Noise Complaints (9), Burglar Alarms (10), Assist Agencies (13), Parking Complaints (14) and Assist Motorists (26).

Firefly Update:

The single-family homes are complete. We are now concentrating on the condominiums. The build for these will be conventional construction methods. Microtrenching is not planned for these. The first build will be at Trillium. We hope to start this within the month.

I do need to get a fiber drop over to Wintergreen Adaptive Sports in the next few weeks .Best regards,
Jesse Ward

ACP Update:

- ACP presented an offer of \$50K to walk away from the easement restoration requirements outlined in our settlement agreement. WPOA countered with a \$250K demand and included the quotes and other documentation to support our counteroffer. ACP accepted and we are working on the agreement language.
- The money provided will be set aside to pay for the flattening of the downed trees, and 10 years of invasive species control.

BRP Exit Project:

- During our last meeting with NPS, they requested WPOA hire a consulting firm to assist with the NEPA related work required for approval. We contacted VHB [Federal Government | VHB](#) (offices in Richmond) to assist and are awaiting a proposal. VHB specializes in this type of work and is familiar with NPS requirements.
- This is not going to be a quick process. We anticipate a lot of additional meetings. While we are optimistic, we are a long way from any sort of final approval. WPOA must reimburse all NPS/BRP expenses, even if the project is denied. No clue on the expense required to get across the finish line, we are fortunate to have ACP funds for this important project.
- NPS is actively working on projects that will be funded through the Great American Outdoors Act. They alerted us to this fact and that projects like ours will be a lesser priority. Our project will move forward but likely at a slower pace.

Carbon Credit Update:

- I continue to assist Nelson County with identifying and correcting GIS errors within Wintergreen. Having the GIS correct is a critical piece of the process. During the verification stage, they will use the GIS to assist in proving the land being protected is owned by WPOA.

From Chandler - We were going to submit the PDD (Project Design Document) in the fall but the Registry let us know there is a new IFM protocol coming out. It was made final two weeks ago. We are reviewing it and think this methodology is probably preferable for Wintergreen. We intend to submit under this protocol before mid-March.

We are responding to a buyer request for an RFP (Request for Proposal) by Feb 24th. We would like to include Wintergreen in this RFP. Price points continue to surge. The market continues to be a sellers' market and should be that way for the next few years.

COVID 19 Operational Update:

- COB is operating with restricted access (face masks, appointments, etc.) and varied work schedules. We are completing the work required and serving owners. The varied work schedules help protect us from losing the entire admin staff because of an exposure.
- All operations are working through staffing related challenges.
- All operations require masks to be worn indoors or riding in a vehicle. (some depts are better than others...)
- All WPOA facilities are being cleaned more frequently.
- Tuckahoe Clubhouse is open with only a small number of owners using the facility.

- While COVID remains an enormous challenge to all, the pressure on working families is enormous. These stresses include; balancing childcare and work, work stress, lost income, threat of lost income, family health, difficulty getting time off and no place to go. And when not at work, filling the role as a teacher, while being parent and spouse. The fact that WPOA staff continue to serve/function at a very high level is incredible and shows the level of dedication to the community.

COMMITTEE AND ASSIGNMENT UPDATES:

Carbon Credits: See Executive Directors report above. Jay also shared the updated master plan/open space map with the Board.

Tuckahoe Clubhouse: Karen Asher reported still very quiet at Tuckahoe due to COVID. Drainage and parking lot issues will be addressed in the Spring. Several dead trees were cut. Mr. Steele commented how nice the Safety Services Plaza at Tuckahoe looks.

Nature Foundation: Bill Gatewood noted quiet since the last meeting in December. Fundraising activities are ongoing. Programs are mostly virtual now. The auction went well.

RESORT UPDATE:

Fischer and Kessler – Telecommuting-Rod reported December and January did well considering the challenge of COVID guidelines. Food & Beverage is the most challenged by the guidelines. Winter to date has gone fairly smooth. Membership increased this year. New programs and real estate turnovers have helped membership sales. Wintergreen Music and Summer programs are in the works. A lot was learned from last year. Mark reported the controversy about masks and guidelines continues They are keenly aware of the need to be back open and are committed to getting there asap. Mr. Steele commended the golf staff and example of mask wearing. Mr. Martin commended the staff at the Devils Grill as being excellent. Karen expressed an opportunity in Stoney Creek for the Diner Relief Program. Rod explained the staffing challenge and would look into it.

NEW BUSINESS: Leash Rules; Jay discussed the covenants and current leash language. Jay will continue to contact owners one on one when dog complaints arise and will start reminding owners of the rules in his web site updates.

OLD BUSINESS:

Here to Stay Wintergreen – Karen Asher_ Karen reported great progress as the 501(c) 3 status has been granted. Membership has been opened. A web site, newsletter, and monthly virtual webinars are all up and running.

Wintergreen Overlook Project: Jay reported the Overlook belongs to the Nature Foundation at this time. (It was given to them as a location for their building before the Trillium House opportunity was presented). It needs to be deeded back to WPOA as open space so we can begin to update the infrastructure and beautify the grounds as the show place it should become. Jay is working on this transition.

Blue Ridge Parkway/Laurel Springs Exit: Jay reported ongoing correspondence with the Park Service. Legislation came down in the Outdoors act that puts this project way down the list due to other more pressing projects. There is a contractor in Richmond that does this type of work and Jay has been in touch with them. This project will have a lot of scrutiny. S&R funding will be available for this project.

ACP Update: Jay has an offer to modify the easement. There are a lot of moving parts, but we have gotten two estimates that include invasive species control into the future. ACP has agreed to the new estimate. Jay is still working with attorneys on the language.

Stoney Creek West Park Improvements: Jay presented the board a conceptual landscape architect drawing of the proposed updates and improvements to the park. The park has been there a long time is not being used as it could be by owners. Phase I is approximately \$60K making parking near SC West, a gate, expanded trail sections, landscape improvements. The board was in favor.

Mountain Clubhouse: The concept is a space for Mountain owners like the use of the Tuckahoe Clubhouse in Stoney Creek. New construction could be in the millions including operation down the road. The proposed concept will look like a partnership with The Wintergreen Nature Foundation at the Trillium House located on the Mountain. Jay shared the history of planning and conceptual drawings of renovated and improved/expanded space. This would also include a proposal to lease space for WPOA needs. Once the proposal is finalized the WPOA Board will need to agree upon pursuing this avenue.

CLOSING COMMENTS:

The next board of directors meeting is scheduled for **April 16, 2021 10AM**

Mr. Luessen adjourned the meeting at 11:35 AM

Post meeting via email: The WPOA Board recommends that we pursue the option of renovating and/or expanding the Trillium House for the purpose of establish a “Mountain Clubhouse” versus the construction of a new structure. Proposal supported by all board members via email response.

Scheduled Meeting Dates:

April 16, 2021 10 AM

June 18, 2021 10 AM

August 6, 2021 10 AM (Budget) (Nominations Due for 2021 Election)

November 6, 2021– Saturday 9 AM- Annual Meeting – election - three openings