

WINTERGREEN PROPERTY OWNERS ASSOCIATION INC.
BOARD OF DIRECTORS MEETING
April 3, 2020 COB 9:30 AM

MINUTES

Members Present: **ALL** Telecommunicating due to COVID-19

Tom Steele-Secretary
Joe Ely-Vice President
Larry Luessen-President
Karen Asher
Jim Wright
John Coy-Treasurer
Bill Gatewood
Rod Kessler
Mark Fischer-Not Available

WPOA Staff: Telecommunicating from COB

Jay Roberts- Executive Director
Theresa Harris

CALL TO ORDER – 9:30 AM

President Luessen called the meeting to order and reviewed the agenda

MINUTES:

Approval of minutes -February 6, 2020

Motion - Coy
Second - Ely
Carried

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

Our 2019 audit is still in progress.

January and February saw very little snow/ice, so budgets are on track. March weather was uneventful.

Quarterly billing for the January- March Amenity Fee is usually done around the 10th of April. Annual Assessment collections are on track with 103 owner's delinquents. The collection process continues until liens are placed on their properties.

We have had a few Invoices related to the FERC suit and beautification project paid from the normal operating account and will be reimbursed from the S&R (Settlement & Restoration) Account at the end of June. (\$42,000. To date 3/31/2020).

One of the large culvert pipe projects is near completion and will be paid from the S&R funds. (Just above the COB/Gate area) There are two more scheduled.

We are in sound financial condition as of today. Going forward the Executive Committee will be apprised of anticipated Revenue (cash) shortfalls.

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

- COB native landscape project almost complete. COB entry culvert pipes to be replaced in the next 2 weeks in advance of asphalt overlay immediately after. ARB meeting room and kitchen renovations almost complete.
- ARB is meeting and conducting business electronically. ARB calls have dropped dramatically. Discussion with local builders suggest all construction related business is down
- Mitchell has set up a small office in the vacant room at Tuckahoe. I will use a table in the card room if/when needed.
- Tuckahoe has received an extensive cleaning including carpets. Parking improvements (around the back) that started before COVID 19 will slowly continue. We are not in a hurry.
- WPOA has secured a couple of rental units to serve as quarantine for EMS staff and to separate on call drivers from EMS personnel. We will re-evaluate this need on a month to month basis
- First EVOC class for WPOA employees was completed on Wednesday. Additional training will be provided in the coming weeks. Goal remains to support public safety operations and reduce need for volunteer drivers during this crisis. Long-term, having WPOA staff available to drive/volunteer with WFR is a good thing.

Update from Deputy Director of Infrastructure Mitchell Barker:

- Sewer project near Devils Bend is in the design and surveying stage. Project is overdue but bogged down with easement issues, conflicts with other utilities, etc. Goal was to start this work this Spring but appears to have been postponed again.
- Seasonal grass cutting / landscaping has begun.
- Asphalt to begin 15th of April to beginning of May.
- Various culvert jobs on Wintergreen Drive have been completed in March.
- COB entry culverts to be replaced in April.
- Chip seal to start in May should be completed by July
- Road striping to follow.
- Ravens Roost overlook deck renovation to be started next week.
- EVOC training for some staff. CPR to follow. Forklift training to follow once social guidelines are lifted.

Update from Deputy Director, Fire & Rescue Chief Curtis Sheets:

- All we do is COVID now. (it seems)
- We do have one positive patient on the mountain. The only thing they have requested so far is assistance getting their trash to the dumpster. I put them in touch with the volunteer group. Initially they agreed, however called back the next day to inform them it was too

risky. So, I've been running their trash. I'm only pointing this out because I feel it is most likely indicative of what the future looks like. A lot of people have the best intentions until they realize they're actually going to come into contact with COVID and then they decline. We have lost 9 volunteer drivers so far. It's understandable. I get it. It will place a burden on staff over the coming months.

- We have placed 3 staff in quarantine for various time periods over the past two weeks. No employees are quarantined now.
- We have selected our 3 additional full-time EMTs and 3 additional part-time EMTs. We are aggressively pushing them through training now. By May 1 they should be in play. I'd like to thank WPOA for making that happen. I feel it will be critical to our success. In a month every EMS system in Virginia will be scrambling for more help. We got in just under the wire.
- Our stations remain locked down to the extent possible. My plan was to isolate the Station 1 crew and hold them back as my "insurance policy". Our first COVID patient lives on the mountain. The best laid plans....
- Our County EMS crews have been completely separated. The 24-hour crew remains in Lovingston. The 12-hour crew has been moved to Faber Fire Department. The crews and units are not to cross paths. I've included this in my WPOA update because before this is all over WPOA is going to be very thankful that we control those employees, and the County of Nelson is going to be very thankful that in addition to the two ambulances they pay to staff there are two more crews which Wintergreen staffs. It will take all employees functioning as if they're on one team or else we will fail.
- We participate in daily briefings with Virginia Department of Health, Virginia Department of Emergency Management, and weekly briefings with Nelson and Augusta Counties.
- We communicate daily with our four hospitals to share info about trends and any issues we may be experiencing.
- We have not received any meaningful support from the federal government with regards to PPE. We're told not to expect any assistance. We're currently exploring two different methods to decontaminate our PPE. One method uses ultraviolet light, and the other uses a hydrogen peroxide mist. Worthy of note, if we had tried to reuse PPE a month ago it would have been grounds for having our license suspended.
- I haven't had time to put a price tag on what our PPE purchases have cost. My guess is we're closing in on 5k. Another incidental expense has been uniform items. We're spraying bleach on everything after a call. All it takes is one gust of wind and our uniforms turn pink. We're looking to switching temporarily to gray t-shirts. Again, an unexpected expense.
- Much like WPOA, Wintergreen Rescue manages their funds well. I don't anticipate needing to ask WPOA for anything during this crisis. If WPOA can handle the staff expenses, then WRS should be able to handle all of the other expenses.
- It seems that every time we turn the corner there's another challenge. For example, we have an ambulance with a blown turbo. Typically, this repair takes about 3 days and 5k. Because of interruptions in the supply chain no estimate has been provided on when the truck will be back in service.
- I'm slower than usual to return emails right now. Apologies to all.

Update from Police Chief Dennis Russell:

- New policy manual is complete. Next phase all members setting up online profiles to begin incremental release of policies.
- Remote training for new CAD system continues. User accounts, permissions and mock simulations are ongoing. Officer training begins this month followed by Dispatchers. GoLive still scheduled for June.
- Bi-annual firearm qualifications begin this month.
- Pending retirements (both are using their leave at this time) leaves Patrol Operations with three vacancies. Recruitment measures in place with only one potential candidate (background investigation to begin).
- Full court press to reduce the number of items held in the Evidence Room. When CAD goes online Joe and Lindsay will have to scan, affix labels and perform data entry on each and every piece of evidence held.
- Installation of three intercom units on the exterior of the building for social distancing purposes.

Firefly Update:

- Firefly is working on finding a couple of lodging units for splicing crews
- Splicing is expected to take 2 months to complete
- Large above ground pedestals were delayed, they are awaiting delivery. These pedestal (20) are for key splicing “hubs”. Once these locations are complete, they will begin connecting owners. Owner connections should begin in June if things go according to plan...

ACP Update:

- SCOTUS is not hearing any additional cases. This might speed up the ruling on our case previously scheduled for June.
- If they rule in favor of ACP, will construction begin immediately? Will the DC Court provide a stay on construction while those other cases move forward? Will State and Federal Officials stop construction because of COVID 19 concerns? Will the current administration see this project as a Infrastructure/back to work project and push it forward??

BRP Exit Project:

- Great meeting with the NPS on February 19th. This feels like a year ago... We are communicating with NPS to try and keep the ball moving with government shutting down and staff working remotely.

Carbon Credit Update:

- Original open space map produced by Conservation Plus had some inaccuracies.

- We hired Steve Key to assist with identifying the WPOA open space parcels, lot lines and total acreage. Once complete, I will submit this to Chandler for review and comments.
- Price of carbon credits and business interest in carbon credits is being impacted by COVID 19 crisis.

COVID 19 Operational Update:

- Weekly owner updates appear well received *
- Admin staff can cover all duties working remotely and alternating being in the office
- WPOA facilities are being cleaned 2-3 times per week
- We are planning for a normal pool season and will adjust as needed based on State and Federal recommendations. Assume pools will not open until around June 15.
- Projects requiring outside contractors are getting extra scrutiny. Contractors are being asked to not use community facilities, follow social distancing mandate and avoid chances of community spread.
- Highest risk of exposure remains with EMS personnel. Curtis and his team are discussing this daily and looking for creative solutions.
- Additional Federal and State restrictions could impact WPOA nonpublic safety operations. With WPOA admin working from home, the biggest risk will be roads and landscaping operations. Will we be forced to stop mowing grass? Will landscape planting and watering be impacted? While this level of work stoppage is unlikely, we are not a local government. We will adjust as needed and inform the community of any operational changes.
- The Rodes Farm Tennis Courts will close beginning Saturday April 4th . The length of closure will depend on the status of COVID 19 in our area, Executive Orders issued by Governor Northam, CDC, VDOH, etc. WPOA's inability to control both the access to and the appropriate use of these courts warrants a temporary closure. Like Tuckahoe School, we will provide updates each week about the status of these courts.

Old Business Items:

- ARB – Fox Run – Homeowner has been given a temporary certificate of occupancy. She has until November to complete her landscaping plan.
- Wintergreen Overlook – project concept on hold
- BRP exit – we are still pushing forward. COVID 19 could add delays
- Cardboard recycling – Nelson County appears satisfied with our efforts thus far
- Asphalt and Surface treatment – a portion of the reserve funds will be spent this year. Project is being broken into 2 parts – 2020 and 2021
- Firehouse dormer project is on hold
- Tuckahoe parking improvements should be complete before building re-opens
- COB – ARB renovations almost complete

***Today's Web Site Update:** The WPOA offices remain closed to walk-in traffic. Please send an email or call WPOA for assistance. If we are unable to address your needs remotely, we will identify a time to meet one on one.

Approximately 6 WPOA employees participated in EVOC (emergency vehicle operating) training this week. This is our first step toward being able to support Wintergreen Fire and Rescue during this critical time. In the coming weeks, additional staff will be trained.

WPOA Roads Maintenance, Landscaping and Facilities Operations continue to serve the community. Our need to-do and want to-do lists are being scrutinized, along with how we approach the work. Keeping our community functioning well and looking good is important. Our Spring paving and surface treatment work is right around the corner. As of today, the valley community could see road related improvements beginning around the middle of April. We will provide additional information on this work in next week's update.

The Ravens Roost Overlook will be closed for renovations starting Monday April 6th. If all goes well, we anticipate re-opening this overlook in May. Weather and COVID 19 could impact this project. We will provide regular updates over the next few weeks.

Tuckahoe School will remain closed through April 17th. We will re-evaluate the need to keep this facility closed on a week by week basis and use these updates to keep you informed.

The Rodes Farm Tennis Court will close beginning Saturday April 4th. The length of closure will depend on the status of COVID 19 in our area, Executive Orders issued by Governor Northam, CDC, VDOH, etc. WPOA's inability to control both the access to and the appropriate use of these courts warrants a temporary closure. Like Tuckahoe Clubhouse, we will provide updates each week about the status of the tennis court.

Like all of you, WPOA is adapting to constantly changing conditions. No two days are the same. For WPOA to be successful, it must remain fully engaged in the moment and flexible in dealing with the unexpected. The "unknown" will continue to require sacrifice and understanding from everyone. Thanks again for your support.

COMMITTEE AND ASSIGNMENT UPDATES:

Carbon Credits: See Executive Director report

Tuckahoe Clubhouse: Karen Asher

Carpets and the entire building have received a deep clean. We remain shut down due to COVID-19. Jay reported on the parking area expansion.

Nature Foundation: Gatewood

TWNF has a major capital campaign underway with a matching program. All events scheduled for the next two months have been cancelled or postponed. Mr. Justice continues to owe them for the Conservation Easement management.

RESORT UPDATE:

Rod Kessler gave the sad news that the Resort has had to reduce staff and shutter many of its activities. PGI is looking into the COVID-19 loan programs offered by the Government. The situation is fluid and day to day operationally. SC Golf will become members only on April 4, 2020.

NEW BUSINESS:

COVID-19 Virus Update: (See Jays report above) This could potentially become a great expense to WPOA in coverage and EMS expenses.

OLD BUSINESS:

Village to Village -Karen Asher – The group is opening a checking account and their corporate status is ongoing. The COVID-19 virus creates a whole wealth of issues that prohibit the original intent of the organization. They are still working hard to help people where feasible. Quilters and sewing groups are making masks but need elastic.

CLOSING COMMENTS:

Karen wanted to convey; the Fire Department Fund drive is going well in light of the Virus. There is a \$100K matching donation on the table and hopes everyone will continue to contribute with the stock market situation as it is.

Jay will provide a response for the questions about COVID-19. Updates will be posted to the WPOA Website www.wtgpoa.org

Mr. Luessen adjourned the meeting at 11 AM.

Scheduled Meeting Dates:

June 12, Friday 12th 1:30 PM

August 14, Friday 14th 1:30 PM (Budget)

November 7, 2020 – Saturday - Annual Meeting – no election