

WINTERGREEN PROPERTY OWNERS ASSOCIATION INC.  
BOARD OF DIRECTORS MEETING  
April 16, 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

WPOA Staff:

Jay Roberts- Executive Director  
Theresa Harris

**CALL TO ORDER** – 10:05 AM

President Luessen called the meeting to order.

**MINUTES:**

Approval of February 12, 2021 minutes

Motion to Approve – Larry Luessen

Second – Karen Asher

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

Received Amenity Fee number for the 1st Quarter 2021 this morning. \$147,748.22

Budget line items for this time of year are well with in normal.

Annual Assessment collections are ongoing and well within normal range of outstanding for this time of year. Approximately 100 outstanding.

- Accounts Receivable Assessments 3/31/2021 \$536,000.33
- Accounts Receivable Assessments 3/31/2020 \$634,676.48

We are seeing some of our “worst” non-payment offenders sell in this booming market and have collected a few large sums in the past 6 months and are very happy to be able to release so many property liens.

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

- WPOA will begin using 434-325-8500 for our PBX/switchboard in the next week. It is currently working but we have a few edits we need to make before announcing it to the community. Feel free to try it out.
- Camera system replacements at both pools and the shop are complete.
- WPOA website is functioning well. Mailchimp newsletter/email platform is working well and we have a little over 1,500 contacts signed up for automatic updates.
- We have identified a contractor to provide surface treatment to the walking paths in SC. This will allow for the sealing of the gravel paths recently installed and the existing asphalt paths. The surface will be similar to the road surface. It will be an improvement over the existing path surfaces and should provide a long life because of the lack of vehicle traffic. Our long-term goal is to repair and resurface all of the walking paths in Stoney Creek.
- SC West Park improvements are a topic for old business.
- 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. We have completed almost 200 property disclosures in the first 3 ½ months of 2021. At the current rate of property transactions, it is feasible 1/3 of our owners will be new to the community in the next year or two. (Current project summary included as separate doc.)
- 2 ARB positions are coming open soon, BOD needs to identify candidates for these positions. A couple of candidate names are included in the meeting documents.
- The ARB is in the process of denying a fence request along the golf course in SC. ARB would like to be sure the WPOA Board is in agreement. Details included in the meeting documents provided.
- WPOA assessment income is consistent with previous years. We currently have approximately 100 payments outstanding with 50 of those likely to not pay and end up with Liens. Some of our largest delinquent accounts have transferred to new owners. These liens are paid at closing providing additional assessment revenue for WPOA. Ceason continues to do great work collecting assessments and doing most of the Lien related work, keeping our legal costs down.
- Disclosure related property inspections are keeping the staff very busy. We inspect every property 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. Second electronic speed sign has been deployed and is helping WPD identify the extent of the

problem and the time period when speeding occurs. More details in the update from Dennis.

- Wintergreen Overlook Webcam – still in the works.

**Update from Mitchell Barker, Deputy Director-Infrastructure:**

- We are doing a lot of road related work this Spring/Summer. As we get closer to the start date for this work, we will share tentative schedules with property owners. We are at the mercy of the contractors and the schedules move around a lot.

Adams Construction - asphalt overlay of the following:

Tuckahoe Clubhouse - April 21<sup>st</sup>

Station two - April 22<sup>nd</sup>

Laurel Springs Drive - Last week of April

Blue Ridge Drive from the intersection of Wintergreen Drive to the intersection of Timber Camp and Blue Ridge Drive - Last week of April

Wintergreen Drive from the entrance to Laurel Springs - First and second week of May

Fortunes Ridge Drive - First and second week of May

Station One - TBD

All of this work is subject to change based on weather, VDOT having first priority, etc.

Whitehurst Chip seal mountain:

Blackrock area all secondary streets - TBD

Laurel ridge 1 and 2 area all secondary streets - TBD

Whitehurst Chip seal valley:

Stoney creek east all secondary streets - TBD

Monocan drive all secondary streets - TBD

- We should finish all of the secondary road chip seal this year, allowing us to adjust to a every 4-5 year schedule for resealing.
- SC Park is coming along with additional planting, mulching and bridges yet to be complete. We hope to have this work completed by May 15<sup>th</sup>. Additional work on the park will be completed late Fall and over the Winter.
- Mountain Mail Center project is complete and owners have shared good comments about the new design.
- Installation of a new LED sign at Station 2 is on our list in the next few weeks.
- Mowing season has begun, requiring us to shift gears from projects so this crew can mow. Shoulder seasons late Fall/early Spring provide the best time for us to catch up on projects or start new ones. Mowing requires 6 fulltime staff from now until November to do the work. All day, every day, mowing and weed eating.
- Mtn roadway golf cart crossing signs should be complete next week.

**Update from Chief EMS/Deputy Director Curtis Sheets:**

- We have lost 4 firefighter/Paramedics in the past 2 months. One left to fly on medevac, one landed a job as a Captain at Waynesboro First Aid Crew, one decided it was time to join his family business as a full-time employee, and the fourth vacancy comes from a worker's comp disability claim which has finally been resolved. We were able to hire

one fully trained and one partially trained replacement. We have been advertising for over 4 weeks however have no applicants for either of the two remaining openings. Augusta County just announced they're creating 15 new firefighter positions and all fire/rescue staff will be receiving a 3% pay raise. Additionally, they have approved a "career development" program which will allow employees to earn extra pay based upon various mile-markers in service and training. Rockbridge County is creating 10 new positions. I am concerned.

- The staff continues to work towards getting released to operate portable ventilators. Over 100 hours of training are required to use the vents. Only our advanced Paramedics will be able to do so.
- Vaccine clinics continue. They are about as organized as chaos can be. So far, we have vaccinated 600 citizens at the Tuckahoe clinic. We are taking a break this week per the request of VDH. We will be assisting VDH with a pop-up clinic in Massie's Mill. I'd be willing to bet that half of the patients we see in Massie's Mill would have come to Tuckahoe eventually. Taking the clinic to them makes it more efficient for everyone.
- This week the staff completed 3 days of training in the partially burned home on East Catocin. The insurance company will have the home removed asap. As far as I know, the house on Laurel Springs Drive which also sustained moderate damage is being repaired.
- The Fire Department just received a \$23,000 grant to replace hydraulic extrication equipment on Engine 61 which is 30 years old. The Rescue Squad is completing a deed transfer for a building lot on Wood Lilly Lane which has been donated. Per policy, the lot will be converted to cash as quickly as possible. Proceeds will be placed in our capital reserve account and may not be spent on any current operational needs.
- Three vehicles are being replaced this year. Our administrative Captain is retiring a 2008 Tahoe with 245,000 miles. The replacement vehicle is currently at Clear Communications for the upfit. Our Deputy Chief is retiring a 2012 Jeep Grand Cherokee with 125,000 miles. The Jeep will remain in our fleet and will "bump-out" a crown vic with 200,000 miles. The Deputy Chief's replacement vehicle is a Chevy Tahoe and is due to arrive in the fall. Our primary fire engine for the mountain will be ordered by year-end. We are considering proposals from four vendors. The cost of that project will be approximately 650k. The old engine will be sold. It is likely worth around 25k. It was built in 1996.
- The rescue squad is down to 25 active volunteers. Typically, we have 35. The fire department is down to 2 active volunteers. This dip is likely related to Covid and our inability to actively recruit. We have put together a committee to focus on recruitment.

#### **Update from Police Chief Dennis Russell:**

- After 38 years of dedicated service Mickey Graves hung up his dispatcher hat. Mickey's wealth of knowledge and hard work will be missed. We wish him good luck!
- Due to a medical issue another dispatcher had to resign, so we are supplementing dispatch shifts with Police Officers until the positions can be filled.

- In cooperation with the VADWR a bait car has been set up near the dumpster at the Commons. The car has been electrified in the hopes of deterring bears from entering vehicles.
- Since 3/26 we have had 10 bear complaints. One where the interior of a vehicle was destroyed. We have issued an Everbridge message, added a warning to our Facebook page, the electronic billboard has been placed outside Station One warning of bear vehicle break ins and our website and WPOA website have issued updates. We continue to educate our homeowner and visitors about this issue.
- Upswell in speeding complaints in the Valley. New Radar trailer has been deployed and Officers have been encouraged to run radar and stop offenders.
- Top five complaints last month were Burglar Alarm, Noise Violation, Open Door, Residential Lockout and Assist Other Agency.
- We have two Police Officer vacancies and are working to fill them with qualified individuals.

## **Executive Directors Report - Continued**

### **Firefly Update:**

The single-family homes in the community are complete with new subscribers added as needed. Bringing fiber into the condo associations is underway with the goal of having these complete before Winter.

### **Atlantic Coast Pipeline Update:**

- WPOA filed comments with FERC this week, about the restoration of the easement and the need to return/dissolve the existing easements now that the project has been cancelled. A copy of the filing is included in the meeting documents.
- We are very close to finalizing an agreement with ACP on the restoration of the easement. ACP has agreed to pay WPOA, enough to cut the downed trees flat and do invasive species control, multiple times over the next 10 years. A copy of the final version requiring approval is included in the meeting documents.

### **Blue Ridge Parkway 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) and EA East Home - EA (eaest.com) for proposals. I have included the proposals from EA and VHB in the meeting documents. The VHB proposal was more than 3 times higher than the EA proposal. The EA proposal will come up in New Business for approval.
- 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 are working to put the final touches on the PDD (project design document). However, we really need to get the GIS stuff fixed. It will not pass verification. To give you an idea of the level of scrutiny, our Green Trees is in a verification and out of 130,000 acres we are conservative by 1.9 acres and are going around and around with the verifier. So, getting the county stuff correct and to a high level accuracy is very important.

### **COVID 19 Operational Update:**

- COB is operating with somewhat restricted access (face masks required, walk-ins discouraged, 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.
- Current (Executive Order) restrictions can be found here: [3.23.21-Forward-Virginia-Guidelines.pdf](#) Over the next several weeks I anticipate a relaxing of many of the current restrictions. Relaxing the restrictions will have an operational impact on Tuckahoe Clubhouse and our Summer pool operations. Maximum number of persons allowed indoors at Tuckahoe is now 50, with 100 allowed outdoors. Social distancing, cleaning measures and masks still required. Pool restrictions remain un-changed, however, I suspect new guidance on pools as we approach pool season.
- Our pool operation needs to change to accommodate unaccompanied guests in 2021. Our current thought on how best to do this is to allow owners and guests only from 10a – 2pm and allow owners, guests and unaccompanied guests from 2p-6p. Because midweek use is light, we are considering only operating the reservation system on Fridays, Saturdays, Sundays and Holidays (July 4). If the pool restrictions relax considerably, we might not need to restrict guests at all. It is also possible we can return to a no reservation system. I encourage the Board to give this some thought and share comments.
- WFR (Curtis and his volunteers) continue to do great work in trying to offer a vaccine clinic at Tuckahoe. They execute these clinics at a very high level. Working through challenges presented by VDH and BRHD remains very frustrating for all involved. When this is all over, the WPOA Board should think of a way to officially thank Curtis and the volunteers for all of their efforts.

## **COMMITTEE AND ASSIGNMENT UPDATES:**

### **Tuckahoe Clubhouse: Karen Asher**

The Drainage issue in front has been fixed. Asphalt paving will begin around 4/21/2021. Faucets and fixtures are being upgraded to touchless in the main bathrooms. The air filtrations system has been upgraded. Groups are starting to come back into the building as restrictions begin to be modified and most will start back June 1. The Annual Flea Market format is being modified and will not be held indoors. Still in the planning process, more details next meeting.

### **Nature Foundation: Bill Gatewood**

The Nature Foundations long meetings focus on endowments and budgets. The calendar of events include: 5/14 Wildflower Symposium, 6/4 Auction, early fall Golf Tournaments, lots of hikes, Crozet tunnel hike, and in June there will be an old Copper Mine hike. The building is scheduled to reopen in time for Wildflower weekend.

### **Nominating Committee: John Coy** There are Three openings of four year terms. Board Members

Luessen, Coy and, Wright's terms expire in November 2021

Applications due 8/6/2021. Applications are on the WPOA web site: [www.wtgpoa.org](http://www.wtgpoa.org)

## **RESORT UPDATE:**

Fischer and Kessler – Telecommuting- Rod: Good Winter, 130 Skier visits, weather was extremely cooperative. New Apps, touchless ticketing and rentals helped with the need for social distancing. There were constant adjustments to be made. The fire departments digital sign at the entrance was a big help.

Starting wages have been adjusted from \$8 – \$12 per hour. Staff recruitment remains difficult. This Summer we hope to have more venues open by Memorial Day. Anticipating more H2B International workers this Summer. Capital improvements are planned for Tennis, Discovery Ridge, SC and Wintergarden.

Mark: Strong sales for season passes for next ski season. A new groomer will be purchased (350-400k) new trucks. DK Tennis lighting, drainage and restrooms are being upgraded. Upper-Crust, Copper Mine, and Stoney Creek Bar & Grill are all getting a facelift. New Golf Carts, a focus on golf course greens, and approach areas for Golf Courses. Cart Paths are under review. Total Capital expenses planned 3Million.

## **NEW BUSINESS:**

**Renaissance Ridge Development** – Jay: There is a lot of miss information being circulated and we will only report known facts about the development. WPOA is engaged in conversations with officials and fact finding, and not in speculation or social media hype. The developer has webinars planned over the next few weeks. This project concept (aka: High Meadows) was approved by Nelson County when added to the master plan in 2004. WPOA's statements to the owners will be factual and not emotional.

**WPOA Main Switchboard** – 434- 325-8500 - Jay

WPOA now has its own VOIP Switch Board. Our new main phone number is 434-325-8500. We have begun publishing this number, see Exec. Directors report above.

**ACP Agreement** – Jay

Jay Presented the final (non-disclosable) agreement of clean up on Tax Map 11 A 2B by ACP. This includes forward invasive species control.

Motion to approve agreement between WPOA and ACP: Jim Wright

Second: Bill Martin

Carried

**FERC Filing** – Jay

Carolyn Elefant has completed the work on Easements to be returns and reclamation control documents. Filed on behalf of WPOA.

**Blue Ridge Parkway Exit** Consulting Agreement- Jay

Jay presented the EA Engineering, Science and Technology Inc. agreement to proceed with the National Park Service requirements for the Blue Ridge Parkway Exit permit. It will cost \$175K and the NPS could still deny access.

Motion to sign agreement with EA: Jim Wright

Second: Karen Asher

Carried

**ARB Fence Request** –49 Saddle Ridge – Jay

Jay presented Drawings and Nelson County Graphical (GIS) maps of the site off Monocan #7 for a fence request forward to WPOA BOD by the ARB, requesting guidance. WPOA requested fence be approved only if inside (hidden) of the forsythia line. Map to be marked and returned to ARB.

**OLD BUSINESS:**

**Here to Stay Wintergreen** – Karen Asher\_ Karen reported great progress. Up and running. 60 paid members so far. (21 Couples @ \$180 and 16 Singles @\$100) There are 20 volunteers.

**Stoney Creek West Park Improvements:** In February Jay presented the board a conceptual landscape architect drawing of the proposed updates and improvements to the park Phase I is approximately \$60K making parking near SC West, a gate, expanded trail sections, and landscape improvements. This was implemented by inhouse staff and hope to be complete, weather permitting, around May 15.

**Mountain Clubhouse:** In February, the board supported a concept of space for Mountain owners like the use of the Tuckahoe Clubhouse in Stoney Creek.

“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”.

Update: Jay - Progress is still being made with cost estimates and meetings of benefactors planned over the Spring/Summer 2021. Mr. Martin expressed an interest in helping and Mr. Gatewood is our liaison with TWNF.

**CLOSING COMMENTS:**

Discussion of Leash Laws in Nelson County: Animal must be under “control” of owner. Leash not required by verbiage.

Vendor referrals are now being directed to the Wintergreen Bulletin Board a volunteer group with a wonderful bi-weekly online newsletter and easily searched format:

[www.wtgbulletinboard.org/recommendations](http://www.wtgbulletinboard.org/recommendations)

The next board of directors meeting is scheduled for **June 11, 2021 10AM**

Mr. Luessen adjourned the meeting at 12:05 PM

**Scheduled Meeting Dates:**

June 11, 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