

WINTERGREEN PROPERTY OWNERS ASSOCIATION INC.
BOARD OF DIRECTORS MEETING
June 12, 2020 COB 1:30 PM

MINUTES

Members Present:

Larry Luessen-President
Karen Asher
Jim Wright
John Coy-Treasurer
Bill Gatewood

Telecommunicating due to COVID-19

Tom Steele-Secretary
Joe Ely-Vice President
Rod Kessler
Mark Fischer

WPOA Staff:

Jay Roberts- Executive Director
Theresa Harris

CALL TO ORDER – 1:35 PM

President Luessen called the meeting to order and reviewed the agenda

MINUTES:

Approval of minutes -April 3, 2020

Motion - Wright
Second - Gatewood
Carried

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

Audit: Expecting draft next week.

Most of our budget lines remain on track in booking of revenues and expense line items to date 5/31/2020.

The most expensive part of the year is upon us with road maintenance. These expenses will show up over the next few months. Asphalt completed on DK Loop, Blackrock Circle, end of Pedlars and upper Wintergreen Drive.

We have had Invoices related to the FERC suit and beautification project paid from the normal operating account, these also include 2 large culvert pipe projects. Mid- Year reimbursement from the S&R (Settlement & Restoration) Account back to the Operating Account will happen at the end of June. (\$146K To date 5/31/2020).

The last phase of the Annual Assessment collections process will begin this week with the filing of 57 MEMOS of LEIN for unpaid 2020 Assessments. (Average for this time of year)

Employee Benefits such as health/life/vision costs will not increase in the next Open Enrollment year July 2020 -June 2021, except for a slight increase in dental. We have a new broker of record and all new vendors for administration of a new Employee Navigator system, Flex Spending, Health Savings, COBRA, and our Cafeteria Plan which requires the Treasurer to sign a new Resolution approved by vote in these minutes. See below.

Work on the 2021 Budget has begun and will be presented for approval at the next board meeting, August 14, 2020.

We are in sound financial shape as of today with constant review of finances related to COVID-19 issues and collections.

ADOPTING RESOLUTION

The undersigned authorized representative of Wintergreen Property Owners Association (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on June 12, 2020, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Cafeteria Plan including a Health Flexible Spending Account and Dependent Care Flexible Spending Account effective July 1, 2020, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of Wintergreen Property Owners Association Flexible Benefit Plan, and the Summary Plan Description approved and adopted in the foregoing resolutions.
Date: 6/12/2020

Motion-Luessen
Second-Gatewood
Carried

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

- Transition to new employee benefits administrator/broker is going well. Open enrollment ends at the end of June. New Employee Navigator system launch successful allowing employees to login to a benefits portal and see/manage their benefits, change beneficiaries, etc.
- No increase in health insurance premiums for this year – great news. Dental insurance increased only a few dollars
- WPOA is moving to a VOIP phone system. WPOA direct dial main number will be 325-8500 with automated PBX, dial by name directory, etc. WPOA employees will have increased functionality with call forwarding, intercom, conference call, etc. A minimum of 1 Verizon land line account is being kept at each facility to serve as emergency backup. All other accounts converted to VOIP. The only account that will remain with the resort switchboard will be ext 8520. This will allow the resort extensions to continue direct dial to the gatehouse using 8520 or 911 in emergencies.
- All WPOA facilities should have Nelson Cable and Firefly internet by the end of June. Network switches are now reconfigured to accept either provider with failover capability. Additional redundancy is a good thing.
- While most owners appear to be in relatively good spirits, COVID related restrictions, and political and social unrest, is taking its toll. Minor issues/concerns between neighbors and/or with the services WPOA provides can quickly escalate.
- The split rail fence at Founders Vision Overlook is being replaced in the next couple of weeks.
- Bears remain very active and cars are being damaged that do not have a food source inside. We are having almost daily conversation with VDGIF on this issue. Hand sanitizer??
- ARB projects holding steady. 66 total projects, 24 valley and 42 on the mtn (see report).

- Fishing related complains have increase. COVID-19 is forcing people to take up new hobbies. We are answering more owner questions related to fishing and issuing more passes from COB. Anglers who lack permission are being asked to leave and owners are being encouraged to wear visible fishing passes to avoid interruption.
- Construction along Monocan Drive across from Tuckahoe has generated some frustration. Owners are removing nuisance tree species and cleaning up lots as part of landscaping improvements.
- I will be in Nelson County Court on Monday providing testimony. WPOA is foreclosing on 1-2 properties to settle a \$30K debt owed.

Update from Deputy Director Infrastructure Mitchell Barker:

- Whitehurst (surface treatment contractor) has started in Stoney Creek. Mountain work will be next week. \$400k is the anticipated total cost for surface treatment this year, mtn and valley.
- Line painting will occur on the mountain as weather permits. Devils knob and Blackrock are first on the list, surface treated roads will follow.
- We have asked for proposals and quotes from waste management to discuss gravity lock installations for property and association dumpsters. This should make the dumpsters more bear resistant.
- Asphalt work should resume after July 4th. We only have the Black Rock Overlook, COB and a portion of wintergreen drive to complete. Reminder – Wintergreen Drive from 664 to Fortunes Ridge will not be paved.
- Hunters for the hungry needs support and WPOA is making our annual contribution early. This organization is a critical part of our deer de-pop program.
- In anticipation of re-opening, sanitizing stations and notification boards have been installed at the pools and tuckahoe.
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Update from Deputy Director Fire & Rescue Curtis Sheets:

- Chief of Fire Operations – The Asst. Fire Chief will be leaving this month. A decision has been made to eliminate this senior position and replace with a training position. The Asst. EMS Chief will assume more responsibilities as Deputy Chief of Fire & Rescue. Senior staff will also take on a bit more responsibility for daily operations.
- A former employee has been re-hired as our Training Captain. He currently serves as Training Specialist for Augusta County Fire – Rescue, where he is responsible for a staff of over 100 persons. He begins on June 22.
- The implementation of a Training Captain will add a layer of proficiency accountability we have never had, but always needed. The goal of the senior team will be to find the weaknesses and work with the staff to build them up. This is not a seek and destroy mission.
- This level of change is always difficult. We will be better for it.
- COVID19 is still here. Our operations are still influenced and likely will be for the remainder of 2020. I have identified roughly 150k worth of expenses for which the federal government may provide assistance. I'm working collaboratively with Nelson and Augusta County, as well as the City of Waynesboro on this. More to follow. So far 5 of our employees have spent time in quarantine. Most were out within 3 days, however one was out for greater than a week. Our scheduling Captain has done a fantastic job with coverage.
- We are working hard to get two new ambulances in service by the end of the month. One is a County truck and one is a Wintergreen truck.

- Many of our volunteers did not stop running EMS calls during COVID. Our reliance upon WPOA for drivers has been minimal, yet very much appreciated.
- We have entered into a pilot-program agreement with UVA which will utilize “tele-medicine” in our ambulances during suspected stroke incidents. This will allow the University to get certain things in motion which previously would not have occurred until the patient arrived at the hospital. There is no cost to our organization to be a part of the program.

Update from Police Chief Dennis Russell:

- Tuesday, June 9, 2020, the new Motorola CAD and Report Management System Software went Live. After approximately twenty years we are retiring the Alpha software.
- All Evidence must be rescanned into the new CAD, which equates to 400 pieces of evidence having to be catalogued.
- Legally defensible and vetted policies from our vendor (Lexipol) are being released. Certain “High Liability” policies such as Use of Force and First Amendment Assemblies have been released ahead of schedule based on current events.
- Increased quality of life concerns being reported by our Valley customers. Speeding, suspicious persons and activity, fishing without authorization and trespassing (Monocan Park). Procedures are in place to increase patrol of the Valley, RADAR trailer deployment and direct communication with the Chief when issues are observed.
- Bear complaints are on the rise. Remedies include education, behavior modification, tagging (paintball) and other deterrents. Department of Game and Inland Fisheries has been networked in to assist in ideas.
- Budget preparation beginning for next fiscal year. Specific and measurable decisions will be made as to what is needed, what may need to be put on the back burner and what may need to be cut.
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Internet Update:

- Multiple splicing and “drop” crews are working on the mountain, Fibers on the Wintergreen side have been spliced and are ready for drops to be connected for service.
- Splicers are currently working on the other side, Laurel Springs. Anticipated splice completion is the second week of July. Drops will be connected after splicing work is complete.
- Completion date for the condominiums is unknown. There will be an onsite meeting to discuss path and language in the easement doc.

ACP Update:

- SCOTUS ruling expected any day...
- 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 an infrastructure/back to work project and permit it through some Executive Action??
- ACP has not given up. They were onsite this week taking pictures to update permits.

BRP Exit Project:

- NPS granted us permission to survey the exit parcel and develop a “plan” that includes design and construction related drawings. The survey process includes identifying all plant species in the construction area, archeological surveys, view impacts, soil and

erosion control, etc. We have paid the necessary fees for this stage and will keep moving forward. 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.

Carbon Credit Update:

- Original open space map produced by Conservation Plus had some inaccuracies.
- We hired S. L. Key to assist with identifying the WPOA open space parcels, lot lines and total acreage. This mapping is complete and has been shared with Conservation Plus.
- 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 offices will remain closed for walk-in business until phase 3. Owners will be required to wear a mask and use hand sanitizer when they enter the building. We will notify owners of these requirements, encourage them to call instead and provide masks, etc.
- WPOA facilities are being cleaned more frequently
- Rodes Farm Tennis and Pickleball Courts remain open
- Playgrounds will re-open with signage and restrictions starting Friday June 19. We will also provide a hand sanitizer station nearby.
- Tuckahoe Clubhouse and Pools remain closed with re-opening expected during phase 3 (best guess – June 26th) I have shared the current pool opening/operating plan and would like your input.

New Business Items:

Jay reviewed the Friday weekly web site Operational & COVID-19 update. * Playgrounds remain closed, will re-open with signage for Owners and accompanied guests only. Tuckahoe will host a Primary Election on 6/23, with the Nelson County Registrar providing all COVID-19 precautions according to the Governor's orders. After another round of cleaning, more signage, the Tuckahoe Clubhouse will re-open with posted guidelines possibly on 6/26/2020. Groups will have to provide their own COVID-19 coordinator.

Pool restrictions and rules were presented to the board by Jay and reviewed in detail. Discussion followed to proceed with the proposed restrictions/rules/sign in/liability waivers, should pools be allowed to open in Phase 3. Phase 2 of the Governors order has kept pools closed.

Common Bike Path signs need to be repaired and WPOA will begin this process. Discussion was held about people walking on the Resort Golf Cart paths during play hours. A major no- no and trespassing. Rod, Mark and Jay will try to get the word out, no walking on Golf Cart paths during Golfing hours. Will be up to the Resort if allowed during "off" hours.

Old Business Items:

Karen reported: Village to Village is now incorporated and with help from the Thomas Jefferson Planning District will move forward with a pilot program requiring volunteers.

Jay will have the split rail fence repaired at the Overlook.

Mixed paper recycling will be coming back to the Wintergarden location, only if it is not contaminated with trash or cardboard. John requested more signage.

Surface treatment was addressed in the Friday update. www.wtgpoa.org Gravel needs to stay on the road for two weeks to work-in before being swept off of the road.

COB Kitchen and landscaping improvements are almost complete and much appreciated by staff. Hoping owners will be able to utilize after COVID-19 restrictions lifted.

John remarked on how wonderful the Ravens Roost project looks and hopes the directional sign will be restored. Jay has this in the works.

***Today's Web Site Update: www.wtgpoa.org**

COMMITTEE AND ASSIGNMENT UPDATES:

Carbon Credits: See Executive Director report

Tuckahoe Clubhouse: Karen Asher See New Business above regarding Phase 3 opening. A decision will be made soon about the Annual Flea Market. It may be best to reschedule until Spring 2021.

Nature Foundation: Bill reported the last meeting was cancelled. He and John reported the online (Zoom) fund raiser on 6/5/2020, for the Love of the Land was a huge success. \$20K was raised.

RESORT UPDATE:

Rod Kessler & Mark Fischer

Rod: Devils Knob Grill will reopen tonight with 3 days per week and the new occupancy guidelines in place. DK Tennis courts are ready and both tennis clinics are full. Lake Monocan opens today with restrictions. Fireworks for the 4th of July have been cancelled due to COVID-19 crowd control. Normal 4th activities will be held in the Courtyard. SPA may reopen on 19th. SC Bar & Grill will remain closed with no snack shop. Mark: all Resorts in various states suffered from the hard shut down, not just Virginia. Surveys indicate people are just not ready to travel yet.

CLOSING COMMENTS:

Mrs. Asher had questions related to current events and Police Department procedures and insurance.

"Mr. Gatewood explained that the Wintergreen Police Department is an accredited law enforcement agency by the Virginia Law Enforcement Professional Standards Commission (VLEPSC). This is a highly regarded achievement that WPD has obtained by meeting certain criteria and standards set by the commission. He went on to explain many of the steps necessary to obtain this prestigious distinction."

Mr. Roberts explained the Police Professional Liability insurance coverage carried by WPOA in addition to the umbrella policy.

Mr. Luessen adjourned the meeting at 3:45 PM

Scheduled Meeting Dates:

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

November 7, 2020 – Saturday - Annual Meeting – no election Possible telecommunicating.