

**SADDLE RIDGE PROPERTY OWNERS ASSOCIATION
BOARD MEETING
AUGUST 22, 2016**

Present: Steve Foster, Hugh Pearson, Robert (Smitty) Smith, Lynn Hopps, Sue DuBois, Ken Lavalley, Ann Tedford, Darin Suggs

Absent: Tom Braun

President Steve Foster called the meeting to order at 7:14 at the home of Steve Foster.

Minutes from the June 6, 2016 meeting were reviewed. Corrections were made. Lynn Hopps moved that the minutes be approved with corrections. Ken Lavalley seconded. All approved and motion carried.

TREASURER'S REPORT:

Smitty reviewed cash flow report, the budget variance analysis and road maintenance/special projects. At this point in our fiscal year, lines items are on target.

NEW BUSINESS:

Sue DuBois introduced a draft for Saddle Ridge POA Records Retention Policy and reviewed the highlights of this policy. Sue is in the process of acquiring all past Saddle Ridge files to include board meeting minutes, financial records, legal and governance documents and correspondence with plans to digitize all records. Sue is also researching the required time for retaining records, who is responsible for maintaining these records and the method of retention.

A motion was made to establish a Legal Task Force consisting of Steve Foster, Robert (Smitty) Smith, Sue DuBois and Ann Tedford. Lynn Hopps moved to approve this motion, and Ken Lavalley seconded. All approved, and motion carried.

OLD BUSINESS: Perry Burchfield, owner of the property located at the Saddle Ridge gate, has approached the board regarding usage of the kiosk by Saddle Ridge residents for mail delivery, package delivery and newspaper delivery. Steve Foster is gathering information regarding the negotiation of this issue, and we will discuss this further at the next board meeting.

COMMITTEE REPORTS:

Roads Committee – Darin Suggs reported that maintenance/repairs are planned in the near future for areas with the most priority - Grouse Top, Journeys End and Walnut Flats.

Architectural Committee – Darin Suggs reported no new construction. The construction on the property owned by Travis Hylton on Grouse Top Road is continuing but close to completion.

Environment Committee – Sue DuBois reported there will be a wetlands walk on 8/31. Details will be available from Sue. Additionally, a Fall Clean Up Day is in the process of being scheduled, most likely in late October. Sue will post the date and time.

Events Committee – Ann Tedford reported that the Annual Meeting and Breakfast was well attended with a large number of volunteers. The next event will be the Fall Cookout in October.

Communications Committee – Lynn Hopps reported that Sue DuBois is updating the website and is in the process of gathering information, photos, and feature article material for the next edition of the Ridge Rambler.

Next month's meeting be October 17th 7:00 PM at the home of Lynn Hopps. There was no further business. Smitty moved that the meeting be adjourned. Ken Lavalley seconded. Motion carried. Meeting adjourned at 9:00