

**SOUTH POTOMAC VALLEY
PROPERTY OWNERS ASSOCIATION INC.**

ANNUAL MEMBERSHIP MEETING

November 23, 1990

CALL TO ORDER:

The Annual Membership meeting was held at the Levels' Fire Station and was called to order by Chairmen, Tom Masarick at 1:00 p.m. on October 20, 1990.

ATTENDANCE:

The following members where in attendance:

Name:	Board/title:	Number of Lots	Lot Numbers:
Tom Masarick	Chairmen	2	31,32
Ralph Hofer	Treasure	3	64,66,68
Gene Pietre	Vice Chrnm	6	44,45,46,47, -,92
Chris Fischer	Auditor	1	19
Robert Koslow	Leans Spec.	2	11,12
Charles & Peggy Llewellyn		5	71, 7,8,9,10
John Miller			2,3,4,
Juanita Wolfe		5	5,6
Joe Brockmeyer		2	86,96
Charles Stultz		2	93,95
Rodney Jago		1	99
J.R. Gorham		10	35-39, 58-60, 77-78
Frank Jenkins		1	63
Mare & Keith Biddlecomb		1	67
Totals Lots/votes represented:		41	
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Note: Minimum number for a quorum: 34

Note: A Board meeting was not held before the Annual meeting because 4 of 7 Board members were not present.

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ANNUAL MEMBERSHIP MEETING

AGENDA:

The agenda was approved as presented by our Chairmen.

SPECIAL GUEST:

Tom Swisher, Fire Chief of Levels Volunteer Fire Department was present. Tom provided the following advise:

- o Please indicate a structure on all lots by marking the map located in the Fire Station.
- o A 30'-50' area is necessary for the fire trunks to turn around. We purchased a new trunk about 2 years ago. We need 9' to get the new truck through.
- o Inform your insurance agent that you are within 6 miles of the Fire Station. You may get a break on your fire insurance.
- o Report fires by calling 822-5001; give location and name clearly.
- o John Miller is a member of the Fire Department. Bob Koslow has submitted an application.

OPENING COMMENTS:

Tom Masarick welcomed the members and thanked all those who were able to attend. He stated that the reason the Annual meeting date was moved from October 6th to October 20th was to maximize the number of attendees. Several key members who usually attend our meeting informed Tom that they would not be able to attend on the 6th. We notified the Board of the change and used the 6th as a Board meeting date. We apologize for any inconvenience this may have caused.

SECRETARY'S REPORT:

The Secretary's Report was dispensed with as agreed by majority consent. It should be noted that all of the members wish the vacationing Dianne Mischou well on her Honey Moon in Spain.

TREASURER'S REPORT:

FINANCIAL STATEMENT:

Ralph Hofer distributed a financial statement (see attached).
A summary of 1990 revenue and expenses are as follows:

- Receipts:	\$5,515.22
- Expenditures:	\$9,312.35

- Balance:	\$2,185.28
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DUES INCREASE:

A 5% increase was proposed by our Treasurer, in accordance with the cost of living index (urban) as stated in the covenants. Ralph stated that he had received verbal one-one consent from the majority of the board members.

Discussion followed:

Motion: was made by Ralph and seconded by Tom to increase annual dues by 5%. The motion passed by unanimous consent of yah votes.

Auditor's Report:

Chris Fischer, member and appointed Auditor reviewed the financial statements for 1989 and 1990 and supporting documentation with collaborating evidence. Chris stated that he concurred that the records were being properly maintained and that the financial statements are accurately presented.

Chris stated that 95% of all funds are being spent on the maintenance of our roads.

(see attached statements).

COMMITTEE CHAIRMEN REPORTS:

ROADS:

Road Chairmen Bill Palmer was absent, so Tom Masarick discussed the status of this years road maintenance:

- A potential law suit was threaten by Board member Gene Pietra to move a culvert on Big Buck Road; due to excessive drainage on his property. Gene stated he interpreted this to be in violation of the covenants.

The board reviewed Gene's complaint and agreed to move the culvert 50' further up Big Buck Road at Gene's placement.

- Most frequently used roads were maintained up to our authorized funding.
- We are still working on a 5 year/ Long Term Plan where over the course of the plan all roads are maintained. To-date there are courts and several roads that have not been worked on. It should be noted that we all have agreed to be on a zero base budget. That means that we will not obligate the Association beyond our bank balance.

Bob Koslow brought up discussion about maintenance of a small strip of right-of-way adjacent to the back of his property, and across from John Miller's. This is used mostly by non-paying members.

Motion: Made by Koslow, and seconded by Pietra to maintain all drives, courts and roads in our long term plan; as indicated on the filed map in the county.

Motion passed by unanimous consent of yahs.

Tom reappointed Bill Palmers as Chairmen, and he added the following volunteers to work on this very important committee: (Note: Tom will check will Bill to ensure he will accept the appointment).

- Bill Palmer, Special Project Chairmen
- Bob Koslow
- Charles Stultz

Motion: Made by Koslow, and seconded by Pietra to obtain 3 bids on all major road maintenance i.e. annual road maintenance.

Motion passed by unanimous consent of yahs.

COVENANTS/BY-LAWS:

The Covenants/By-Laws Chairmen Dick Collins was absent so Tom Masarick provided the following status:

I have appointed a committee to review our covenants and By-Laws. Our present covenants are confusing, ambiguous and impractical as well as impossible to enforce. The covenants are open to interpretation, which initially the Board relied upon by our Attorney Bill Judy to interrupt. We are now several years down the road with our covenants and they are still the source of discussion, confusion and frustration. I am recommending a revised covenants that will require approval by 90% of all property owners. This will be difficult being we are lucky every year to have 1/3 of the lots represented at our annual meeting.

There has also been some discussion about our By-Laws by members who were not close to the process. The By-Laws were passed via the mail by majority consent of respondents. Because the By-Laws was developed by the initial Board and approved, primarily by active members, it is much more agreeable by most members.

Tom reappointed Dick Collins as Chairmen, and he added the following volunteers to work on this very important committee: (note: Tom will check with Dick to ensure he will accept the appointment).

- Dick Collins, Special Project Chairmen
- Dianna Mischou
- Bob Koslow
- Chris Fischer
- Charles Stultz

Motion: Made by Masarick, and seconded by Hofer that we continue to operate in the same manner as we have in the past until clarification of issues are resolved in the covenants.

Amended by Koslow that we seek legal advise about collections.

Motion passed by unanimous consent of yahs.

ELECTION OF OFFICES:

Gene Pietra and Dave Carpenter positions are up for election. It should be noted that Dave Carpenter was absent and it is noted that his property is up for sale.

Dick Gorham was requested to reside over the election of new officers. Members were directed to cast votes for two officers whereby each member can cast votes for their two choices in accordance with the number of lots they own.

Nominations:

Ballots Casted for nominee:

Bob Koslow	22
Gene Pietra	21
John Miller	19
Buck Lewellyn	17

The two elected board members by majority consent are elected to 3 year terms.

- Bob Koslow and
- Gene Pietra

Discussion: Tom noted that we have had problems this year with certain members of the board attending meetings. It should be noted that there are very good personal reasons why this has occurred, however it may be necessary to replace these members if absenteeism continues or these members resign.

Motion: Made by Masarick, and seconded by Hofer that the Chairmen have the option to replace inactive board members with the alternates nominees (John & Buck) to fill the remainder of terms.

Motion passed by unanimous consent of yahs.

PRIVATE PROPERTY SIGN:

Tom reported that Sonny Montgomery, Chairmen of Potomac Hills Association requested \$25.00 contribution to pay for a sign that was installed at the top of the Mountain.

Discussion followed:
No dollars are to be spent outside of our gates.

Motion was defeated by unanimous consent.

**Motion: Made by Masarick, and seconded by
Hofer to contribute \$50.00 to Levels Fire
Station for use of their facilities:**

Motion passed by unanimous consent of yaahs.