



MINUTES OF ANNUAL MEETING

The annual meeting of the property owners of the South Potomac Valley Property Owners Association was held at the Levels Volunteer Fire Station in Levels, West Virginia, on October 8, 2011, at 1:15, p.m.

Call to Order

The meeting was called to order by Tom Masarick, Chairman, who presided at the meeting in accordance with the provisions of the bylaws of the association, and Drew Mrenna, Secretary, being present, acted as secretary of the meeting. Tom introduced the Board Members. The members in attendance introduced themselves.

Attendance

The following stockholders were present in person:

Name	Lots	No. of Lots
Roger & Angela Asbury	56 & 57	2
Charles Bean	24	1
Sandra Bean	23	1
Ed Dennis	25, 26, 27, 28 & 33	5
Chris & Helen Fischer	18 & 19	2
Tom & Janet Masarick	30 & 31	2
John & Sue Masarick	15	1
Tom & John Masarick	95	1
Susan & Drew Mrenna	73, 76 & 77	3
Nathalie Mundell	74 & 75	2
Kathy Olmert	92, 93 & 94	3
Charlene Pietra	22, 41, 44, 45, 46 & 47	6
Charles Suber	1 & 84	2

The following property owners were represented by proxy:

Name	Lots	No. of Lots
Phyllis Barne	88	1
Richard & Mary Collins	20 & 21	2
Tom & Diana Dee	60, 61 & 62	3
Frank Jenkins	63	1
Darryl & Jolene Smutz	69	1
Josef & Teresa Vendramini	34	1

There are thirty nine property owners in our association; eighteen were in attendance, either in person or by proxy.

With a total of 40 lots represented to vote, this exceeds the minimum of 34 lots to establish a quorum.

The following Board members were in attendance:

Position	Name	Term Expiration
Chairman	Tom Masarick	2013
Vice Chairman	Lewis Wills	2011
Treasurer	Chris Fischer	2012
Secretary	Drew Mrenna	2012
Board Member	Ed Dennis	2011

Reading of the Minutes

The secretary read the minutes of the last meeting of the lot owners of the association, held on October 16, 2010. Upon motion made and seconded, the minutes were approved by all in attendance.

Treasurer's Report

The treasurer presented the Treasurer's report for the 2010/2011 year.

- Kathy Olmert audited the financial records.
- Chris presented a proposed budget for next year.
- As permitted in the Protective Covenants, the Board is recommending that road dues be increased by \$3.00 for 2011/12 to \$109.00.
- The administrative fee which is voluntary remains at \$25.00.

Upon motion made and seconded the Treasurer's report was approved by all in attendance.

Committee Road Reports

Roger Asbury, Road Committee, provided a report on the roads.

Tom Masarick acknowledged and thanked Rip (Richard Dadds) for voluntarily brush mowing the sides of the road.

Tom Masarick also acknowledged and thanked Chris Fischer for painting the front gate.

Election of Officers

Nominations for Vice Chairman were taken from the floor. Ed Dennis, Lewis Wills, and John Masarick were nominated and seconded. Both Ed and Lewis declined to accept the nominations. With only one willing nomination, John Masarick was declared the Vice Chairman for the next term.

Nominations for Board Member at Large were taken from the floor. Ed Dennis and Lewis Wills were nominated and seconded. Lewis declined to accept the nomination. With only one willing nomination, Ed Dennis was declared the Board Member at Large for the next term.

New Business

It was suggested that to reduce mailing costs that the association limit the number of mailings to three (3) a year. After some discussion, a motion was made and seconded to have only three mailing per year. The first mailing will include the annual minutes as well as the November's Board meeting. The second mailing will include February's and April's Board meetings. The third mailing will be the August's Board meeting as well as the Annual Meeting notices. The website will be kept current.

Angie also suggested changing the covenants so that multiple lot owners pay an additional road dues. The membership present at the meeting reconfirmed that the board work with the current covenants.

Our insurance carrier is recommending additional insurance to individually cover each board member from liability. The board was under the impression that being incorporated would shield the individual board members. Research showed that the other associations have this insurance. Due to the expense of this coverage the Board would like to determine if this insurance is required. Tom set up a committee with Chris as a chairman to research the need for Board insurance. Angie agrees to help out. The Board agreed to allocate up to \$200.00 to defray the cost of a legal consultant.

For those looking for insurance their home, several lot owners have a policy with West Virginia Insurance Company. They have an office in Romney, 52 W Rosemary Lane, (304) 822-4171.

Angie has been working with Aaron Cox, Hampshire County GSI Coordinator, to resolve the new 911 addressing. If you need additional information Mr. Cox can be reached at 304-822-5195.

Charlene reported that if calling 911 from our area that you should dial the area code first, 304-911. Simply dialing 911 will most likely connect you with the Maryland dispatch.

The new cluster boxes the post office installed at the top of the hill are full. With the pending closure of the Points post office, the Post Office is installing a third cluster box. Even with the additional boxes, the association is not entitled to a free mail box. Lewis reported that other associations have a free mail box. Tom set up a committee with Lewis as chairman to investigate how the other association qualified for a free mail box.

The board approved to have a No Hunting/Trespassing posted in the Hampshire Review.

The board approved a \$100.00 donation to the Levels Fire Department.

Adjournment

Upon motion made and seconded, the annual meeting was adjourned.

Drew Mrenna, Secretary