



MINUTES OF ANNUAL MEETING

The annual meeting of the property owners of the South Potomac Valley Property Owners Association (SPVPOA) was held at the Levels Fire Station, Levels, West Virginia, on October 8, 2022.

Call to order

The meeting was called to order at 1:02 PM by John Masarick, Chairman, who presided over the meeting, The Secretary, Tom Masarick reported that we had a quorum of 69 Lots (45) lots represented at the Meeting + (24) proxies.

The following Property Owners were present in person:

Name:	Lots	No. of Lots:
Charles Bean	23	1
Sandra Bean	24	1
Richard Dadds	7,8,9,10,71,99	6
Ed Dennis	25,26,27,28,29,30,33	7
Chris & Hellen Fischer	18&19	2
Judson French, Jr.	35,26,37,38,39,40	6
Morgan & Patrice Hogeland	68	1
Jeff & Kelley Kokosinski	2,3,4,5,97	5
John & Sue Masarick	15,16,95	3
Tom & Janet Masarick	20,21,31,32	4
Kevin Mitchell	72	1
Karen Rogers	42,43,60,61,62	5
Lewis Wills	17	1
Gary Witt	1,84	2
Totals lots represented by members present:		45

The following property owners were represented by proxy:

Name:	Lots	No. of Lots:
Roger Asbury	56, 57	2
David & Janet Coppage	53, 54	2
Mark & Deborah Dean	87	1
Frank Jenkins	55,63,70	3
Anthony Lee	92,93,94	3
David McCombs	6	1
Bill & Stephanie Moore	64,65,66,67,69	5
Charlene Pietra	22,41,44,45,46,47	6
Mark and Deborah Dean	#87	1
Total Proxies		24
Lots needed for quorum 34		
Total Lots Present (45) + Proxy (24) = 69		

Board members term expiration:

Position	Name	Term
Chairman	John Masarick Chairman	2022
Vice Chairman	Richard Dadds Vice Chairman	2023
Secretary	Tom Masarick	2024
Treasurer	Karen Rogers	2024
Board Member	Gary Witt (acting at Large)	2023

Introduction by John Masarick Chairman

John Masarick, Chairman welcomed everyone to our Annual Meeting. He was happy to see many members attend the meeting in person. He thanked everyone for their contribution and asked everyone to introduce themselves to the membership. He announced that his term of Chairman was up after the meeting, and he was excited to welcome the new Chairman.

Secretary's Report/Webmaster

Tom Masarick, Secretary emailed 19 members and mailed all others copies of our 2021 Annual Membership Meeting Minutes; to all Members 30 days prior to the meeting. He also posted the minutes on our website: www.spvpoa.com. shortly after the meeting last year. The minutes were redistributed to members present. He asked if there were any changes to the minutes presented; Patrice Hogeland noted a date change which was accepted by the Secretary.

Motion #1 was made by Richard Dadds and 2nd by Patrice Morgan; the minutes were approved by unanimous voice vote.

Website: www.spvpoa.com

Tom Masarick, Secretary and Webmaster reported **no** issues with our website. It has been up 100% last years. Our Website is our repository of SPVPOA records which includes the following:

- BOD and Annual Meeting Minutes
- BOD Schedule
- BOD Officers
- By-laws and Covenants
- Plat of Association
- Membership List (pw protected)
- Pictures

By a show of hands most members present have used the Website and appreciate its content.

Treasurer's Report

Karen Rogers, Treasurer, presented the Treasurer's report and Budget Proposal for next year.

- **Patrice Hogeland** performed an independent audit of the financial records (10-30-21 to 9-30-22) for accuracy. She reported she concurs with the deposits and expenses and that there were no discrepancies found.

- **Balance Sheet Summary:**

◦ Members' Dues:	\$6,555.00	
◦ Potomac Landing:	\$ 946.00	
◦ Bank Interest	\$ 5.00	
◦ Total:		\$7,506.00
◦ Expenses for Roads:	\$5,500.00	
◦ Snow Removal	\$ 600.00	
◦ Administrative Expenses:	\$1,072.00	
◦ Total Expenses:		\$7,172.00

Total in Bank:

(Reserves and unallocated revenue)

\$5,800.22

(See SPVPOA Treasurers Report/Budget/Audit Report attached)

Motion #1 Approve submitted budget to 2023: A motion was made by Patrice Hogeland and 2nd by Ed Dennis; passed by unanimous voice vote. (see attached)

Note: Cost of living Index is not known at this time; BOD to address.

Motion #2 Payment of Annual Dues: A motion was made by Karen Rogers and 2nd by Richard Dadds - BOD requests dues to be mailed to all members by the December 31st and that members pay by February 1st. After that date a 10% additional penalty will be added, unless a partial payment plan is requested/approved by the Board. A lean will be filed in June on all properties in arrears without an agreed upon payment plan.

The motion passed by unanimous voice vote.

Committee Road Reports

The Road Committee Chairman, Lewis Wills reported the following:

- All SPVPOA roads are in good shape,
- He has recently applied 4 truck loads of gravel to Association roads,
- We've had a lot of rain recently and the State Road coming down the mountain is in need of some work by the State,
- There is need to be cut back brush on most roads; and we have done some of that.
- We want to take back our roads. **"There should be a maintained road, a 4-foot trimmed sides of the road and a ditch for the water to run."**

The Road Chairman noted his method of ensuring there is a crown in the road and cleaning out ditches and giving water a place to run is reducing our annual maintenance expense.

Old Business

No Old Business:

New Business:

(1.) Election of Officers

John Masarick, Chairman requested the Nominating Committee composed of Chris Fischer and Richard Dadds to give their report.

Nominating Committee recommends:

- Morgan Hogeland for Chairman for a 3 year term.

John Masarick, Chairman conducted the Election of Chairman for 2023, 2024 and 2025.

The Chairman opened nominations for Chairman::

- a. **Morgan Hogeland** was nominated by the Nominating Committee.
- b. There were no other nominations.
- c. Nominations were closed and Morgan Hogeland was unanimously elected by voice vote.

Adjournment

Motion #3 to adjourn our meeting was made by Tom Masarick, Secretary and seconded Richard Dadds, Vice Chairman the annual meeting was adjourned at 1:39 PM.

Our new Chairman Morgan Hogeland announced that he would recommend dates for the 2022-2023 BOD Meetings to the BOD for their concurrence.

Tom Masarick, Secretary and Webmaster

attachments:

DRAFT

Treasurer's Attachment #1

South Potomac Valley Property Owners Association (SPVPOAP)				
PO Box 85 Points WV 25437				
Operating and Reserve Budget Proposal				
Year 2023 (October -September)				
ESTIMATED REVENUES				
	Assessments (40 Members/99 Lots/Lot #1 \$127 + \$25 for each Adjoining Lot) (Note: includes Board to approve increase for 2022)			\$ 6,555.00
	Potomac Landing (includes 3% increase)			\$946.00
	Bank Interest			\$5.00
TOTAL REVENUES				\$ 7,506.00
ESTIMATED EXPENSES				
	Roadwork/Maintenance			\$5,500.00
	Snow Removal			\$600.00
	Administration			\$1,072.00
	Insurance - Nationwide	7/16/23-7/16/24	\$425.00	
	Surety Bond (The Protection)- Nationwide	4/23/23-4/22/24	\$140.00	
	PO Box 85		\$62.00	
	License	Due By July 1, 2023	\$25.00	
	Web Site (3 Yrs. Paid - 2022-2024)	Hosting	\$0.00	
		Domain	\$0.00	
	Office Supplies		\$200.00	
	Rent Fire Hall		\$120.00	
	Legal Counsel		\$100.00	
TOTAL EXPENSES				\$7,172.00
ESTIMATED RESERVES				
	Approximate reserves in bank after pending 2022 expenses paid			\$5,466.22
	Unallocated revenue from 2023 projected budget			\$334.00
PROJECTED RESERVE				\$5,800.22

Treasurer's Attachment #2

South Potomac Valley Property Owners Association (SPVPOA Inc) PO Box 85 Points WV 25437							
Operating and Reserve Budget							
Year 2022 (October - September)							
ESTIMATED					ACTUAL	NOTES	
Assessments (49 Members/99 Lots/Lot # 1\$127 + \$25 for each Adjoining Lot) (Note: includes Board Approved 3%increase for 2022)				\$ 6,555.00	\$6,647.00	Includes Cash Payments Received as of 10/1/22	
Donations					\$267.00	Received as of 10/1/22	
Potomac Landing (includes 3%increase)				\$946.00	\$946.00	Paid 2/17/22	
Bank Interest				\$5.00	\$5.63	As of 8/31/22 Statement	
TOTAL REVENUES				\$ 7,506.00	\$7,865.63		
ESTIMATED					ACTUAL	BALANCE	
Roadwork/Maintenance				\$5,500.00	\$1,900.00	\$3,600.00	
Road Maintenance - 8/11/22 thru 9/30/22					\$1,800.00	Invoice Rcvd 9/30/22-Check to Lewis Wills Pending Ck 660	
\$100 Cash to pay gravel delivery drivers					\$100.00	Cash (Receipts Rcvd)	
Snow				\$600.00	\$600.00	\$0.00	
Lewis Wills - Snow Plow	1/7/2022	Ck 661			\$150.00	POSTED/Check sent to Rip 1/19/22	
Lewis Wills - Snow Plow	1/15/2022	Ck 661			\$50.00	POSTED/Check sent to Rip 1/19/22	
Lewis Wills - Snow Plow	1/17/2022	Ck 661			\$300.00	POSTED/Check sent to Rip 1/19/22	
Dakota McLaughlin - Snow Plow	1/7/2022	Ck 662			\$50.00	POSTED/Check sent to Rip 1/19/22	
Dakota McLaughlin - Snow Plow	1/17/2022	Ck 662			\$50.00	POSTED/Check sent to Rip 1/19/22	
Administration				\$1,400.00	\$1,354.70	\$0.00	
Insurance - Nationwide	Paid	7/16/22-7/16/23			\$423.32		
Surety Bond (Theft Protection)- Nationwide	Paid	4/23/22-4/22/23			\$138.00	POSTED/Sent check in mail 4/20/22	
PO Box 85	Paid				\$62.00	POSTED/Sent check in mail 2/12/22	
License	Paid	Due By July 1			\$25.00	Filed on 6/22/22 - Paid w/ KR credit card -	
Web Site (3 yrs)	Paid	Hosting			\$381.15	POSTED/Check sent to John 1/26/22	
Office Supplies	Paid	Domain			\$57.51	POSTED/Check sent to John 1/26/22	
		Purchased				Paid w/ KR credit card - Pending reimbursement. Ck663	
	Window Envelopes	1/16/22 Receipt 789			\$38.14		
		Purchased				Paid w/ KR credit card - Pending reimbursement. Ck663	
	Stamps	1/19/22 Receipt 626			\$36.10		
	Small Envelopes, Pocket Folder & Labels	Purchased 1/19/22 Receipt 649			\$24.48	Paid w/ KR credit card - Pending reimbursement. Ck663	
	PO Box Late Fee	Receipt 3/9/22			\$25.00	Paid w/ KR credit card - Pending reimbursement. Ck663	
		Purchased				Paid w/ KR credit card - Pending reimbursement. Ck663	
	Stamps	7/26/22 Receipt 965 & 966			\$24.00		
Rent Fire Hall	Pending	Ck 658			\$120.00	Pending - Check 658 to be provided at meeting	
TOTAL EXPENSES				\$7,500.00	\$1,354.70	\$3,600.00	
RESERVES					Assets	Pending	Total Reserves
				Bank Balance	\$11,014.24		\$11,014.24
				Pending	\$427.00		\$427.00
				Cash	\$110.00		\$110.00
				Projected Expenses		\$3,600.00	-\$3,600.00
					\$11,551.24	\$3,600.00	\$7,951.24

Treasurer's Attachment #3

From: shanekaren99
To: [Rogers, Karen \(NIH/OD\) \[E\]](mailto:Rogers, Karen (NIH/OD) [E])
Subject: [EXTERNAL] Fwd: SPVPOA BUDGET REVIEW
Date: Saturday, October 1, 2022 10:43:24 AM

Sent from my iPad

Begin forwarded message:

From: Patrice Deboer <rice517@aol.com> **Date:**
September 30, 2022 at 3:37:16 PM EDT **To:**
shanekaren99 <shanekaren99@gmail.com>
Subject: SPVPOA BUDGET REVIEW

Hi Karen, attached is my certification for the past year's budget and ball review. To:

SPVPOA

September 30, 2022

This letter will serve as confirmation that I have reviewed the Bank Statements for The South Potomac Valley Homeowners Association for October 2021 through September 2022 and have found all deposits and debits to be appropriate and no discrepancies were found.

Thank you.

Patrice DeBoer Hogeland Sent

from my iPhone

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