



MINUTES OF ANNUAL MEETING

The annual meeting of the property owners of the South Potomac Property Owners Association (SPVPOA) was held at the Levels Fire Station, Levels, West Virginia on October 12, 2024.

Call to Order

The meeting was called to order at 1:00 PM by Chairman, Morgan Hogeland. Tom Masarick, Secretary, reported that we had 25 lots represented by proxies and 34 lots represented by members at the meeting, totaling 59 lots; our meeting requires a **quorum of 34 lots**.

The following Property Owners were present in person:

Name:	Lots:	No. of Lots:
Bean Charlie	24	1
Dadds Richard	7, 8, 9, 10, 71, 99	6
Fischer Chris and Helen	18, 19	2
French Judson and Emily	35, 36, 37, 38, 39, 40	6
Garrett Tom	56, 57	2
Hogeland Morgan and Patrice	68	1
Masarick John and Sue	15, 16, 95	3
Masarick Tom and Janet	20, 21, 31, 32	4
Rogers Shane and Karen	42, 43, 60, 61, 62	5
Wills Lewis	17	1
Witt Gary	1, 84, 6	3
Total lots represented by members present		34

The following property owners were represented by proxy:

Name:	Lots	No. of Lots
Butler Tim	86, 96	2
Coppage David and Janet	53, 54	2
Dennis Edward	25, 26, 27, 28, 29, 30, 33	7
Jenkins Frank	50, 70, 63	3
Kokosinski Jeff & Kelly	2, 3, 4, 5, 97	5
Petra Charlene	22, 41, 44, 45, 46, 47	6
Total lots represented by proxies		25
Lots needed for quorum 34		
Totals Lots Present (34) + Proxy (25) = 59		

Board members term expiration:

Position	Name	Term
Chairman	Morgan Hogeland	2025
Vice Chairman	Richard Dadds	2026
Secretary	Tom Masarick	2024
Treasurer	Karen Rogers	2024
Board Member (at Large)	Gary Witt	2026

Secretary's Report

Secretary, Tom Masarick requested membership to review the minutes from last year's Annual Meeting (October 7, 2023) and advise of any additions, deletions or changes. Judson French requested his lots represented on page 1 should be changed from lot # 25 to lot number lot # 35. Tom Masarick, Secretary, agreed to the change.

Motion #1 was made by John Masarick to approve the minutes from the Annual Meeting date October 7, 2023 and 2nd by Judson French. The minutes were approved by unanimous approved voice vote. Our website will be updated to reflect the change.

Treasurer's Report

Karen Rogers, Treasurer, reported that all dues were collected. The road maintenance fee has been collected from Potomac Landing and all Insurance and license fees have been paid.

Karen presented the Treasurer's Report from 2024:

- Total Revenue collected is \$8,024.00.
 - Expenses for emergency culverts was \$3,485(at Ed Dennis and Charlie Bean)
 - Snow removal this year was \$500.00.
 - Discounted replacement culverts were procured in PA. at a cost of \$675.00
 - Currently the Bank balance is \$6,733.00.
- Patrice Hogeland performed an independent audit on the financial records for 10/31/2023 – 9/30/2024 for accuracy. She provided a written report attesting that the bank statements (deposits and expenses) agreed with the approved Budget and were supported by sufficient competent evidence provided by the Treasurer. There were no discrepancies found.

Motion #2 was made by Tom Masarick to approve the Treasurers Report for 2024 ending September 30, 2024 and 2nd by Judson French. The Treasurer's Report was approved by unanimous voice vote.

Karen presented the Proposed Budget for Next Fiscal Year 2025:

- The 2025 Budget will include increased dues in accordance with the 2025 COLA (cost of living adjustment). Karen discussed the rationale for this increase which includes the continuing rise in gravel costs, added fuel surcharge for delivery of gravel and the ongoing need to address road issues due to speeding vehicles by some homeowners and guests.
- The dues for property owners will **increase 2.5%** - from \$131.00 to \$134.00 on homeowner's first lot. Each additional lot will remain at \$25.00.
- The Potomac Landing road maintenance fee will increase from \$976.00 to \$1,001.
- Expenses for next year will include our 3 year Website Expenses: \$359.00 for GoDaddy to host our website: SPVPOA.COM. and \$65.00 annually for Domain expenses.

Motion #3 was made by Patrice Hogeland to approve the Proposed 2025 Budget with the COLA adjustment of 2.5% and 2nd by John Masarick. The Budget was approved by unanimous voice vote.

Road Report

Lewis Wills reported that all of the Association's roads are in good shape; we have a good crown. A lot of hard work has paid off. Fixing the potholes, fixing the drainage on the roads and replacing culverts were needed. We still have an issue with the large culvert down at the common area; but for now we have a workaround. We had to prioritize, replacing the culverts over cutting back brush as previously agreed.

Note: Estimates were collected by 3 different vendors to replace the culvert in the Common Area and the expenses range from \$20K - \$30K. A workaround has been made by the Lewis' Road Team and it has bought us some additional time; and prevented the sink hole from expanding.

The following items were discussed:

- We cut back on the amount of gravel put on the roads due to the unexpected culvert expenses.
- We will continue to stockpile and look for 24" and 18" culverts at discounted prices.
- We estimate that there are about 12 culverts that will need to be replaced overtime.

Lot Owners Help is Needed:

- Cut back brush on the sides of your property. Allow for traffic and snow removal.
- Be aware of a 25' right-of-way – use telephone poles as a good guide for right-a-way. Telephone poles are in the right-a-way not on the owner's property.
- When you cut down a tree near the edge of the road – leave the stump 12" up so it does not damage the cutting equipment.

Action Item: #1:

Judson French requests that an accurate list of all culverts be established by the Road Committee and the status of each.

Old Business:

Old Business was included in the Treasurers and Road Committee reports.

Road Concerns: The Board has received several complaints from lot owners regarding the disrespectful manner some of the community members or their guests are treating our roads. The Board recommends that anyone witnessing abusive behavior report it to a Board member or stop the individual and remind them of the need for safe driving habits.

New Business

Election of Officers

Morgan Hogeland, Chairman reported that we have two positions open for a 3 year term (2025-2027) year. The Secretary and Treasurer.

Morgan stated the floor is open for nominations for Treasurer:

- Karen Rogers (incumbent) was nominated by the Nominating Committee
- There were no other nominations
- Nominations were closed and Karen Rogers was unanimously elected by voice vote

Morgan opened the floor for nominations for the Secretary's position:

- Tom Masarick (incumbent) was nominated by the Nominating Committee
- There were no other nominations
- Nominations were closed and Tom Masarick was unanimously elected by voice vote

Motion #4 to adjourn the meeting was made by Tom Masarick and 2nd by Richard Dadds. The meeting was adjourned at 1:38 PM by unanimous voice vote.

Attachment #1:

**Operating and Reserve Budget -----(Approved by SPVPOA BOD 10-12-2024)
Year 2025 (October – September)**

South Potomac Valley Property Owners Association (SPVPOA Inc)							
PO Box 85 Points WV 25437							
Operating and Reserve Budget							
Year 2025 (October - September)							
ESTIMATED REVENUES						ACTUAL REVENUES	NOTES
Assessments (49 Members/99 Lots/Lot #1 \$134.28 + \$25 for each Adjoining Lot)					\$ 6,846		COLA Projected to be 2.5% in 2025 - Increase for primary (additional lots can only be assessed at \$25 each)
Potomac Landing					\$1,001		2.5% Increase in 2025*
Bank Interest					\$11.00		
TOTAL REVENUES					\$ 7,858	\$0.00	
ESTIMATED EXPENSES						ACTUAL EXPENSES	BALANCE REMAINING
Roadwork/Maintenance					\$5,500.00		\$5,500.00
Annual Allocation					\$5,500.00		
Snow Removal					\$600.00		\$600.00
Administration					\$1,274.94		\$1,274.94
Insurance - Nationwide (Due by July 1)					7/16/25-7/16/26 \$428.32		
Surety Bond (Theft Protection)- Nationwide (Due by April 1)					4/23/25-4/22/26 \$138.00		
PO Box 85 (Due by April 30)					\$78.00		
License (\$25) (Due By July 1)					\$25.00		
Web Site (3 yrs) - Hosting					2025-2027 \$359.65		
Web Site (3 yrs) - Domain					2025-2027 \$65.97		
Office Supplies and Stamps					\$60.00		
Rent Fire Hall					\$120.00		
TOTAL EXPENSES					\$7,374.94	\$0.00	\$7,374.94
* SSA Web Site = COLA and CPI projected to Increased in 2025 by 2.5% - https://faq.ssa.gov/en-us/Topic/article/KA-01951#:~:text=How%20much%20is%20the%20increase,%20living%20adjustment%20(COLA).							
Total Reserves Remaining after 2024 Budget Year - Bank Balance + Petty Cash + 2 Assessment Checks to Clear - Two Pending SPV Checks to Clear							\$6,846.95

Attachment #2:

**Operating and Reserve Budget
Year 2024 (October – September)**

South Potomac Valley Property Owners Association (SPVPOA Inc)							
PO Box 85 Points WV 25437							
Operating and Reserve Budget							
Year 2024 (October - September)							
ESTIMATED REVENUES						ACTUAL REVENUES	NOTES
Assessments (49 Members/99 Lots/Lot #1 \$131 + \$25 for each Adjoining Lot)				\$ 6,705.00	\$5,670.00	\$4.23 Increase in 2024 for Primary Lot Only*	
Potomac Landing				\$976.27	\$976.27	\$30.27 Increase in 2024*	
Bank Interest				\$5.00	\$2.10		
TOTAL REVENUES				\$ 7,686.27	\$6,648.37		
ESTIMATED EXPENSES						ACTUAL EXPENSES	BALANCE REMAINING
Roadwork/Maintenance				\$6,400.00	\$4,035.00	\$2,365.00	
Annual Allocation				\$5,500.00			
Carryover from 2023 - Board Approved for Additional Road Work on Potomac Overlook between Potomac Court and as far up to Jenkins drive as possible.				\$900.00			
Culvert Repair - Material - Join Concrete Industries					\$1,485.00		
Culvert Repair - Work - Seth B & Son					\$2,000.00		
Road Work - 1/10/24 Invoice					\$375.00		
Road Maintenance - 4/4/24 Invoice Received					\$175.00		
Snow Removal				\$600.00	\$500.00	\$100.00	
Snow Removal 1/6/24-1/7/24					\$280.00		
Snow Removal 1/19/24					\$220.00		
Administration				\$822.00	\$72.00	\$750.00	
Insurance - Nationwide (Due by July 1)	7/16/24-7/16/25			\$428.32			
Surety Bond (Theft Protection)- Nationwide (Due by April 1)	4/23/24-4/22/25			\$138.00			
PO Box 85 (Due April 30)					\$72.00		
License (\$25) (Due By July 1)				\$25.00			
Web Site (3 yrs) - Hosting	Paid for 3 years (2022-2024)			\$0.00			
Web Site (3 yrs) - Domain	Paid for 3 years (2022-2024)			\$0.00			
Office Supplies				\$60.00			
Rent Fire Hall				\$120.00			
Miscellaneous (Diverted \$500 for Emergency Culvert Repair)				\$50.68			
TOTAL EXPENSES				\$7,822.00	\$4,535.00	\$3,215.00	
* SSA Web Site = COLA and CPI Increased in 2024 by 3.2% - https://faq.ssa.gov/en-us/Topic/article/KA-01951#:~:text=How%20much%20is%20the%20increase,%2Dliving%20adjustment%20(COLA)							
RESERVES				Assets	Expenses	Total Projected Reserves	
	Bank Balance	2/29/2024		\$8,079.49			
	Cash			\$181.00			
	Deposited/Pending March 2024 Statement			\$418.00			
	Pending Deposits/Received Apr 6 Board Mtg	Check 131/PMO 29220167373/ Check 133/Check 5931		\$574.00			
	Projected Income			\$1,035.00			
	Pending Expenses				\$3,215.00		
				\$10,287.49	\$3,215.00	\$7,072.49	

Attachment #3 Owner's List:

Last Name	First Name	Street Address	City, State, ZIP	Phone	Email	Lot Number(s)
Adams	Ian	7917 2nd Ave South	Saint Petersburg, FL 33707	304-490-5334	rainbowcrestswton@gmail.com	78, 81, 82
Allie Fox Inc.	C/O Steve Holmes	255 Boulder Lane	Augusta, WV 26704	304-359-1310		59
Bean	Charles	1113 Potomac Overlook Drive	Levels, WV 25431	304-492-5162		24
Bean	Sandra	67 Potomac Overlook Drive	Levels, WV 25431	304-492-5162		23
Yokopovich	Ken & Nick	2840 Fairmont Rd	Morgantown, WV 26501	410-917-1559	nkyokov44@yahoo.com	89
Burgess	Karina & Michael	619 Virginia Ave.	Essex, MD 21221	410-590-7664		73, 75, 77
Butler	Tim	108 Oak Avenue	Glen Burnie, MD 21061	304-492-4285		86, 96
Coppage	David & Janet	PO Box 220	Slansville, WV 25444	304-492-4285		53, 54
Dadds/Butler	Rip & Tim	129 High Meadow Road	Levels, WV 25431	304-492-4021/410-978-2860	tdadds@yahoo.com; jdbdumbing@verizon.net	7, 8, 9, 10, 71, 99
Dean	Mark/Deborah	2532 Fairmont Road	Morgantown, WV 26501	304-983-8218 (no longer in service)	MarkDeDean@COMCAST.NET	87
Dennis	Edward	12807 Fernwood Turn	Laurel, MD 20708-2502	301-490-8465/304-492-5162	EDDENNIS25@gmail.com	25, 26, 27, 28, 29, 30, 33
Fischer	Chris & Helen	322 Potomac Overlook Drive	Levels, WV 25431	304-492-5633	helensewing@aol.com & paints39@aol.com	18, 19
Garrett	Tom	1000 Potomac Overlook Drive	Levels, WV 25431	813-848-9111	teezarrett@yahoo.com	56, 57
French, Jr	Judson	1207 Aalea Drive	Rockville, MD 20850	407-253-4403	judfrench@gmail.com	35, 36, 37, 38, 39, 40
Haines	Robert & Patricia	6155 Old Martinsburg Grade Road	Augusta, WV 26704	304-496-9136		90, 91
Hogeland	Morgan & Patrice	1071 Potomac Overlook Drive	Levels, WV 25431	304-492-5054	Hogeland@aol.com	68
Jenkins	Frank	1050 Potomac Overlook Drive	Levels, WV 25431	304-983-2724		63, 55, 70
Kerns	Ralph & Mary Jane	2777 Sugar Grove Road	Morgantown, WV 26501	304-492-5210		88
Kokosinski	Jeff & Kelley	1000 South Branch Road	Levels, WV 25431	304-492-5635	no email	2, 3, 4, 5, 97
Lee	Anthony	434 Bill Stutz Drive	Levels, WV 25431	301-492-5635	alee72819@gmail.com	92, 93, 94
Lee	Robert	20596 Windowills Way	Leesburg, VA 20175	571-451-9945		80
Long/Atbogast	Christine & Scott	84 Robin Lane	Augusta, WV 26704	304-496-9406	Nueve45@aol.com	98
Masarrick	John & Sue	7908 Appomattix Avenue	Mannassas, VA 20111	703-368-1603/304-492-5681	john.masarrick@comcast.net	15, 16
Masarrick	Tom & Janet	8200 S. Lomond Drive	Mannassas, VA 20110	703-368-8308	masarrick@aol.com	20, 21, 31, 32
McCombs	David	338 Theima Avenue	Glen Burnie, MD 21061	410-761-XXXX	dundrck@verizon.net	6
McLaughlin	Dakota	18 Swisher Hollow Road	Springfield, WV 26763	304-359-0539		48, 49, 50, 51, 52
Mease, Sr.	Michael	11860 Old Plank Road	Three Springs, PA 17264	814-907-1308	Michaelmease1962@gmail.com	83, 85
Miller	Genevieve	19 Byway Road & 686 Bill Stutz Drive	Owings Mills, MD 21117 & Points, WV 25437	410-356-7432	genovmiller39@gmail.com	79
Mitchel	Kevin	1550 Williams Grove Road, Lot 112	Mechanicburg, PA 17055	717-448-7083	K.4379.m@gmail.com	72
Moore	Bill & Stephanie	7 Blue Damsel Court	Bitmore Lake, NC 28715	703-981-9081	bill.moore@gmail.com	64, 65, 66, 67, 69
Murdell	Nathalie	3513 New Hampshire Avenue, NW	Washington, DC 20010	301-666-7950		74, 75
Murray	David & Mary	62 Apple Jack Lane	Harpers Ferry, WV 25425	304-728-9967		13, 14
Masarrick	John & Tom	8200 S. Lomond Drive	Mannassas, VA 20110	703-368-8308		95
Northgate Land Partners, LLC	C/O Brandon Gates	808 N. Wells #415	Chicago, IL 60610	304-492-5516	info@northgatelandpartners.com	58
Pietra	Charlene	185 Big Buck Road	Levels, WV 25431	304-492-5516	dpnietra@frontiernet.net	22, 41, 44, 45, 46, 47
Rogers	Shane & Karen	705 Hope Lane	Garthersburg, MD 20878	240-474-8093	shane.karen9@gmail.com	42, 43, 60, 61, 62
Vendramini	Joseph	Tischenlostrasse 57	8800 Thalwil, Switzerland		lvendramini@bluewin.ch	34
Venhoff	Alice	461 Martho Drive	Meadville, PA 16335			11, 12
Wills	Lewis	1708 S. Branch Road	Levels, WV 25431	304-492-5576/304-496-7550 (Cell)	lewiswillswill@cloud.com	17
Witt	Gary	1154 Hastigs Lane	Pasadena, MD 21122	410-218-1480	garyshillve@verizon.net	1, 84