



## SPVPOA – Board of Directors Meeting Minutes

September 03, 2022

### In Attendance:

Chairman: John Masarick

Treasurer: Karen Rogers

Vice Chairman: Richard Dadds

Member at large: Gary Witt

Secretary/Webmaster: Tom Masarick

Road Committee Chairman: Lewis Wills

**Guests:** Chris Fischer

Morgan Hogeland

Janet Masarick

Sue Masarick

**Opening:** The BOD's Meeting was called to order by Chariman, John Masarick at 1:00 pm at Tom Masarick's Gazabo. President, John Masarick thanked everyone for attending this very important meeting. We have a number of things to do today; and one of them is to prepare for the Annual Meeting.

### Secretary's Report:

The Minutes from BOD, April 09, 2022 was emailed to the BODs and distributed at the meeting.

**Motion #1:** Made by Treasurer, Karen Rogers and 2<sup>nd</sup> by Vice Chariman, Richard Dadds to approve the BOD Meeting Minutes from April 9<sup>th</sup>, 2022. Motion passed unanimously by voice vote.

#### SPVPOA Web-site – Report

The SPVPOA ([www.spvpoa.com](http://www.spvpoa.com)) is our repository of all of our BOD and Annual Meeting Minutes as well as important documents i.e. Covinents. Our website has been up 100% with no issues.

### Treasures' Report:

Treasurer, Karen Rogers noted that she will soon send her Treasurers Report to the Secretary, for inclusion in the Meeting Minutes.

- In Summary we have \$11,277.30 in the bank,
- We have 3 property owners that have not as yet paid,
- We have received \$6,293.00 since our last meeting.
- Karen has received a numer of addresses and email updates and she will pass them on to the Secretary for his mailings.
- It should be noted that we have not spent any money on the roads this year.
  - There is still \$5,000 in the budget for road maintenance.
  - We have an additional \$500 for snow removal that was not used this year.

**Motion #2:** Made by Secretary, Tom Masarick and 2<sup>nd</sup> by Vice Chairman Richard Dadds to add the \$500 from the unused snow removal money, to the \$5,000 in the budget for road maintenance. The motion was passed unanimously by voice vote.

### Road Chairman's Report:

Road Committee Chairman, Lewis Wills reported he has completed some work in the list below. More work needs to be completed.

- Grated and pulled gravel out of the ditches,
- Filled pot holes with the gravel;
- Cut back some of the brush
- Lewis reported that he has been sick since March and that has had major impact on his ability to do road work.

Lewis reported that he plans to work on the following areas depending on approval and budget. It should be noted that a truck load of gravel has gone up subsantfully. It is now approximately \$730 per load (this is an estimate).

<u>Road:</u>	<u>Truck Load:</u>
• Lower, Big Buck	1 truck load
• South Branch (main road)	2 truck loads
• Potomac Over look	1 truck load
<u>Total Gravel needed</u>	<u>4 truck loads of gravel</u>

- Some brush work Area Pietra to Rogers

Lewis noted that we usually give \$25.00 to the truck drivers in addition to the cost of the truck load in order to help with the spreading of gravel. Treasurer, Karen Rogers gave RIP (Richard Dadds) \$100.00 for the 4 truck loads; for each driver to spread the load.

The SPVPOA Board agreed that the Road Chairman would set the priority for the above listed work. It is understood that he may need to limit the amount of work to stay within the budget.

### **Old Business:**

There is no old business for the BOD to address today.

### **New Business:**

1. Chairman, John Masarick appointed Secretary, Tom Masarick to do some much needed association research.
2. Chairman, John Masarick appointed a Nominating Committee consisting of:
  - a. Chris Fischer and
  - b. Richard Dadds  
(All parties interested in running for Chairman of the SPVPOA should contact Chris or Richard.
  - c. Chris Fisher has currently selected Morgan Hogeland as a Candidate.
3. The Annual Meeting is scheduled for the 2<sup>nd</sup> Saturday in October (Oct. 8<sup>th</sup>).
  - a. The Chairman asked VP Richard Dadds to coordinate with the Fire Department to secure a place for the Annual Meeting.
  - b. The Association will donate \$220 to the Levels Fire Station of use of their Hall.
  - c. The Chairman asked Treasurer, Karen Rogers will send out a list of property owners to the follow BODs for call 2 weeks before the Annual Meeting. (Tom Masarick, John Masarick, Richard Dadds and Gary Witt.
  - d. The next BOD will meet on October 8<sup>th</sup> at 11:00 am at the Fire Station before the Annual Meeting.

**Motion #3 to Adjourn: A motion was made by Secretary, Tom Masarick and 2<sup>nd</sup> by Vice Chairman, Richard Dadds at 2:32 pm to adjourn. Motion passed unanimously by voice vote.**

*Tom Masarick, Secretary/Webmaster*

### **Attachment #1 Treasurer's Report:**

South Potomac Valley Property Owners Association (SPVPOA Inc)

PO Box 85 Points WV 25437

Operating and Reserve Budget

Calendar Year 2022

ESTIMATED REVENUES					ACTUAL REVENUES		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	\$6,293.00	Includes Cash Payments	Received as of 7/25/22
Donations					\$200.00		
Potomac Landing (includes 3% increase)				\$946.00	\$946.00		Paid 2/17/22
Bank Interest				\$5.00	\$4.69		As of 7/29/22 Statement
<b>TOTAL REVENUES</b>				<b>\$ 7,506.00</b>	<b>\$7,443.69</b>		
ESTIMATED EXPENSES					ACTUAL EXPENSES		BALANCE REMAINING
Roadwork/Maintenance				\$5,000.00	\$0.00		\$5,000.00
Snow Removal				\$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	\$1,222.70		\$177.30
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 - Pending payment from cash received from on owner paying assessment.
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
Window Envelopes		Purchased 1/16/22	Receipt 789		\$38.14		Paid w/KR credit card - Pending payment from cash received from on owner paying assessment.
Stamps		Purchased 1/19/22	Receipt 626		\$36.10		Paid w/KR credit card - Pending payment from cash received from on owner paying assessment.
Small Envelopes, Pocket Folder & Labels		Purchased 1/19/22	Receipt 649		\$24.48		Paid w/KR credit card - Pending payment from cash received from on owner paying assessment.
PO Box Late Fee		Receipt 3/9/22			\$25.00		Paid w/KR credit card - Pending payment from cash received from on owner paying assessment.
Stamps		Purchased 7/26/22	Receipt 965		\$12.00		Paid w/KR credit card - Pending payment from cash received from on owner paying assessment.
Rent Fire Hall	Pending				\$120.00		Pending
<b>TOTAL EXPENSES</b>				<b>\$7,000.00</b>	<b>\$1,822.70</b>		<b>\$5,177.30</b>
RESERVES					Assets	Pending Expenses	Total Reserves
				Bank Balance	\$11,013.30	\$5,120.00	\$5,893.30
				Cash	\$264.00	\$160.72	\$103.28
					\$11,277.30	\$5,280.72	\$5,996.58