



SPVPOA – Board of Directors Meeting Minutes

February 11, 2023

In Attendance at Morgan's Cabin:

Chairman: Morgan Hogeland

Vice Chairman: Richard Dadds

Secretary/Webmaster: Tom Masarick

Treasurer: Karen Rogers

Road Committee Chairman Lewis Wills

Absent: Member at large: Gary Witt

Guests: Tim Butler, Patrice Hogeland and Janet Masarick

Opening: The BOD's Meeting was called to order by Chairman, Morgan Hogeland at 1:00 pm. Morgan thanked everyone for attending and noted that the BOD meeting is open to all SPVPOA members.

Secretary's Report:

The Minutes from BOD, December 10th, 2022 was emailed to Treasurer Karen Rogers and President Morgan Hogland for review/corrections and then emailed to members of the Board. Minutes are posted in draft form to the Web after BOD review.

Motion #1: Made by Treasurer, Karen Rogers and 2nd by Vice Chariman, Richard Dadds to approve the BOD Meeting Minutes from December 10th, 2022 meeting.

Motion passed unanimously by voice vote.

Our website (www.spvpoa.com) has been up 100%; with no issues.

Treasures' Report:

Treasurer, Karen Rogers presented the following:

- Attached is the current Operating and Reserve Budget for 2023,
 - We deposited \$2,594.00 since our last meeting, 16 out of 40 owners have paid.
 - We had the following expenses:

▪ Road Work (carryover from 2022) -	\$454.88
▪ Road Work (2023) -	\$550

- Snow Removal - \$230.00
- Office Supplies (Stamps) - \$ 60.00
- After allowing for projected expenses \$1,416.29 remains in the budget.

Motion #2: Karen Rogers, Treasurer requested that we change the type of bank account to only require one signature on checks.

Discussion: Our bank account requires two signatures by members of the board. This delays payment to contractors and companies. It was noted that other communities in the area do not have accounts that require two signatures and insurance policies maintained by the SPV Owners Associate cover the possibility of fraud. It was discussed that the Treasurer, President, Vice President or Secretary would be authorized to sign checks. Tom Masarick, Secretary, also noted that the BOD has adequate oversight in place. The Bank Statement is sent to a BOD member other than the Treasurer and we do an annual audit of bank transactions. The motion was 2nd by Tom Masarick

Motion passed unanimously by voice vote.

Road Chairman's Report:

Road Committee Chairman Lewis Wills reported:

- We are continuing to work on the roads, my health is getting better,
- We have been patching pot holes,
- Most of the roads are in good shape,
- There is still plenty of brush to take out; it would be helpful for owners to do some too.
- We worked on the area of road from 130 Potomac Court to 1050 Potomac Overlook Drive.
- Lewis plans to experiment with some different stone that is more stone and less dust, i.e. 57/56 or 7's or 8's. He plans to do this at Potomac Overlook.
- There is a culvert down by the Common Area that needs repair/replacing.

Old Business:

None

New Business:

President Morgan scheduled a field trip after this meeting to look at the culvert down by the common area. Lewis Wills, Road Chairman and Tom Masarick, Secretary looked at the culvert prior to the meeting and reported the following:

- The culvert at the Common Area runs under the road and drains into the river. At the river side water is **not** coming out of the culvert, but out from a nearby tree. The culvert is 2 foot wide and is over 100 feet long. On the source side the culvert is 4 feet deep and on the river side it is about 10 feet deep (see attachments).

Action Item: #1 It was requested for Lewis Wills, Road Chairman to get bids to repair/replace the culvert. It was also requested that we need to ensure that Hampshire County and the EPA does not have any restrictions on repairs; being water is feeding into the river.

Motion #3 to Adjourn: A motion was made by Secretary, Tom Masarick and 2nd by Vice Chairman, Richard Dadds at 2:35 pm to adjourn.

Motion passed unanimously by voice vote.

Our next BOD Meeting is scheduled for 1:00 PM Sat. Apr 15, 2023 Morgan's Cabin.

Tom Masarick, **Secretary/Webmaster**

Attachments:

Treasurer's Report as of 2-11-2023

South Potomac Valley Property Owners Association (SPVPOA Inc)									
PO Box 85 Points WV 25437									
Operating and Reserve Budget									
Year 2023 (October - September)									
ESTIMATED REVENUES					ACTUAL REVENUES			NOTES	
Assessments (49 Members/99 Lots/Lot #1 \$127 + \$25 for each Adjoining Lot)				\$ 6,555.00		\$2,594.00		No increase in 2023	
Donations				\$0.00		\$103.00			
Potomac Landing				\$946.00				No increase in 2023	
Bank Interest				\$5.00		\$0.75			
TOTAL REVENUES				\$ 7,506.00		\$2,697.75			
ESTIMATED EXPENSES					ACTUAL EXPENSES		BALANCE REMAINING		
Roadwork/Maintenance	2023 Allowance			\$5,500.00				\$5,500.00	
	2022 Allowance			\$5,500.00					
	Roadwork - 9/30/22 Paid Ck 660			\$1,800.00					
	Allegany Aggregates - 9/25/22 - Paid Ck 664			\$2,285.12					
	Gravel Delivery Driver - 9/25/22 - Paid Cash			\$100.00					
	Roadwork - 11/18/22 - Paid Ck 668			\$860.00					
	2022 Carryover			\$454.88		\$454.88		\$0.00	
Snow Removal	12/22/2022			\$230.00		\$230.00		\$370.00	
Administration				\$1,400.00		\$60.00		\$1,340.00	
	Insurance - Nationwide	Pending	7/16/23-7/16/24						
	Surety Bond (Theft Protection)- Nationwide	Pending	4/23/22-4/22/23						
	PO Box 85	Pending	Due January 1						
	License	Pending	Due By July 1						
	Web Site (3 yrs)	Paid for 3 years	Hosting						
	Office Supplies	Paid for 3 years	Domain						
		Stamps	1/13/2023			\$60.00			Used Petty Cash
	Rent Fire Hall	Pending							
TOTAL EXPENSES				\$7,954.88		\$60.00		\$7,210.00	
RESERVES					Assets		Pending Expenses		
	Bank Balance	As of 1/31/23			\$5,838.29				\$5,838.29
	Pending Deposit				\$2,521.00				\$2,521.00
	Cash				\$267.00				\$267.00
	Projected Expenses							\$7,210.00	-\$7,210.00
					\$8,626.29			\$7,210.00	\$1,416.29

1. Picture top left – 2 ft culvert at source side supplying run-off,
2. Picture top right – Lewis at river side of culvert,
3. Picture bottom left – Culvert river side – no water coming out, and

4. Picture bottom right – Water coming out from under tree near-by culvert.

