

SPVPOA – Board of Directors

February 25th, 2017rev1



The BOD's Meeting was called to order by Chairman John Masarick at 1:00 pm.
Locations: John's Cabin in Levels, WVA.

In attendance were:

- Chairman: John Masarick
- Vice Chairman: Charlene Pietra
- Secretary: Tom Masarick
- Treasurer: Chris Fisher
- Member at large: Richard Dadds
- Lewis Wills, Road Committee Chairman

Opening:

John Masarick, Chairman thanked the BOD for participating in the conference call on January 14th - due to anticipated ice storm predicted for the West Virginia and Virginia area. The meeting was free to all those that have free long distance; and that appeared to be all BOD members.

Secretary's Report:

Tom Masarick, Secretary read the BOD Minutes from our January 14th, 2017 BOD Conference Call. A motion was made by Chris Fischer to approve the minutes, seconded by Richard Dadds. The minutes were unanimously approved by the board members and have been posted in the Website and emailed to all members with email addresses.

The Secretary also reported on our Website and noted the following:

- Our Website www.spvpoa.com has been up 100% all year with no incidents.
- We have changed the **home page** by adding a picture of the new improvements on Big Buck Rd. Our direction has been to add pictures and removing cartoons – to give a more useful and professional look.
- I recently discovered from our **Website Tech Support** that we were unprotected from virus and malware. I therefore purchased **SITELOCK malware protection**. Which is a pro-active measure to mitigate outages due to malware and viruses.
 - It should be noted that SITELOCK identified 5 issues that require remediation in order to reduce the vulnerabilities of an attach. It appears that our code discloses too much information in the header section of each HTM file; this arms would-be hackers with valuable information about our site.
- The Secretary/Web Master requested approval to make the following changes to our Website:

- Add a picture of our new Vice-Chairman to the BOD pictures.
- Add a Photo-Gallery – depicting pictures of road improvements and other points of interest.
- Password protect our Membership Address list (restricting this info to SPVPOA members only).

1. Treasures' Report:

A. Chris Fischer, Treasurer presented a Revenue and Expense statement which reflects a balance in the bank on 10/1/2016 of **\$5,467.38**. Total Revenue for 2017 is **\$9,920.38**. Expenses for road work **\$1,790.00** and Expenses for Administration was **\$571.60.**, leaving a Balance of **\$7,558.78**.

(see detail below)

Revenue:

Balance in bank 10/1/2016:	\$5,467.38	
Dues received for 2017	\$3,953.00	
Received donation from Schillers:	\$ 500.00	
Total Revenue:		\$9,920.38

Expenses:

Road Work:

Road Repair: Big Buck Rd	\$1,150.00	
Road Repair: Fill Pot holes/ Lewis	\$ 640.00	
Road Work Sub-total:		\$1,790.00

Administrative:

Rent Fire Hall for annual meeting	\$ 125.00	
PO Box expense	\$ 48.00	
Postage Stamps - Treasurer	\$ 37.60	
Donation for Dennis family (hospice)	\$ 100.00	
Attorney (Bean & Bean) Amendment	\$ 250.00	
Administration Sub-total:		\$571.60

Total Expenses: **\$2,361.60**

Final Balance in Bank as of 2/25/2017 **\$7,558.78**

2. Road Chairman Report:

A. Work completed this year:

Road's Chairman Lewis Wills reported YTD we have spent \$640.00 on packing pot holes and brush removal.

- Patches are staying fixed.
- We have changed our product for patching.
- We are taming the patches with a 6800 lbs. backhoe.

B. Preparing for Spring Rains: **(see pictures on web (Photo Gallery – folder Road Work).

- a. We did some work on ditches to keep the rain off the road and into the ditches.
- b. The roads need a lot of work in this area to bring them up to spec.
- c. Currently the rain is running across the roads and causing erosion and pot holes.

C. 3 – Year Plan

- a. It is very difficult to create a 3 year plan with roads in their current condition; we are actually rebuilding the roads in many areas due to the drainage.
- b. Tom requested that Lewis create a plan this year with budget of what areas he plans to address; including the drainage and rebuilding of the roads. We also need our best estimates, with budget on what we plan to do in future years. This is a 3 or 4 year plan so all Property owners know when we plan to work on their roads based on resources.
- c. Lewis stated that his current plan for this year is to:
 - i. Fix the pot holes and drainage spots on **Potomac OverLook Dr.**
 - ii. Fix the pot holes and drainage on **Potomac OverLook Ct.**
 - iii. Work on lower portion of **Big Buck Rd.** where cars and trucks have caused ruts and thus make your car bounce (one truck load of 3/8 crusher run).
 - iv. Patch **South Branch Rd (estimate \$1250).**

Action Item #1: The Chairman requested a 3 year plan with budget estimates on Road Maintenance with BOD approval.

3. Old Business:

A. Covenants Amendment for Road Maintenance:

1. Chris Fischer, Treasurer reported that he has received 76 **YES** votes; we only need 67 votes for the Amendment to pass. (See Web site Covenants section on Summary of Yes and No votes).
2. The Chairman, Secretary and Treasurer has meet with our Attorney (Bean and Bean) and obtained an Amendment based on the positive Yes votes. The document has been notarized and filled with the County Court house.

Action Item: #2 Tom Masarick, Secretary will draft a letter to be sent to our Members with a copy of the Amendment; final approval by the BOD before mailing or emailing. The BOD requested acknowledgment from the members that they had received the communication.

- a) Note: It should be noted that Attorneys at Law Bean and Bean are the architects of our SPVPOA Covenants.

B. Annual Meeting Action Items:

1. There was only one action item from the Annual Meeting and that was for Secretary, Tom Masarick, Secretary to meet with West Virginia State Roads to investigate the plausibility and constraints for obtain State maintenance on our roads.
 - a) It was determined that this fact finding information is not needed until the Annual Meeting (no status update at this time).

4. New Business:

A. Frontier Communications Service:

Charlene Pietra, Vice Chairman reported that the phone service in the Valley has been very poor. Charlene noted that she has sent a letter to Frontier however no response has been received and that there has been no phone outage since. She and Chris also noted that Internet service has dramatically improved in the Valley due to Frontiers actions. It is not known what steps have been taken to improved Phone service availability.

Action Item #3: The Chairman formed a committee of Charlene Pietra, Vice Chairman and Tom Masarick, Secretary to draft a follow-up letter to Frontier Communications acknowledging internet improvement and requesting notification of what actions have been taken to improve phone service availability. Also, at the minimum we need to know what actions will be taken to mitigate extended outages; once they occur.

Note: It was discussed that is may take many actions of escalation to obtain a remedy.

B. Web-Site detective and preventive measures to mitigate outages and disruption of service.

As noted in the Secretary's report Tom has purchased SITELOCK for 1 year to prevent malware disruptions to our Website.

Motion: It is required to reimburse Tom Masarick, Secretary/Webmaster for his purchase of SITELOCK malware (1 year malware protection. To be discussed and voted on prior to renewal) for \$83.88 with accompanied proof of purchase provided to the Treasurer. The motion was made by Tom Masarick, Secretary and 2nd by Chris Fischer, Treasurer. The motion was passed unanimously.

The meeting was adjourned by unanimous consent at 2:05pm. The motion was made by Tom Masarick and seconded by Chris Fischer.

Tom Masarick,

Secretary and Webmaster