



SPVPOA – Board of Directors Meeting Minutes

April 15, 2023

In Attendance at Morgan's Cabin:

Chairman: Morgan Hogeland

Secretary/Webmaster: Tom Masarick

Treasurer: Karen Rogers

Road Committee Chairman Lewis Wills

Attended via WebEx: Member at large: Gary Witt

Absent: Vice Chairman: Richard Dadds

Guests: Patrice Hogeland, Janet Masarick and Chris Fischer

Opening: The BOD's Meeting was called to order by Chairman, Morgan Hogeland at 1:09 pm. Morgan thanked everyone for attending and noted that the BOD meeting is open to all SPVPOA members. He informed us of a neighbor in another Association that has passed away (Charlie Thompson), also Charles Deen's sister has been killed in an auto accident recently.

Secretary's Report:

The Minutes from BOD, February 11th, 2023 was emailed to Treasurer Karen Rogers and Chairman Morgan Hogeland for review/corrections and then emailed to members of the Board. BOD Meeting Minutes from February 11th, 2023 are posted in draft form to the Web after BOD review.

Motion #1: Made by President, Morgan Hogeland to approve the BOD Meeting Minutes as presented and 2nd by Treasurer, Karen Rogers.

Motion passed unanimously by voice vote.

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

Treasures' Report:

Treasurer, Karen Rogers reported the following:

- Karen noted that currently we have \$10,489.58 in the Bank.
- **Unpaid Lot Owners:**
 - Currently 34 of 40 Lot Owners have paid.
 - She has sent out follow-up notices to collect from the six members; there is \$1,087.00 to be paid.
 - A Final notice we be sent which includes the following:
 - SPVPOA BOD is sending you a Final Notice for dues 2023,
 - There is a 10% late fee, and you are required to also pay,
 - Cost of sending a certified letter, and return receipt.
 - If not paid by May 31st a lien will be filed on your property; this can be as much as an additional \$150.00.
 - Karen will send out a draft Final Assessment letter for the BOD to review.
- **Snow Removal:**
 - We spent \$230.00 this year on snow removal; leaving a balance in the account of \$370.00. Therefore, it is recommended that we keep this money in the Snow Removal Account for next year.
 - **Motion #2:** Made by Treasurer, Karen Rogers to keep \$370.00 left over in the Snow Removal Account and 2nd by Gary Witt, after discussion the motion passed by uniminious voice vote.
- **Roads Budget:**
 - Our Treasurer has paid the \$25.00 for each of the 3 loads of crushed-run delivered, however she is still awaiting on the final bill before she can give a balance to this account. Lewis Wills, Road Committee Chairman said it is forth-coming.
- Attached is the Treasurers updated Operating and Reserve Budget.

Road Chairman's Report:

Road Committee Chairman Lewis Wills reported:

- We are continuing to work on the roads, and focusing on our top priorities first; those roads used most by our Association and Potomac Landing. We hit these every year.
 - Big Buck Road we used 3/4 crusher-stone,
 - South Branch (we received 8's)
 - We have received 3 loads of stone.
 - We like 25% stone and 75% dust
 - Allegany Aggregates does not always give us exactly what we request, but we do the best with what we get.
 - We continue to work and angle the ridges on Big Buck
- Next depending on what is left in the budget we will look at:
 - The road from Charlene Pietra up to Roger Asbery,
 - We will also see what we can do with Stultz Road (by the river).
- We are working all roads pulling stone in and work cutting road edges; we do leave the grass by the owners lots; but we do plan to go back and clean it up.
- There is a culvert down by the Common Area that needs repair/replacing, which is a bigger issue.

Old Business:

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 160 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).

- Lewis Wills has obtained bids to replace the culvert and has considered other options; however due to the anticipated damage of the old culvert – a complete replacement is the only proper solution according to several members of the BOD.
 - The only feasible option is to completely replace the 2' culvert end to end.
 - We have received two bids:
 - We have a bid of \$30,000 to completely replace and repair the area.
 - We have received another bid that will provide the labor for \$8,000. The shale and culverts are expected to be about \$7,000. The cost of the pipe is about \$5,280 for 160' of culvert pipe.

- **Direction of Hampshire County and others:**
 - Morgan Hogeland, President stated that we have contacted the following looking for direction and assistance:
 - Hampshire County Planning Department,
 - Environmental Protection Agency,
 - Department of Natural Resources, and
 - The Army Corp of Engineers.
- **Direction from our Attorney:**
 - We know that our Committee has contacted an Attorney to help direct us. The Committee was created to obtain direction to build out a picnic area. We have learned that that the **Property Owner of Lot #97 owns** the land and pays taxes on the Common Area along with his other lots.
 - We all have as **members of SPVPOA an easement** to use the Common area.
 - Morgan Hogeland will contact John Masarick, Chairman of the Committee to find out more information on liability and direction given by the Lawyer.
 - John Masarick has provided recorded evidence from Hampshire County of the Common Area and the Easement as stated and recorded in the Covenants, By-Laws and Deed of lot #97.
- **Sink Hole:**
 - We recently found out that we have a sink hole by the picnic area, therefore Morgan has directed a small group to put up a sign and tape off the dangerous area.
 - Morgan Hogeland, Chris Fischer and Tom Masarick have taken steps to give notice and restrict the sink hole area. This was done after the meeting on 4-15-2023 (see photo attached).

New Business:

None

Motion #3 to Adjourn: A motion was made by Treasurer, Karen Rogers and 2nd by Member at Large Gary Witt to adjourn at 2:35 pm.

Motion passed unanimously by voice vote.

Our next BOD Meeting is scheduled for 1:00 PM Sat. September 9th, 2023 Morgan's Cabin.

Tom Masarick, **Secretary/Webmaster**

Attachments: Treasurer's Report as of 4-17-2023 and Membership Contact info:

| 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 | \$5,596.50 | No increase in 2023 | | |
| Potomac Landing | | | | | \$946.00 | \$946.00 | No increase in 2023 | | |
| Bank Interest | | | | | \$5.00 | \$1.32 | | | |
| TOTAL REVENUES | | | | \$ | 7,506.00 | \$6,543.82 | | | |
| ESTIMATED EXPENSES | | | | | | ACTUAL EXPENSES | BALANCE REMAINING | | |
| Roadwork/Maintenance | | | 2023 Allowance | | \$5,500.00 | \$625.00 | \$4,875.00 | | |
| | Roadwork (1/9/23) - Work road edges (1/12/23) - Pull stone in and work cutting road edges. Clean ditches on Potomac Overlook (2/8/23) Patch potholes on S Branch and Potomac Overlook. Stultz Drive patch potholes | | | \$550.00 | | | | | |
| | Gravel Delivery Driver - 4/10/23 - Paid Cash to Lewis (Receipt in hand) | | | \$75.00 | | | | | |
| | | 2022 Allowance Carryover | | \$5,500.00 | \$454.88 | \$454.88 | \$0.00 | | |
| | 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 | | | \$860.00 | | | | | |
| | Snow Removal | | | | \$600.00 | \$230.00 | \$370.00 | | |
| | | 12/22/2022 | | \$230.00 | | | | | |
| | Administration | | | | \$1,400.00 | \$289.00 | \$1,111.00 | | |
| | Insurance - Nationwide | Pending | 7/16/23-7/16/24 | | | | | | |
| | Surety Bond (Theft Protection)- Nationwide (Ck PO Box 85 (Due January 1) (Ck 670 & 673) | 4/23/22-4/22/23 | | \$138.00 | | | | | |
| | License | Pending | Due By July 1 | \$91.00 | | | | | |
| | Web Site (3 yrs) - Hosting | Paid for 3 years | | \$0.00 | | | | | |
| | Web Site (3 yrs) - Domain | Paid for 3 years | | \$0.00 | | | | | |
| | Office Supplies | Stamps (1/13/23) | | \$60.00 | | | | Used Petty Cash | |
| | Rent Fire Hall | Pending | | | | | | | |
| TOTAL EXPENSES | | | | | \$7,954.88 | \$1,598.88 | \$6,356.00 | | |
| RESERVES | | | | | | Assets | Pending Expenses | Total Reserves | |
| Bank Balance | | | | As of 3/31/32 | | \$10,489.58 | | | |
| Pending Deposit | | | | | | \$150.00 | | | |
| Cash | | | | | | \$372.00 | | | |
| Projected Expenses | | | | | | | \$6,356.00 | | |
| | | | | | | \$11,011.58 | \$6,356.00 | \$4,655.58 | |

South Potomac Valley Owners Association

| Last Name | First Name | Street Address | City, State, ZIP | Phone | Email | Lot Number(s) |
|--------------|----------------------|-----------------------------------|---------------------------|-------------------------------------|---|----------------------------|
| Adams | Fred | 2522 Jake Staggers Road | Keyser, WV 26726 | 304-676-5987 | | |
| Asbury | Roger | 1000 Potomac Overlook Drive | Levels, WV 25431 | 304-492-5060 | | 78, 81, 82 |
| Bean | Charles | 113 Potomac Overlook Drive | Levels, WV 25431 | 304-359-1310 | | 56, 57 |
| Bean | Sandra | 67 Potomac Overlook Drive | Levels, WV 25431 | | | 24 |
| Browning | Gary | 105 Belvedere Avenue | Glen Burnie, MD 21061 | 410-608-9106 | gb72382@gmail.com | 23 |
| Burgess | Karina & Michael | 619 Virginia Ave. | Essex, MD 21221 | 410-917-1559 | | 89 |
| Butler | Tim | 108 Oak Avenue | Glen Burnie, MD 21061 | 410-590-7664 | | 73, 76, 77 |
| Coppage | David & Janet | PO Box 220 | Slainsville, WV 25444 | 304-492-4285 | | 86, 96 |
| Dadds/Butler | Rip & Tim | 129 High Meadow Road | Levels, WV 25431 | 304-492-4021/410-978-2860 | rdadds@yahoo.com;dbplumbing@verizon.net | 53, 54 |
| Dean | Mark/Deborah | 161 Sugar Grove Road | Morgantown, WV26501 | 304-983-8218 (no longer in service) | | 7, 8, 9, 10, 71, 99 |
| Dennis | Edward | 12807 Fernwood Turn | Laurel, MD 20708-2502 | 301-490-8465/304-492-5162 | EDDENNIS25@gmail.com | 87 |
| Fischer | Chris & Helen | 322 Potomac Overlook Drive | Levels, WV 25431 | 304-492-5633 | helensewing8@aol.com & paint350@aol.com | 25, 26, 27, 28, 29, 30, 33 |
| Fox/Holmes | Allie & Steve | 255 Boulder Lane | Augusta, WV 26704 | 304-490-5334 | Rainbowacreslawton@gmail.com | 18, 19 |
| French, Jr | Judson | 1207 Azalea Drive | Rockville, MD 20850 | 407-253-4403 | ludfrench@gmail.com | 59 |
| Haines | Robert & Patricia | 6155 Old Martinsburg Grade Road | Augusta, WV 26704 | 304-496-9136 | | 35, 36, 37, 38, 39, 40 |
| Hogeland | Morgan & Patrice | 1071 Potomac Overlook Drive | Levels, WV 25431 | 304-492-5054 | Rice517@gmail.com | 90, 91 |
| Jenkins | Frank | 1050 Potomac Overlook Drive | Levels, WV 25431 | | | 68 |
| Kerns | Ralph & Mary Jane | 277 Sugar Grove Road | Morgantown, WV 26501 | 304-983-2724 | | 63, 55, 70 |
| Kokosinski | Jeff & Kelly | 1000 South Branch Road | Levels, WV 25431 | 304-492-5210 | no email | 88 |
| Lee | Anthony | 434 Bill Stultz Drive | Levels, WV 25431 | 301-492-5636 | alee728199@gmail.com | 2, 3, 4, 5, 97 |
| Lee | Robert | 20596 Windowsill Road | Leesburg, VA 20175 | 571-451-9345 | | 92, 93, 94 |
| Long/Scott | Christine & Arbogast | 84 Robin Lane | Augusta, WV 26704 | 304-496-9406 | Nugie@aol.com | 80 |
| Masarik | John & Sue | 7908 Appomattix Avenue | Mannassas, VA 20111 | 703-368-1603/304-492-5681 | john_masarik@comcast.net | 98 |
| Masarik | Tom & Janet | 8200 S. Lomond Drive | Mannassas, VA 20110 | 703-368-8308 | tmasarik@aol.com | 15, 16 |
| MC Combs | David | 338 Thelma Avenue | Glen Burnie, MD 21061 | 410-761-XXXX | dvdmcac@verizon.net | 20, 21, 31, 32 |
| McLaughlin | Dakota | 18 Swisher Hollow Road | Springfield, WV 26763 | 304-359-0539 | | 6 |
| Mease, Sr. | Michael | 11850 Old Plank Road | Three Springs PA 17764 | 814-907-1308 | Michaelmease1962@gmail.com | 48, 49, 50, 51, 52 |
| Miller | Genevieve | 19 Byway Road | Owings Mills, MD 21117 | 410-356-7432 | gennymiller39@gmail.com | 83, 85 |
| Mitchel | Kevin | 1550 Williams Grove Road, Lot 112 | Mechanicsburg, PA 17055 | 717-448-7083 | K.4379.m@gmail.com | 79 |
| Moore | Bill & Stephanie | 7 Blue Damsel Court | Bitmore Lake, NC 28715 | 703-981-9081 | | 72 |
| Mundell | Nathlie | 3513 New Hampshire Avenue, NW | Washington, DC 20010 | 301-646-7950 | | 64, 65, 66, 67, 69 |
| Murray | David & Mary | 62 Apple Jack Lane | Harpers Ferry, WV 25425 | 304-728-9967 | | 74, 75 |
| Masarik | John & Tom | 8200 S. Lomond Drive | Mannassas, VA 20110 | 703-368-8308 | | 13, 14 |
| Pietra | Charlene | 185 Big Buck Road | Levels, WV 25431 | 304-492-5516 | chpietra@frontiernet.net | 95 |
| Rogers | Shane & Karen | 705 Hope Lane | Gaithersburg, MD 20878 | 301-990-2284 | shaneKaren99@gmail.com | 22, 41, 44, 45, 46, 47 |
| Vendramini | Joseph | Tischenlostrasse 57 | 8800 Thalwil, Switzerland | | lvendramini@bluewin.ch | 42, 43, 60, 61, 62 |
| Verhoff | Alice | 461 Martha Drive | Meadville, PA 16335 | | | 34 |
| Westbrook | Roy | PO Box 92 | New Marchfield, OH 45766 | 740-447-3335 | | 11, 12 |
| Wills | Lewis | 1708 S. Branch Road | Levels, WV 25431 | 304-492-5576/304-496-7550 (Cell) | lewiswillsjr@icloud.com | 58 |
| Witt | Gary | 115A Hastings Lane | Pasadena, MD 21122 | 410-218-1480 | garyshelive@verizon.net | 17 |
| | | | | | | 1, 84 |

