

**SOUTH POTOMAC VALLEY  
PROPERTY OWNERS ASSOCIATION, INC.  
PO Box 45,  
Levels, WV 25431**

**TO: Membership**

**FROM: John Miller, Chairman**

**Re: Board Meeting, December 11, 1993, 11:30 AM, John Miller's Residence, Levels, WV**

**PRESENT:** John Miller, Chairman  
CWW Stultz, Vice Chairman  
Angie Asbury, Secretary  
Robert Koslow, Treasurer  
Charlie Surber, Board Member

**GUESTS:**  
Peggy Llewellyn  
Buck Llewellyn  
Roger Asbury  
Juanita Wolfe

**A. Discussion began about the roads, by CWW Stultz.**

1. *It was agreed upon that Frank Jenkins, Road Chairman for the association would make up his road plan and present it to the board for approval.\**
2. *Contracts would be written and approved by the board of directors.*
3. *All payments for roads would be approved for payment by the road chairman and the chairman of the board.*
4. *Removal of stumps on South Branch Road would be looked into.\**
5. *Snow removal policy would remain the same unless someone could come up with a better idea.*

**B. Discussion of past issues, by the chairman, that were of concern to the members:**

1. *We are in no violation of West Virginia Codes or EPA regulations. Frank Jenkins, Road Chairman has contacted the appropriate people for confirmation.*
2. *Insurance Policy (Liability) - As there was doubt among some of the members that we had the same coverage in the "new policy" as in the "old policy." Both policies were reviewed and were found to have the same coverage, at half the price. These policies are both available for anyone to review by contacting the secretary.*

3. *A petty cash fund for the secretary was discussed. One suggestion was to open up an account at an "office supply" store. After further discussion, this was not found feasible for the secretary, so she will continue to purchase the envelopes and stamps at the post office. A budget of \$50.00 was approved.*
4. *"Road Dues" will be returned to \$100.00 for this year, as our funds at this time are adequate to cover our needs. You should have received your bill by now.*
5. *Forming an overall budget was discussed, but it was decided that the main problem has been getting the bills paid in a timely manner; this should not occur this year.*
6. *"Outside Road Maintenance" was performed and paid for legally, as stated in the covenants Art II P1.*
- 7., *Mr. Koslow brought up the issue of extra dwellings on adjoining lots (which in the covenants states that separate road maintenance shall be charged). Charlie Surber stated that this was not a decision to be made by the board of directors and should be brought up to the membership at the annual meeting for discussion.*
8. *Mr. Koslow reported on the audit done by Mr. Gorham. More discussion at the March 12 board meeting.\**
9. *It was agreed that Mr. Koslow investigate other banks in West Virginia to see if the association could get a better interest rate on association money.\**
10. *Mr. Stultz reported he had written Bean & Bean regarding interpretation of the covenants regarding voting. He stated that he had not received a formal response at this time.\**
11. *Mr. Koslow reported on the status of liens.*
12. *The meeting was adjourned at 2:15 PM.*

*Please note that the official address of the association is: PO Box 45, Levels, WV 25431. Please use this address in all correspondence to the association.*

**NOTE: THE NEXT BOARD MEETING WILL BE HELD SATURDAY MARCH 26, 1994 AT 11:30 AT JOHN MILLERS RESIDENCE. ALL MEMBERS ARE CORDIALLY INVITED TO ATTEND.**

**\*THE ACTION ITEMS ABOVE ARE TO BE REPORTED TO THE BOARD BY THE APPOINTED PEOPLE.**

**THE SECRETARY WISHES TO APOLOGIZE FOR THE TARDINESS OF THE ANNUAL MEETING MINUTES; HOWEVER, MITIGATING CIRCUMSTANCES AND JOB DEMANDS HAVE MADE IT IMPOSSIBLE TO HAVE THE MINUTES ASSEMBLED AT THIS WRITING. THEY WILL BE DISTRIBUTED SHORTLY.**