



## SPVPOA – Board of Directors Meeting Minutes January 21, 2026

### In Attendance in person at Morgan’s Home (in SPVPOA):

- Chairman: Morgan Hogeland
- Vice Chairman Richard Dadds (excused)
- Member at large: Karen Rogers

### Guests:

- Tom Garrett (in attendance)

### Remote audio/video WebEX Access:

- Secretary/Webmaster: Tom Masarick
- Treasurer: Gary Witt

### Remote Access via WebEx

Wednesday January 21, 2026
11:00 AM   (UTC-04:00) Eastern Time (US & Canada)   1 hr 30 min
Meeting number: 2866 627 8545
Meeting password: kwTQAPS9v32
Join by phone +1-650-479-3208 Toll Access Code: 28666278545

### WebEx Host – Tom Masarick

**Opening:** The BOD’s Meeting was called to order by Chairman, Morgan Hogeland at 11:00 am. He reported that our focus today was (1.) Snow removal with a storm predicted for our area this weekend and (2.) To review the plan to repairing/replacing the culvert at the common area.

Note: Lewis Wills informed Morgan Hogeland that if his health was not up to removing the snow from SPVPOA and his neighbor Roger would do the work. Roger would be a sub of Lewis.

### Secretary’s Report:

- Secretary Tom Masarick, reviewed the BOD minutes from April 12, 2025 and noted that a draft copy was posted to our Website ([www.spvpoa.com](http://www.spvpoa.com)) after internal review of two BOD members.

**Motion #1:** A motion was made by Member at Large, Karen Rogers and seconded by Chairman, Morgan Hogeland to approve the minutes from **April 12<sup>th</sup>, 2025** as presented.

The motion passed by unanimous voice vote.

- Secretary Tom Masarick, reviewed **the Annual Meeting on October 18, 2025** with the BOD. There were no changes requested. The Draft Annual Meeting Minutes is posted on the website and is usually approved by the Membership at the Annual Meeting.
- Our website ([www.spvpoa.com](http://www.spvpoa.com)) has been up 100%; with no issues.

### **Treasurers' Report:**

Treasurer, Gary Witt submitted a Operating and Reserve Budget:

Here are the highlights:

- Total revenue expected is \$7,996.00 (dues, donations and Potomace Landing payment to SPVPOA)
- There is \$6500 remaining balance in Roadwork/Maint
- Snow Removal has \$600 budget for this year
- Admin Expenses is budgeted at \$987 for this year
- No Web expenses expected to hosting of Domain
- A reconciliation of Bank balances to our Books (agreed)
- We increased dues 2.8% for this year – all bills have been mailed

### **Road Chairman's Report:**

Road Committee Chairman Lewis Wills was not present at the BOD meeting, he called Tom and said he was not able to connect to the WebEX using his mobile phone. Tom had a private session with Lewis after the BOD Meeting. Tom was able to get Lewis working (audio only) via WebEx successfully and provided Lewis with a summary of our meeting.

1. Karen Rogers relayed that a driver from Allegany Aggregates suggested our community may want to use different stone for our roads, so she suggested we check with Lewis Wills to see if we may want to consider other stone next season.
  - After the meeting, Lewis relayed that he has experimented and found the following works best for SPVPOA:
    - We get our stone from **Allegany Aggregates**; loads vary
    - On Big Buck we used  $\frac{3}{4}$  crusher-stone
    - South Branch (we received 8's)
    - We like 25% stone and 75% dust

- Lewis has experiments with 57/56, 7's and 8's.
- He found the ¾ crusher-stone stays on the road better.

2. Common Area Culvert Replacement:

- Lewis understood the high-level plan I provided him from our BOD Meeting and he had no problem. His only concern was to ensure we didn't impact the fish spawning in the Spring.

3. Report on Culverts that need replacing

- This work was done by Tom M, Chris Fischer, Rip, and Lewis and posted in the Annual Meeting Minutes from October 18, 2025.

SPVPOA Culvert Inventory and Condition					TM	
						10/14/2025
Ref.	SPVPOA Road	Location	Width	Lengt	Material	Condition
	<b>Stultz Road</b>					
SPV#1	Common Area	Lot#97	150'	24"	galvanized	Failed in many locations
	<b>South Branch Drive</b>					
SPV#2	Ed Dennis	Lot #25	20'	24"	Double wall plastic	NEW
SPV#3	Sandy Bean	Lot#23	20'	20"	Double wall plastic	NEW
SPV#4	Jeff Kokosinki	Lot#2	20"	12"	galvanized	Good
SPV#5	Gary Witt	Lot#1	20'	12"	galvanized	Fair
SPV#6	Gary Witt	Lot#1	20'	12"	galvanized	Fair
SPV#7	Genevieve Miller	Lot#79	20'	12"	galvanized	covered on right
	<b>Potomac Overview</b>					
SPV#8	John Masarick	Lot#17	20'	18"	galvanized	Good
SPV#9	Charlie Bean	Lot#24	20'	18"	galvanized	Good
SPV#10	Sandy Bean	Lot#23	20'	18"	galvanized	Good
SPV#11	Tom Masarick	Lot#32	20'	16"	galvanized	Good
SPV#12	Chris Fischer	Lot#17	20'	28"	galvanized	Good
SPV#13	Charlene Pietra	Lot#45	20'	24"	galvanized	Good
SPV#14	Shane and Karen Rogers	Lot#42	20'	24"	galvanized	Good
SPV#15	Before Shane and Karen's gate	Lot#42	20'	24"	galvanized	Good
SPV#16	Tom Garrett driveway to garage	Lot#57	20'	24"	galvanized	Good

**Old Business:**

**Detailed Plan of replacing Culvert at Common area –**

**presented by property owner Tom Garrett:**

Tom has extensive experience managing projects similar to this project to repair the culvert at the common area. He has consulted with two different engineers to confirm the appropriate depth of the new culvert and slope. The Division of Natural Resources was consulted and they do not have any concerns regarding the community doing this work along the river.

Done	Description	Due date	Priority	Assigned to	Column2
	1.0 Check with Romney on Laws and restriction	Done	High	Karen, Morgan, Tom G, Lewis	
	2.0 Check with Lot owner (Kelley) with any issues.	Done	High	Karen, Morgan, Tom G	
	3.0 Investigate Equipment Rental and Operator (Tom G.) will operate	Done	High	Tom Garrnett	
	4.0 Rental is \$250 for week - we need 4 days	Scheduled	High	Tom Garrnett	
	5.0 Rental delivery \$150	Scheduled	High	Tom Garrnett	
	6.0 Procure truck load of gravel for road after culvert is installed (Crusher Run)	Scheduled	High	Lewis Wills	
	7.0 Procue and stage 160' of 24" x 20' double installed corigated pipe	In-progress	High	Tom G, Lewis, Karen	
	8.0 On Day 1 of installation - Tom to dig new trench 3-4 feet deep. (No gravel in trench is	Planned	High	Tom Garrnett	
	9.0 Karen to use Shane's Trackor to backfill new Trench. Tom to fill ole piple and remove	Planned	High	Karen Rogers	
	10. Work Party to assemble and support 4 day effort.	Planned	High	Tom G, Karen, Lewis, Morgan, Tom M, Gary	

Project Plan – created from meeting minutes by Tom M. and can be updated as needed.

It should be noted back in April 15, 2023 Lewis Wills, Road Committee Chairman obtained other bids to complete this project. Listed below is an extract:

- 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.
- o The only feasible option is to completely replace the 2' culvert end to end.
- o 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.60' of culvert pipe.

**New Business:**

**Motion #3 to Adjourn:** A motion was made by Secretary, Tom Masarick and seconded by Member at Large, Karen Rogers to adjourn at 12:20 pm.

Motion passed unanimously by voice vote.

Tom Masarick, **Secretary/Webmaster**

