



SPVPOA – Board of Directors Meeting Minutes

July 12, 2025

Remote Access via WebEx – was scheduled at 11:00 am on July 12th, 2025

Saturday, July 12, 2025

11:00 AM | (UTC-04:00) Eastern Time (US & Canada) | 1 hr 30 min

Meeting number: 2865 407 9450

Meeting password: khG3Ym6hPu3 (54439664 from video systems)

In Attendance in person at Tom Masarick's cabin:

- Secretary/Webmaster Tom Masarick
- Member at large: Karen Rogers
- Chairman: Morgan Hogeland (via WebEx)
- **Guests:**
 - Chris Fischer
 - Janet Masarick
 - Patrice (via WebEx)
- **Road Committee Chairman, Lewis Wills** (came to meeting after we adjourned)
 - Helped to verify culvert inventory.
 - Reviewed documentation obtained from Court House.

Excused Absents:

- Vice Chairman: Richard Dadds
- Treasurer: Gary Witt

Opening: The BOD's Meeting was called to order by Chairman, Morgan Hogeland at 11:00 am. He reported there is not a lot to report. Basically our Road Committee is working on filling potholes.

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) 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 12th, 2025 as presented.

The motion passed by unanimous voice vote.

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

Treasurers' Report:

Treasurer, Gary Witt was not present at the meeting:

Action Item #1: Secretary Tom Masarick will get with Treasurer, Gary Witt and attach his Treasurers report to the minutes from this BOD meeting.

Chairman Morgan Hogeland agreed with the action.

Road Chairman's Report:

Road Committee Chairman Lewis Wills was not present at the BOD meeting, however it was discussed that we need documentation supporting SPVPOA's members continued right to use the common area.

Tom Masarick reported:

It should be noted that Chris Fisher and Tom Masarick went to the court house last year and made copies of a recorded deed and extracts of deeds that described the Common Area and use. This info will be reviewed by the BOD along with other info collected by other members of the BOD before the Annual meeting.

Old Business:

Inventory of SPVPOA Culverts installed in Association:

We have started the project of mapping out the culverts in our Association; that we are responsible for maintaining.

Secretary Tom Masarick in conjunction with Vice Chairman Richard Dadds agreed to map the location, size and condition of the Associations culverts and report back to the BOD by our next BOD Meeting.

- **Action #1:** 4/12/2025 Tom Masarick and Chris Fischer created a draft of 11 Culverts,
- **Action #2:** 5/24/2025 Tom Masarick and Richard Dadds, Vice Chairmen identified 2 more culverts (13 total),
- **Action #3:** 7/12/2025 Tom Masarick and Lewis Wills Identified 3 more culverts yielding a total of 16 culverts.

Our most current culvert survey is being turned over to the BOD and the Road Committee Chairman (see Attached).

SPVPOA							
Ref.	Road	Location	Width	Length	Material	Condition	
	Stultz Road						
SPV#1	Common Area	Lot#97	150'	24"	galvanized	Failed in many locations	
	South Branch Drive						
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	
	Potomac Overview						
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	

New Business:

Clearing Brush along our roads:

Karen Rogers brought to our attention that the following members have worked on our roads to clear brush: Janet and Dave Coppage, Karen Rogers, Tom Garrett and Lewis Wills. ***Thank you SPVPOA members for going above and beyond to help our Association maintain our roads.***

Action: #2 Karen Rogers to obtain road side quotes for clearing brush.

Note: Lewis Wills noted that Travis Kidwell has equipment and Lewis is buying an attachment to his tractor that will help clear brush.

Motion #3 to Adjourn: A motion was made by acting Secretary, Tom Masarick and seconded by Vice Chairman Richard Dadds to adjourn at 11:53 am.

Motion passed unanimously by voice vote.

Tom Masarick, **Secretary/Webmaster**

Attachments: Treasurer's Report

South Potomac Valley Property Owners Association (SPVPOA Inc)							
PO Box 85 Points WV 25437							
Operating and Reserve Budget							
Operating Year 2025							
Estimated Revenues				Actual Revenues	Expected	Notes	
Assessments (49 members/99 lots - First lot \$134, each adjoining lot \$25)			\$ 6,835.00	\$ 6,701.00	\$ 134.00		
Donations - Members paid extra dues				\$ 48.00			
Potomac Landing Payment to SPVPOA			\$ 1,001.00	\$ 1,001.00	\$ -		Received 2/7/2025
PRHA Reimbursement for two loads of gravel on 6/18				\$ 1,216.18			
Bank Interest				\$ 59.02			
Total Revenues			\$ 7,836.00	\$ 9,025.20	\$ 134.00		
Estimated Expenses				Actual Expenses	Balance Remaining	Notes	
Roadwork/Maintenance			\$ 5,500.00	\$ 1,781.93	\$ 3,718.07		
Snow Removal			\$ 600.00	\$ 600.00	\$ -		
Administration			\$ 1,268.93	\$ 1,219.20			
Insurance - Nationwide (Due by 1 July)	7/16/2025-7/16/2026		\$ 428.32	\$ 558.05		(129.73)	
Surety Bond - Theft Protection (Due by 1 April)	4/23/2025 - 4/22/2026		\$ 138.00	\$ 138.00		0.00	Gary paid with personal credit card on April 30
PO Box 85 (Due by 30 April)			\$ 72.00	\$ 72.00		0.00	Gary paid with personal credit card on April 23
License (Due by 1 July)			\$ 25.00	\$ 25.00			Filed and paid with personal credit card on 16 June 2025
Web Site - Hosting for 3 yrs (Go Daddy)	2025-2027		\$ 359.64	\$ 359.64		0.00	Reimbursed Tom Masarick with SPVPOA check# 689
Web Site - Domain for 3 yrs (Go Daddy)	2025-2030*		\$ 65.97	\$ 66.51		(0.54)	Tom paid this twice (1 manual, 1 auto) for a total of six years of coverage at a cost of \$133.02. Did not seek reimbursement for second charge. Reimbursed Tom Masarick with SPVPOA check# 689
Office Supplies and Stamps			\$ 60.00				
2024 Tax Forms (due 15 April)	2024		\$ -				
Fire Hall Rental for Annual Mtg			\$ 120.00				
Stone for PHRA	2 loads of stone			\$ 1,216.18			Allegany Aggregates - 1 load of stone for \$611.93. Check #703. Invoiced for 3 loads of stone, as 2 were used by Potomac River Highlands Association (PRHA). PRHA reimbursed SPVPOA for \$1,216.18 (Check 367) to cover full \$1,828.11 invoice
Total Expenses			\$ 7,368.93	\$ 4,817.31			
TOTAL +/-		PLANNED	467.07	\$ 4,207.89	ACTUAL		
Total Reserves after 2024 Budget Year			\$6,680.45				
Carried forward \$6,950.45 from 30 December 2024 (bank statement)				\$ 10,888.34			Romney Bank Reconciliation
Subtracted \$150 to account for The Deans 2025 dues payment made in October 2024				\$ 12,116.27			30 June bank statement balance
Subtracted \$120 to account for Levels Fire Hall check (annual mtg location) written in 2024 but cashed on 2 Jan				\$ 1,227.93			delta