

Minutes of Meeting of Board of Directors  
of  
Deerfield Village Property Owners' Association, Inc.

A meeting of the board of directors of Deerfield Village Property Owners' Association, Inc. was held on July 5, 2016 at 425 Deerfield Village Drive, Deerfield Village, Shepherdstown, WV. The following directors were present: Don Barth, Kirk Bottner, Debbie Crouse, Erdem Ergin, Sidney Lewis, Janie McSwain and Mike Vaeth. Heather Thorn and Mike Bass were absent. Paul Wilmoth was present as developer. Pattie Wilmoth, Joan Erdem, Bill West and Susan Hall-West were present as homeowners. Bill Sturtevant also attended.

President Mike Vaeth called the meeting to order. Janie presented the May minutes that were approved as read and the June minutes that were approved as corrected.

In the committee reports, Kirk reported that a certified letter has been sent to Lot 8 for nonpayment of dues. For the Streets and Grounds, Debbie mentioned that she had received three requests: Lot 25 for replacing a dead tree, Lot 38 for adding black cloth and stones under existing deck, and Lot 18 for fencing of yard. No approval needed for replacing of existing trees. Lot 38 request was approved, as was the request for Lot 18. Debbie will monitor the progress on Lot 18 as only a portion of the fence has been installed. No report for social as Mike was absent. Sidney will send out a blast email reminding pet owners to be responsible for cleaning up after their animals. He will also send out an updated Directory.

As part of the officers' reports, Erdem presented the financial report and stated that we are still waiting on payment of annual dues from one property owner. Pattie had already spoken to the homeowner and was surprised that Erdem had not received their dues. Mike will make a personal visit to the owners. Erdem also reported that Jimmy Williamson negotiated a rate of \$87.45 for the web site for five years.. He stated we are in good financial shape with \$1174.52 in the checking account, \$41,964.00 in the Money Market and petty cash remains at \$25.00. Paul presented a bill for the recent repair of the community lawn mower.

During Old or Unfinished Business, Kirk reported that the majority of the Covenant violations from the last meeting have been resolved but there are some with which he still is dealing. Debbie presented a rewording of the tree guidelines and she will present the final draft with the changes in August. The list of native trees and shrubs will be on the web site next week under Resources as well as Trees and Shrubs. Further discussion occurred about incorporating the use of Robert's Rules of Order in the By Laws. Currently it is not stated that we use them for our meetings. Pattie reviewed the extensive research that was taken to create the By Laws by Peter Chakmakian. Don Barth made a motion to have the President appoint a committee of 3 to investigate the advisability of formally identifying Robert's Rules of Order as the parliamentary authority for the Deerfield Village Property Owners' Association Inc. and report back their findings and recommendation(s) at the August meeting. Mike Vaeth made a secondary motion to postpone the voting on Don's motion until the next meeting. This motion was passed. Don will send a PFD of how using Robert's Rules of Order will keep us legal.

Under New Business, the dead tree removal and planting of new trees for Lot 3 was discussed. No request has been submitted; however, Mike will set up a meeting between Ian, Paul, Debbie, and perhaps the new owners in Lot 4 as all would be the most impacted. Paul reported that he had spoken to Hoak's Paving and Sealing about the cracks in our road. They will walk the road, chalk the areas that need attention and submit an estimate. Sidney reported that he had completed and submitted the paperwork for a fall grant from Communitree. If approved, we should be getting the trees in October and he will keep us informed about the status of the grant.

Under Good and Welfare section, Mike Vaeth offered to hold the August meeting at his home. There being no further business to come before the Board, upon a motion made, seconded and unanimously carried, it was adjourned.

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Janie McSwain, Secretary