

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 October 4, 2016 at 447 Deerfield Village Drive, Deerfield Village, Shepherdstown, WV. There were present the directors as follows: Mike Bass, Kirk Bottner, Erdem Ergin, Heather Thorn and Mike Vaeth. Don Barth, Debbie Crouse, Janie McSwain, and Sidney Lewis were absent. Paul Wilmoth was present as developer. Joan Ergin and Susan also attended.

President Mike Vaeth called the meeting to order. Heather read the September minutes that were approved as read.

As part of the finance committee report, the draft 2017 budget was presented. Topics discussed with the proposed budget include the adequacy of the budgeted amounts for mowing, costs of tree cutting and future cutting plans, and proposing a dues increase. After further discussion, it was determined that a projected budget that included 29 mows for the year should be enough. Next year, if the weather conditions allow for it, the mowing contractor will be called to skip one of the mows to space out the mowing so that an extended season would be covered with the allocated budget. An additional expense that was identified and not accounted for in the proposed budget was the tree matching fund. Additional consideration should be given to putting money in the proposed budget to address this liability. In addition, consideration should be given to the need for increasing home owners dues to continue to save money in the capital fund for long term expenses like the road as well as continuing to address expenses like the tree cutting. The finance committee will reconvene and propose a revised budget during the November meeting.

In the Rules & Policy committee report, Kirk noted that all actions have been completed at Lot 15. It was noted Debbie will be contacting the property owners with the Lot adjacent to the Bottner property to discuss fencing policies and regulations.

Debbie was absent, but had forwarded a streets and ground form from Lot 14 to remove window shutters and change the door color. The request was approved as submitted. Regarding the trail, Pattie and Paul Wilmoth had worked on the trail where the stone had washed out badly from storm events. Because his equipment is slightly wider than the trail, some of the dirt along the sides was cutout and will be cleaned up. Paul also noted that the wheels were replaced on the mower, bolts were tightened, and grease cams were replaced. Mike Bass inquired who cut the grass behind his property. Paul stated that one of his employees was asked to mow vacant lots and had mowed the wrong area.

Mike Bass reported on the summer picnic. Approximately 20 people were in attendance. The next function the social committee will be planning is a holiday event, but no definite plans have been made yet. More information will be forthcoming as plans are made.

As part of the officers' reports, President Mike Vaeth reported that the previous sign for the Board meeting was in disrepair. He purchased a sign from Home Depot that will serve the same purpose and had donated it to the POA. Erdem explained the September treasurer's report. The report included the 2015 and 2016 budget, the amount spent to date in 2016, and

the remaining projected amount for the year. In addition, the current bank balances were provided. It was noted that all of the annual POA dues are current and paid.

During Old or Unfinished Business, Paul discussed the work completed by Raymond Hoak for doing the minor repairs needed on the village roads. Paul and Pattie walked around the neighborhood and found only one small spot on the edge that may need a touch up. Kirk noted that there was a spot in his driveway that wasn't entirely filled. One driveway in the village was not completed as the homeowner requested the driveway repair technician leave the area. Paul will contact Hoak's Paving to touch up the one spot on the common ground and Kirk's driveway. Hoak's Paving did identify the area around the bus stop/mailbox as an area likely to erode. When vehicles are pulled off the road or turning in this area, the crushed stone is being pushed away from the side of the road and the blacktop is unsupported. It was recommended that a load of stone be placed there. Paul estimated that ½ load of stone or 10 ton of stone would likely be the amount needed to support the area. The estimated cost for the stone would range from \$300 - \$400.

Mike Bass had inquired about the responsibilities of the utilities behind lot 5. He noted a line of 4 access points to the drip field were cracked and broken. Paul suggested the PSD be contacted to let them know they are broken as they maintain those access points.

Although Sidney was not able to be present, he provided information to Mike regarding the cutting of the trees. The tree cutting will be getting started in the next month. One hundred trees have been marked by Sidney for removal. The contractor would only remove accessible (in areas that were mowed) trees. In consideration of this, Sydney tried to space out the tree removal so that the trees that were rapidly dying were removed. In addition, he attempted to identify two or three trees for each dying area for removal.

Although another tree grant request had been submitted via e-mail, the grant was not received. The deadline for the fall applications has passed, and the next deadline for a spring planting is in December. Ten to twelve trees that have died will likely be replaced. A few additional trees may also be available. Jim Baur will attempt to coordinate with Sidney to obtain a few trees for the neighborhood, if feasible.

Under the New Business section, Susan inquired if there would be a Community Yard Sale for Deerfield Village. It was suggested that the community organize a yard sale next summer. It was also suggested that volunteers be identified in each cul-de-sac to shovel out snow to allow access to the fire hydrants during the winter.

Under Good and Welfare section, the November meeting will be held at the home of Don Barth. There being no further business to come before the Board, upon a motion made, seconded and unanimously carried, it was adjourned.

Heather Thorn, Acting Secretary