

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 February 7, 2017 at 447 Deerfield Village Drive, Deerfield Village, Shepherdstown, WV. The following directors were present: Don Barth, Kirk Bottner, Erdem Ergin, Debbie Crouse, Janie McSwain, Heather Thorn and Mike Vaeth. Mike Bass, and Sidney Lewis were absent. Paul Wilmoth was present as developer. Association members in attendance were Clint Chiplinski, Jamie Davis, Susan Hall-West, and Pattie Wilmoth. Bill Sturtevant was also present.

President Mike Vaeth called the meeting to order. Janie read the January minutes that were approved as read.

Due to time constraints, Mike introduced Jamie Davis. He is the builder and owner of Lot 31 and was present due to issues about changes that were made to the house without approval from the Board. Kirk lead the discussion by bringing to light the numerous complaints that occurred during the construction: excessive litter, placement of the dumpster, cutting of rebar on the road, and misplacement of the window in the main eave. Kirk also pointed out that there appeared to be little if any supervision of the sub-contractors. Jamie then answered questions and concerns from those present. An addendum to the Property Improvement/Landscaping Form for Lot 31 was initialed by Jamie and signed by three Board members (attached). Jamie will also submit a landscaping plan once he gets input from the buyers. He agreed to add shutters to the house on the side of Deerfield Village Drive and the front in 5-6 weeks. Going forward, Board members, neighbors, and construction people will be in better communication and there will be more oversight by the ARC of any future construction job.

In the committee reports, Kirk reported that the parked car on Field Crest Court has been moved. Debbie reported that she would try to contact the owners of Lot 19 concerning the condition of their fence. She also has been in communication with the owners of Lot 18 about phase II of their fence project as there has been no progress noted. It was suggested that a possible project completion date be added to any future improvement application.

As part of the officers' reports, Janie will revise the late fee notice letter and pass it on to Erdem. She also reminded officers and committee heads will be asked to present a report at the Annual meeting in March. Erdem reviewed the financial report (attached) and reported that he had received dues from 31 owners. He will send out the new late dues letter as soon as it is composed. He also said he had gotten an email from the mowing company asking if we wanted them to submit a 2017 bid. He will respond to them. The bill for the dead tree cutting for 2016 has been paid.

Under Old or Unfinished Business, empty slots for the 2017 Board were discussed and Heather reported she had connected with Clint Chiplinski and Susan Hall-West and both agreed to run. She will continue to canvas the Village for volunteers.

Under the New Business section, it was decided to wait until the trees bud to determine which ones are dead. Sidney has been in contact with Nova Pennington about waiting. The Annual Meeting will be held at 49 Rolling Green Court at 7PM on Tuesday, March 7, 2017.

Under Good and Welfare section, Janie McSwain offered to have the March Annual meeting at her home. There being no further business to come before the Board, upon a motion made, seconded and unanimously carried, it was adjourned.

Janie McSwain, Secretary