

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 April 4, 2017 at 425 Deerfield Village Drive, Deerfield Village, Shepherdstown, WV. There were present the directors as follows: Kirk Bottner, Clint Chiplinski, Erdem Ergin, Susan Hall-West, Mike Keefe, Sidney Lewis and Mike Vaeth. Mike Bass and Janie McSwain were absent. Paul Wilmoth was present as developer, and Pattie Wilmoth was present as the substitute secretary. Association members in attendance were Debbie Crouse, Danielle French and Joan Ergin.

President Mike Vaeth called the meeting to order. Pattie read the February minutes that were approved after one correction was made.

There were no committee reports since chairpersons were to be selected later in the meeting.

As part of the officers' reports, Erdem presented the financial report for March and reported that there is only one delinquent dues payment. Because the home on Lot 13 is currently on the market, it was decided that a lien would not be placed. When sold, the closing firm will call for the amount due and interest of 5% per month will be added at that point.

There was no Old or Unfinished Business.

Under the New Business section, Pattie reviewed the responsibilities of committee chairpersons from past records and the officer's duties from the by-laws while board members discussed the current expectations. The only change recommended was to add the responsibility of welcoming new residents to the Social Committee Chairperson's duties. Following the sharing of this information on the jobs, there was a lengthy discussion that happily resulted in the selection of the following people for positions:

President – Mike Vaeth

Vice Pres. – Clint Chiplinski

Secretary – Janie McSwain

Treasurer – Erdem Ergin

Finance Com. Chr. – Mike Keefe

Rules & Policy Chr. – Kirk Bottner

Social Com. Chr. – Mike Bass

Streets & Grounds Chr. – Susan Hal-West

Arborist – Sidney Lewis

Architectural Review Com. – All board members, Jim West & Paul Wilmoth

Pattie offered to contact Jimmy Williamson to find out if the website could have contact information that could be forwarded to a few board members, rather than putting individual addresses on the website. She also offered to find out if there was anything required by the post office since the positions of secretary and treasurer had not changed. She shared with the board that she had been informed by United Bank that the signatures had unfortunately not been updated last year after the selection of officers. As recommended in the by-laws, the president, secretary and treasurer should all have the ability to transact business at the bank.

Pattie has the new signature form and will take care of working through its completion and return it to United Bank, so the records are current.

Susan passed out both the copies of the proposed Architectural Review Committee Guidelines for new construction and the copies of guidelines for construction ground upkeep that she had worked on collectively for consideration by the board. Each line and each item were evaluated for its relevance or its appropriateness for the Village. Several members made comments or suggestions which Susan made note of on the documents. Kirk added necessary legal language that strengthened the guidelines. Susan will make the changes and send them out to the board members, so that they can be forwarded to the two new builders who will begin construction soon. Clint initiated a discussion about the items that were still not completed on the home constructed on Lot 31. He moved that the board not approve any future builds by this contractor until the outstanding obligations had been resolved. The motion was unanimously approved.

Due to the lengthiness of the meeting, it was decided to postpone the new business item entitled "Current Covenant Violations" until the next board meeting.

Paul was asked by the board to reinforce the edge of the pavement with stone on both sides of the road by the mail/bus shelter. Pattie offered to make a sign to encourage drivers to stay on the road.

Sidney reminded the board about the planting of the trees in the Village that is scheduled for the morning of April 29th. He is hoping to have many hands to make the work light!

Under Good and Welfare section, Kirk offered to hold the May 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.

Pattie Wilmoth, Substitute Secretary