

MINUTES OF THE ANNUAL MEETING - DRY RUN COMMONS HOMEOWNERS' ASSOCIATION

October 22, 2012 (First half)

November 5, 2012 (Second half)

Minutes from October 22, 2012: The first half of the annual meeting of the Dry Run Commons Homeowners' Association was held on October 22, 2012 at the Martinsburg Senior Center. All homeowners had been notified of the time, date, and place of the annual meeting at least 10 days in advance.

REGISTRATION/CALL TO ORDER/CONFIRMATION OF A QUORUM

The meeting was called to order by Bill Barney, president. Since there was such a low turnout, the mandated 25% of all homeowners for a quorum of voting members was not met. 21 members were present and the required quorum was 29. The president continued with the meeting by giving the reports; however, he explained that no voting could take place without a quorum of voting members. A special board meeting would be scheduled the following week to approve the minutes from last year and to vote on new board members.

HOMEOWNERS PRESENT:

Pat Richards, Connie Marino, Don Rees, Chip and Marsha O'Roke, Beverly Ney, Doris Price, Bill and Carol Barney, Jan and Ron Ebling, Kristy Cook, Arnold Brown, Rhonda Singer, Don Moore, Cindy Stewart, Ruth Darling, John Murphy, Dominick Esposito, Vivian Whited, David Gordon, David Church, Rick Harner, and Bob Shroyer. Special guest: John Wilgeroth

MINUTES FROM 2011 ANNUAL MEETING The minutes of the 2011 annual HOA meeting were presented for discussion. However, no vote was taken for approval.

FINANCIAL REPORT Treasurer, Pat Richards, distributed a finance report and reported that we started out with \$24,575.11 Jan. 1, 2012. Pat invested \$10,000 of that into a long term CD at Susquehanna Bank, which left us with \$14, 575.11. After bills were paid, we have \$5392.66 cash on hand as of Oct. 15, 2012. There are still expenses that will be incurred such as mowing costs. We still have \$1461.00 in outstanding dues; however, this is a significant improvement over past years. Pat then presented the projected budget for 2013 to the board. Very few changes were made from the 2012 budget, the biggest change being the addition of \$4100 for a management agent for 2013. Dues will need to be raised from \$100 to \$150 in 2013 to cover the cost, as well as to cover increases in certain budget line items (see 2013 projected budget). The late fee has been increased from \$10 to \$50. Bill stated from the covenants that the board has the right of increasing dues (covenants, p. 13, paragraph B). It was noted that dues have never been raised and this will be the first increase.

ANNUAL FINANCIAL REVIEW A committee (Cindy Stewart, Marsha O'Roke and Kim Lineberg) was appointed by the board at the October board meeting to conduct a review of the HOA financial records for 2012. The review took place on Oct. 15; the committee reviewed the transactions of Dry Run Commons HOA from 10/01/2011 through 09/30/2012. A random sampling of 10% of deposits and expenditures was conducted. Each sample was traced from the source document to the bank statement and general ledger. Bank statements were reconciled to the general ledger on a monthly basis. Marsha O'Roke reported that there were no discrepancies found and that the financial records were all found to be accurately recorded, and very well organized. The annual financial review will be voted on for approval at the continuation of this meeting.

COMMITTEE REPORTS

Covenants Committee: Cindy Stewart, chair, reported that much progress has been made on homeowners' properties in the development. Homeowners who were found to be in non-compliance with the covenants were visited by board members and sent a follow-up letter in

the spring. The Covenants Committee worked diligently over the summer months to assure that homeowners' property were brought into compliance with the DRC covenants. Most have complied.

Architectural Committee: Cindy Stewart reported for Tina Martin, chair. The trees along the walking path were trimmed during the summer and the debris in the creek was cleaned out. Several fences and mailboxes will need to be painted in the spring. John Wilgeroth, property manager, will begin notifying any homeowners of non-compliance with the covenants beginning November 1. Plans are underway to plant some trees along the D&L Welding fence in the spring.

Neighborhood Watch Committee: Rhonda Singer, chair, reminded homeowners that the goal of the DRC Neighborhood Watch is to work together to help keep our residents safe on a day to day basis, and to keep them informed in a timely manner, in the case of any concerns or incidents that may occur. Rhonda reported that only a few incidences were reported this past year. The City Police have continued to work with DRC and reported that we have a low percentage rate of incidents and crime-related problems compared to other developments in Berkeley County. A "NO SOLICITING" sign was posted at the entrance of the development. In addition, warning signs have been posted at the entry to the common area and the walking path (PRIVATE PROPERTY FOR RESIDENTS AND INVITED GUESTS ONLY). Rhonda distributed a list of safety tips for homeowners and reminded everyone to call the police (304-264-2100 ext. 330) if anything suspicious is noted.

Communications and Welcome Committee: Connie Marino, chair, presented to the homeowners the list of street representatives. The president thanked Connie for her excellent organizational skills and hard work in organizing the information and in keeping the homeowners informed.

NEW BUSINESS:

- Bill Barney, president, conveyed to the homeowners a message from the board that the task of managing our development has become overwhelming. Considering the time constraints on us all, it has become evident that homeowners are not available to serve in the capacity necessary to manage our community efficiently. Bill explained to the homeowners that, after much deliberation by the board, the board voted to hire someone to help manage our community. This was a decision that was well within the confines of the covenants. Bill then introduced John Wilgeroth to the homeowners and explained that his primary duties would be serving as an agent to the board in enforcing the covenants, managing landscaping services, and attending board meetings and annual HOA meetings. His contract will run 11/1/2012 – 12/31/2013, and services will be \$4100 for 2013 plus \$684 for November and December 2012. Pat Richards will continue as treasurer, and the board will still oversee the budget. After his introduction, John spoke to the homeowners and discussed his plans for the coming year. John answered questions from homeowners following his presentation and was well received by the homeowners in attendance.
- Election of new members did not take place as scheduled due to the lack of a quorum of voters present at the meeting. The president said the board will schedule a continuation of the meeting. Homeowners will be notified of the continuation of the meeting.

ADJOURNMENT: It was moved by Connie Marino and seconded by Vivian Whited to continue the meeting at a later date, to be determined by the board. The first portion of the meeting adjourned at approximately 7:45 P.M.

Minutes from continuing meeting on next page

Minutes from November 5, 2012 (continuation of Oct. 22 meeting)

The continuation of the Oct. 22, 2012 annual HOA meeting was held on November 5, 2012 at the Bethel Assembly of God Church. All homeowners had been notified of the time, date, and place of the meeting.

HOMEOWNERS PRESENT:

Barney, Bill and Carol	Esposito, Domenic	Marino, Connie	Richards, Pat
Boomer, Shirley (proxy)	Hensell, Sallye	Martin, Tina	Rodgers, Don
Brown, Arnold and Evelyn	Houck, Chris and Deanna	Moore, Don	Singer, Rhonda
Cer, Zing and Shwe, April	Irving, Dolores	Morris, Nydia	Smith, Sharolyn
Church, Elizabeth	Jarvis, Mary	Murphy, John	Steerman, Drue
Coode, Tia	Kave, Shirley (proxy)	Ney, Beverly	Stewart, Cindy
Cook, Kristy and Troy	Kemboi, Kip	O'Roke, Chip and Marsha	Tramonti, Mindy
Darling, Ruth	Koonce, Loraine	Price, Doris	Waters, Emily
Deaver, Dottie	Landis, Max	Raschela, Sherry	Whited, Vivian
Ebeling, Ron and Jan	Lehr, Russell and Jeanne	Rees, Don	Woolcock, Jill

REGISTRATION/CALL TO ORDER/CONFIRMATION OF A QUORUM

Homeowners attending the meeting were asked to sign-in. The meeting was called to order by Bill Barney, president. Board members were introduced as follows: Cindy Stewart, secretary, Pat Richards, treasurer, Arnold Brown, Connie Marino, Nydia Morris and Rhonda Singer. It was confirmed by the board that a quorum of voting members was present, with the total being 40. A quorum of 25% of homeowners (29/116) is required by the bylaws of the Association.

Bill Barney said that he would like to carry out the business part of the meeting that we were not able to complete at the originally scheduled meeting on October 22, where voting could not take place at that meeting due to the lack of a quorum.

APPROVAL OF THE MINUTES OF THE 2011 ANNUAL HOA MEETING

A motion for approval was made by Mindy Tramonti and seconded by Vivian Whited. The motion was unanimously approved.

FINANCIAL REVIEW REPORT

Marsha O'Roke reported that a committee (Cindy Stewart, Marsha O'Roke and Kim Lineberg) was appointed by the board to conduct a review of the HOA financial 2012 records. The review took place on Oct. 15, 2012, at which time the committee reviewed the transactions of Dry Run Commons HOA from 10/01/2011 through 09/30/2012. A random sampling of 10% of deposits and expenditures was conducted. Each sample was traced from the source document to the bank statement and general ledger. Bank statements were reconciled to the general ledger on a monthly basis. Marsha reported that there were no discrepancies found and that the financial records were all found to be accurately recorded, and very well organized. Jan Ebeling moved to accept the financial review report and Dottie Deaver seconded the motion. Motion was passed with a majority vote; there was one vote against from Don Rodgers.

ELECTION OF BOARD MEMBERS

The election of three board members was then conducted. The candidates were as follows: Kristi Cook, Connie Marino, Tina Martin, Beverly Ney, and Rhonda Singer. Ballots were cast and tallied; the three candidates with the most votes were Kristi Cook, Connie Marino and Rhonda Singer. Each will serve a 3-year term on the board of directors.

ADJOURNMENT:

The meeting was adjourned at 7:25 P.M. Homeowners were invited to stay for a question and answer session concerning the contracting of John Wilgeroth as well as issues concerning the raising of the annual HOA dues from \$100 to \$150 with the addition of a \$50 late fee.

Respectfully submitted,

Cindy Stewart, Secretary of Dry Run Commons Homeowners' Association