

Minutes  
Special Board Meeting Oct. 14, 2013

Members present: Bill Barney, Connie Marino, Kristy Cook, Pat Richards, and Cindy Stewart. John Wilgeroth, liaison, was also present.

The meeting was brought to order at 6:30 by president, Bill Barney at the home of Pat Richards.

Finance report

The treasurer's report was presented and approved by the board. There was discussion among the board members as to whether or not we need to develop a budget for the year 2014 or wait until the first meeting of 2014 and let the new board members take on this task. It was moved by Cindy that the current board members submit a new budget as a draft. Kristy moved to accept this motion and it was seconded by Connie. The motion was passed. The new budget was drafted by the treasurer, Pat Richards, and presented to the board members. Since the board is uncertain, at this point, as to whether we will have an outside person continue to manage the board activities in 2014, the drafted budget allotted \$4100 for this. The projected budget for 2014 from homeowner dues is \$17, 400, with each homeowner paying \$150 per year. We have \$10,062 in a certificate of deposit.

Audit

The audit committee (Michelle Esposito, Cindy Stewart and Kristy Cook) found all finances to be in order. It was noted that Pat Richards has done an impeccable job of maintaining the finances for the HOA.

Covenants report

John Wilgeroth reported on several covenants violations and discussed the action taken.

Phone tree update

Connie presented the updated Phone Tree list which will be distributed to homeowners at the annual HOA meeting.

Lamp posts

The lamp posts have been painted. John Wilgeroth will talk to Tom about issues regarding the job and report back to the board.

Street signs

According to the minutes from the May 20, 2013 board meeting, Pat Richards made a motion to purchase a black post and street sign for the corner of Artisan and Traders Way. Cindy seconded at the May meeting. One member voted against; the rest voted for. Motion was passed. In the months since then, nothing has been done. The board members have continued discussion on the subject and the homeowners on Traders Way have signed a petition to have a sign put up on Traders Way. At the meeting tonight, the four board

members who were present (Cindy Stewart, Pat Richards, Connie Marino and Kristy Cook) discussed this issue further. Pat cited the example about a city councilman recently unable to find her house in Dry Run Commons because of the confusion with no street sign on Traders Way. Pat said the City of Martinsburg has agreed to install the street sign free of cost if DRC purchases the materials. John Wilgeroth will contact Bill Barney to obtain the supplier information so that the board can order the materials. Street signs will be put up on the corners of Traders Way/Artisan Way and Sentry Lane/Artisan Way.

#### Board membership

John Wilgeroth submitted his letter of resignation as board liaison.

Kristy Cook, vice president, submitted her letter of resignation to the board as of October 28, 2013.

Bill Barney announced that he would not run again for the board.

The remaining board members for the year 2014 are Cindy Stewart, Connie Marino and Arnie Brown.

#### Elections for 2014 board members

The following homeowners have agreed to run for the board for a 3-year term:

Don Moore, Tina Martin, Eric Hart, Jill Woolcock, Michelle Esposito and Pat Richards. The election will take place at the annual HOA meeting on Monday, October 28 at the Bethel Assembly of God Church.

#### Annual HOA meeting on Monday, October 28

Bill Barney went over some of the details for the annual meeting on Oct. 28. Bill would prefer to not conduct the meeting and is not sure if he will be at the meeting. The vice president also said she does not want to conduct the meeting. Connie suggested that the board members who are present at the meeting on October 28 conduct the meeting jointly. This was agreed upon by the board members who remained at the meeting.

The board decided to designate a 30-minute time period prior to the annual meeting as a "Meet the Candidates" question and answer session. Homeowners are encouraged to come early to the meeting to meet the candidates and discuss important issues with them. The election will be held at the end of the meeting. Cindy will make a flyer to be distributed to the homeowners with details of the October 28 HOA meeting and election. These will be distributed by Thursday, October 17. Since it is necessary to distribute this information to the homeowners at least 10 days prior to the meeting, Cindy agreed to distribute them rather than have the street reps do this, as this did not give the street reps enough time to distribute the flyers.

The meeting was adjourned at 8:10.

Minutes taken by Cindy Stewart, secretary