

*Tuscowilla Hills Citizens Association Meeting  
Tuesday, July 12, 2011, at 7:00 p.m.  
Jefferson County Board of Education Office  
110 Mordington Avenue, Charles Town, WV*

**Attendance:** Gary Kable  
Steve Thompson  
Christi Stevens

Phil Larcomb  
Renee Hall, PMP

Bob Tansill absent with notice.

**Homeowners present:** Gene Shumaker

**With an official quorum, President Gary Kable** called the meeting to order at 7:12 pm.

**Treasurer's Report**

Mr. Tansill reported that as of 7/31/2001 - operating cash totaled \$40,258.3, total reserve cash totaled \$88,246.54 and total accounts receivable totaled \$68,765.08 for total assets of \$197,269.92.

Total current liabilities totaled \$34,147.98 - \$33,707.98 prepaid assessments and prepayments for prior owners totaled \$440.

For the month, the Association ended the month in a positive cash position of \$7,016.96.

Bob Tansill made a motion to approve the financial report; it was seconded by Phil Larcomb and, after a vote was taken, the motion carried unanimously.

**Old Business**

2011 PMP Management contract - 4.2.2 record maintenance and storage - Tuscowilla Hills is going to be charged. Board agreed that we need to see what is in those boxes and dispose of what we can. Phil Larcomb recommended scanning and saving the data on disks for electronic storage.

4.3.11 Budget Prep - Tuscowilla Hills is already doing this so there are no issues.

8.1.1 Term - Gary Kable voiced concerns over negotiating a new contract each year if the contract does not auto renew. By auto renewing the contract the board does not risk any lapses between contracts. Phil Larcomb advised that the Board has tried to change this in past years but it has not been done to date.

Renee Hall advised that the contract must be submitted timely to allow for inclusion into the following year's budget. If not then the contract would auto renew for the prior year's rate.

Gary Kable made a motion to add a provision to the PMP Management contract that they provide any changes by 8/31 so that the Board can incorporate/review by the September 2011 meeting. If

changes are not provided then the Board would operate and fees would be assessed based on the prior year's contract. This was seconded by Steve and, after a vote was taken, the motion carried unanimously.

Summary update was provided on the Charles Town sewer project.

The Board recommended an article be incorporated into the newsletter to get homeowners to come out and voice concerns at contractor open house.

### **New Business**

Renee Hall advises Citizens present of grammatical correction made to suit (prior) - suit on liens (present). This was approved at the Board meeting the week prior.

Community area tree damage - extensive damage found within the community during a drive thru by Renee Hall and Mac Jenkins of Jenkins Tree Service. Estimate does not include the 10' right of way near road which may be the responsibility of the HOA. Mr. Jenkins conveyed to Renee that they have someone that would take the wood for free to save on disposal costs. Base rate is \$550 per day plus \$600 for gas for a month - approximately \$11,000. Funds will potentially come from the operating funds.

Phil Larcomb made a motion to cap the tree damage to \$10,000 with a 20 day time to complete and obtain alternate bidders; it was seconded by Steve Thompson and, after a vote was taken, the motion carried unanimously.

### **General Community Issues**

#### **Open Forum**

No comments from those present.

**Adjournment:** Mr. Kable adjourned the meeting at 9:08pm.

Submitted by Christi Stevens,  
Secretary of the Board