

**Tuscowilla Hills Citizens Association**  
**Board of Directors Meeting Minutes**  
340 Edmond Rd., Suite E Kearneysville, WV 25430  
September 5, 2018

1 **Board Members in Attendance**

- 2 Bob Tansill, President
- 3 Tina Pegues, Treasurer
- 4 Jamie Ranalli, Member at Large
- 5 Gary Scott, Secretary

6 **Other Attendees**

- 7 Keith Stains, Community Manager
- 8 Angela Suddueth, Assistant Community Manager
- 9 See sign in sheet for others in attendance

10 **Call to Order**

- 11 Bob Tansill called the meeting to order at 5:00pm
- 12 Introduction of Board Members to guests.

13 **Approval of the Agenda**

- 14 On a motion by Tina, second by Gary, the board unanimously approved the agenda as
- 15 written. (4/0/0)

16 **Committee Update**

- 17 None to discuss

18 **Resident / Guest Forum**

- 19 Marsha Lang, requested a street be added to the corner of Douglas and Captain Kime. Motion by
- 20 Jamie, second by Bob that light is added. The board unanimously approved.
- 21 Luther Nutter, on Captain Kime Dr. Third house on the right off Douglas Dr. expressed concerns of the
- 22 possibility of someone operating a business out of the home. Dump truck and other large equipment
- 23 setting on the rear of property. The property is a rental and the association will contact the owner. Mr.
- 24 Nutter also expressed concern on people cutting grass and blowing it into the road. Item will be
- 25 included in the newsletter. Mr Nutter finished by drawing attention to ruts that were left by Potomac
- 26 Edison after a repair of the utilities. Power company has been notified.
- 27 Douglas Wilt, On Captain Kime Dr. express concern about a pole (phone and cable) leaning behind his
- 28 home which the transformer came down, the guide wires were never replaced. Mr Wilt will provide
- 29 PMP with the number off the pole. Some discussion as to if it was a power or cable pole.
- 30 Bob asked if poles were not fixed by the end of September he would like a call.

31 **Minutes**

- 32 Motion by Gary, second by Jamie, to approve the minutes from the May 14, 2018 meeting. Motion was
- 33 passed unanimously. (4/0/0)

34 **Financial Report**

- 35 Financial Statements through July 31, 2018 was presented. (*see Financials tab*)

36 **Announcements**

- 37 Next Annual meeting is scheduled for January 14, 2019 @ 7:00pm  
38 Call for nominations scheduled to be mailed on or about November 26, 2018  
39 Annual meeting notice scheduled to be mailed on or about December 17, 2018  
40 All meetings are scheduled for 5:00 p.m. at PMP's office located at 340 Edmond Dr., Suite E,  
41 Kearneysville, WV 25430, unless notified otherwise.  
42 Next Clean-up Day is scheduled for November 17, 2018

43 **Action Items**

- 44 Motion by Tina, second by Gary, proposal to add a speed bump on Fenway drive, signs to go up first.  
45 Motion was passed unanimously. (4/0/0)  
46 Motion by Jamie, second by Tina, bid for cleaning fence and Postal stations approved, unanimously.  
47 Motion by Jamie, second by Gary, to install a light pole on the corner of Douglas and Cpt Kime. Motion  
48 was passed unanimously. (4/0/0)  
49 Motion by Gary, second by Tina, to accept Trump and Trump recommendation 8/18 SODA. Motion  
50 passed unanimously. (4/0/0)

51 **Management Report**

- 52 Copy of Annual Calendar provided  
53 Reminder of remaining 2018 Board meetings are scheduled for 11/7/18  
54 Budget meeting is scheduled for October 17, 2018  
55 CTUB letting us know there will be some upgrades on the facility  
56 Soccer field paperwork insurance (practice).  
57 Playground is progressing. Benches to be finished by the end of September. Mulch will wait until  
58 spring time. Mulch / gravel issue will be discussed at that time.  
59 Bid to clean white vinyl fence by Handi-Stop and the postal stations.  
60 Snow Removal: two bids. Bid from Greenscapes accepted, unanimously (4/0/0)

61 **Pending Business**

- 62 Playground equipment needs to be completed. Bump out, etc. .... finished by the 18th.  
63 Benches should be installed.

64 **New Business**

- 65 Budget to be approved electronically.

66 **Executive Session**

- 67 **Continued Action Items** *(from executive session if necessary)*

68 **Adjournment**

- 69 Motion by Bob, second by All, meeting adjourned.

Respectfully submitted,  
Gary Scott, Secretary

Cleaned and Polished  
Angela Suddueth  
PMP Assistant Community Manager  
Property Management People