

**Yoakum Run Homeowners' Association**  
**Quarterly Executive Board Meeting**  
**08 February 2020**

**Lester Miller's Home**

Lester Miller, President, called the meeting to order at 9:00 AM.

Executive Board (EB) members present: Lester Miller (LM) President, Robert Foster (RF) Vice President, Diane Kaufman (DK) At Large (participated by phone), Robert Cherry (RC) Treasurer (participated by phone), Greenleaf Smith (GS) Secretary.

At the beginning of the meeting, GS reviewed the minutes of the 02 November 2019 EB Meeting. The minutes were approved unanimously.

**Financial Management:**

1. BC presented the current Income and Expenses per the 2019-2020 Checkbook. (NB: The checkbook and the bank statements were reconciled and matched exactly.)
2. BC provided the current status of YRHOA accounts at Grant County Bank, as of 3 Feb 2020, as follows:

- Business NOW Checking:	\$11,704.40
- Business Money Market Checking:	\$15,016.48
- Business 14 Mo Bump CD Special:	\$15,052.55
- Business 30 Mo Bump CD Special:	\$15,063.90

3. As previously documented, EB directed that BC conduct a financial and process audit of YRHOA bank accounts, statements and other documents and correspondence in order to reconstruct, to the extent possible, a record to YRHOA EB actions and deliberations during the period 01 July 2015 through 30 June 2019. Corporate records that were provided to the EB were incomplete but examination of available documents revealed numerous acts of omission and commission by EB directors to ensure compliance with WV State laws and the YRHOA's governing documents. Internal controls established to ensure duties were being performed by Directors appeared to be ineffective. The HOAs financial and accounting practices, as well as the maintenance of corporate records and confidentiality, were ineffective, as was clearly evident in the first fiscal year of the audit and they continued until 30 June 2019. Critical and confidential financial and accounting records were permanently lost, and the documentation of corporate meetings and distribution of them to members was not accomplished.

NB: Any HOA member in good standing may submit a request to any EB member to read the complete audit report. Members will read the document in the presence of an EB member. Copies of the audit report will not be reproduced, copied or emailed.

4. BC provided a preliminary FY20-21 budget for EB consideration and discussion at the next EB meeting, scheduled for 25 April 2020.

5. BC submitted an invoice for the time spent, website repairs, travel and expenses incurred in order to complete the audit. The cost of the audit is \$1,200.00. LM moved that the EB approve the audit invoice, which was seconded and approved unanimously. Separately, BC submitted an invoice for expenses incurred in support of YRHOA business: \$633.66. LM moved that this invoice also be paid and it was approved unanimously.

6. BC briefed on the following financial expenses and requirements:

- Business Income Tax Preparation: \$295.00
- Homestead Website will require work to simplify and enhance user friendliness.
- Snow Removal: \$2,350.00 (paid lump sum)
- Road Repairs: The EB received a bid from Cooper Asphalt which has agreed to perform the work on the road in the spring, 2020.

(NB: Members who are interested in having their driveways paved are encouraged to contact any EB member to express their interest. The EB will facilitate the member's contact with the selected contractor to enable the YRHOA member to separately contract the work.

Old Business: - The YRHOA website has some design problems and the site redesign will cost approximately \$300.00 plus six months of monthly recurring expenses. Given the deficiencies that BC found when he attempted to use the website to download documents to it, the EB determined that the expenses to update it are justified.

- GS reestablished contact with attorney Steve Prunty, WV's subject matter expert on HOA law. Prunty expressed his support for completing an update of the ByLaws to reflect current WV law and will await notification of the EB following the next Annual Members' Meeting.
- EB deferred final decision in whether to donate \$500.00 before the end of the FY to the Canaan Valley Volunteer Fire Department or wait until next FY and donate \$1,000 until the next EB meeting.
- EB discussed CVPSD offer of \$1,000.00 to repair YR Road adjacent to Julia Aucremanne's home and agreed that the offer was reasonable and should be accepted. LM will so notify CVPSD.
- In this regard, road repairs and asphaltting and/or sealing of driveways will lower the overall cost of the work for individual members as well as lower the cost to Yoakum Run HOA. EB encourages members who are considering having their driveways either sealed or asphalted to contact an EB member who will facilitate that member's contact with the selected contractor.
- The ARC form has been updated with LM as Chair.


New Business; - Andy Heisey submitted a question to the EB regarding HOA fees and whether a different scale of fees for members who own undeveloped lots may be considered, because at one time there was a separate schedule of HOA fees. Research revealed that in the early years of the HOA, the HOA contracted with Canaan Valley Cable to provide cable to all houses within the

HOA. Lots without homes were not charged the HOA cable fee. Subsequently, however, the HOA severed its relationship with Canaan Valley Cable and all members were required to be personally responsible for cable connections. From that time, all lots within the HOA were assessed the same fee on a yearly basis.

- EB determined that Cooper Asphalt has offered the most competitive bid to complete the resurfacing of the culvert area and the area adjacent to the Aucremanne home. The work should commence as soon as the asphalt plants begin operations in the spring.
- Susan Smith as agreed to chair the nominating committee for nominees to for two projected vacancies on the EB for next year. The vacancies are: Bob Cherry, Treasurer and Chris Smith, Secretary. Members are strongly encouraged to consider serving on the EB. If so inclined, members should notify Susan Smith at [gssksmith@verizon.net](mailto:gssksmith@verizon.net) and provide an expression of his/her interest and experience.

Next Meeting: The EB will conduct its Quarterly Meeting on 25 April 2020 at LM's home.

LM Adjourned the meeting at 12:00 PM.

  
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Greenleaf H. Smith  
Secretary

2/28/2020  
Date

Appendix:



# Welcome YOAKUM RUN HOMEOWNERS ASSOC

Last log in: Feb 03, 2020

## Home

### Accounts

BUSINESS NOW CHECKING 1059484  
Available balance \$11,704.40

BUSINESS MONEY MARKET CHECKING 6102067  
Available balance \$15,016.48

BUSINESS 14 MO BUMP SPECIAL 11577  
Current balance \$15,052.55

BUSINESS 30 MO BUMP SPECIAL 11578  
Current balance \$15,063.90

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