



ANNUAL MEETING
JUNE 12, 2021

PRESIDENT’S MESSAGE

It is once again time for our annual owner’s meeting which will be held at the South Branch Motor Inn on June 12, 2021 at 1:00 PM. As was the case last year, we are also offering an option for owners to attend remotely via Zoom. The registration link is available on the website:

<https://highknob.us/>

It is very important that owners attend the annual meeting so that the association may conduct business such as electing officers and approving our budget. **It is essential that you designate a proxy (instructions follow) if you are unable to attend in-person or via Zoom.** By attending or designating a proxy to vote on your behalf, you are ensuring that our association can hold elections as we do need to elect a Treasurer.

As a reminder, the annual assessment of \$125.00 is due and can be paid at this time or at the annual meeting. Make checks payable to:

O.F.O.A.
PO BOX 101
OLD FIELDS WV 26845

Make sure to include your lot numbers in the check memo so your payment is credited correctly. For your convenience, the lot numbers are printed on the address label for this mailer.

Finally, we will continue the tradition of holding a picnic at the Pond Park after the meeting. Feel free to bring a covered dish. Burgers and dogs will be provided. There are many new owners this year, so even if you can’t make the annual meeting, the picnic is a great opportunity to meet other owners.

Sincerely,
Mitch Franzos, President

AGENDA

- Meeting comes to order, 1:00 PM
- Approval of a Quorum
- President's opening remarks
- Introductions

- Reading of the 2020 Annual Meeting Minutes, Dean Hebert
- Officer & Committee Reports:
 - Treasurer: Mitch Franzos (locum tenens)
 - Secretary: Dean Hebert
 - Covenants Committee: Ron Mennow, Tyler McCarthy, Richard Hoover
 - Roads Committee: Tyler McCarthy, Mitch Franzos

- Election of Officers and Directors, the proposed slate is:
 - **President:** Mitch Franzos
 - **Vice President:** Merv Pope
 - **Treasurer:** Leiloni Stainsby
 - **Secretary:** Dean Hebert
 - **Directors:** Richard Hoover, Ron Mennow, Tyler McCarthy, Roy Ratliff, Kenneth Sherman

- Nominations from the floor

- Fiscal Year 20-21 Budget and Approval

- Old Business

- New Business

- Concerns of the Community

- Set Date for 2021 Annual Meeting

- Adjournment

2020 ANNUAL MEETING MINUTES

Meeting called to order 1 PM

- Approval of quorum; 89 lots represented
- Opening Remarks from VP Mitch Franzos

Officer & Committee Reports

- Reading of the 2019 Annual Minutes by Sec. Jim Heltman; minutes approved
- Treasurer's Report: Treasurer Sharon Hopkins referred to CPA report; there's over \$6000 in contingency fund and \$8000 budgeted for roadwork
- Secretary's Report: Sec. Jim Heltman reported many new owners; plans to step down as Secretary and has records to transfer
- Covenant Committee: has not been active; VP Mitch Franzos suggested convening committee for some covenant issues
- Website: Mitch highlighted new web site (<https://highknob.us>) requested email addresses and phone numbers to contact owners
- Road report: Mitch reported he and Phil Rinker checked culverts and they had been cleaned by other owners; Saddle Road will get 4 loads of gravel; High View and High Knob will get 1 each for washouts. Also, the pond has a leak at the spillway that will need to be addressed. Pond may need to be drained to repair.

Election of Officers & Directors

- Proposed slate:
 - President, Mitch Franzos
 - VP Merv Pope
 - Treasurer, Sharon Hopkins
 - Secretary, Dean Hebert
 - Directors: Richard Hoover, Ron Mennow, Tyler McCarthy, Roy Ratliff, Kenneth Sherman
- No other nominations were made; Officers & Directors approved unanimously

- Fiscal Year 20-21 Budget & Approval – dues have been paid for all but 3 lots; liens will be filed; budget was approved
- Old Business:
- sediment pond was dredged
- 3 new culverts installed (at the Hollow, just below Rice's Ridge, one at switchback)

New Business:

- drainage ditch at pond to be dug in October
- Neighborhood concerns: no abandoned cars allowed, 30' setback from property lines for buildings, trash (clean up bag if it opens, must be bagged, pickup is on Thursday)
- Pond spillway leaking
- solar powered lights on our sign along 220 would be nice to make it easier to see neighborhood entrance at night
- increase in bear encounters (don't feed the bears); rattlesnakes are out
- suggestion to investigate feasibility of trash collection for entire neighborhood in a bearproof bin; Board will research cost and put it to vote at next annual meeting
- Date of 2021 Annual Meeting set: June 12, 2021, 1 pm
- Meeting adjourned

BUDGET

Category	FY2020-2021	FY2021-2022 (proposed)
Road Work	\$12,500	\$12,500
Snow Removal	2,000	2,000
Legal	300	300
Accounting	500	500
Mowing	2,000	2,000
Insurance	1,000	1,000
Admin Costs	700	700
Total	\$19,000.00	\$19,000.00

Our projected annual revenue from yearly assessments is \$19,875.

PROPOSED ANNUAL ASSESMENT AND FEE SCHEDULE

Current late fee schedule as approved at the 2017 Annual Meeting on June 10, 2017:

- Annual assessments are due on the date of the Annual Meeting
- A \$25 late fee applies 31 days after Annual Meeting
- A \$25 late fee applies 61 days after Annual Meeting
- Lien + Costs applies 91 days after Annual Meeting

Proposed changes to assessments and late fee schedule:

- Assessments are due on the 1st day of the fiscal year (June 1st)
- On the last day of July, a \$25.00 late fee will be assessed on any lots with a delinquent balance more than \$1.00. The OFOA is not required to give notice.
- On the last day of August, an additional \$25.00 late fee will be assessed on any lots with a delinquent balance more than \$1.00. Notice of the delinquency, late fees and impending civil action will be sent to the addresses made available to the association via USPS First Class Mail.
- After 120 days, a lien will be filed with the county of record. Any fees associated with the lien are applied to the account.

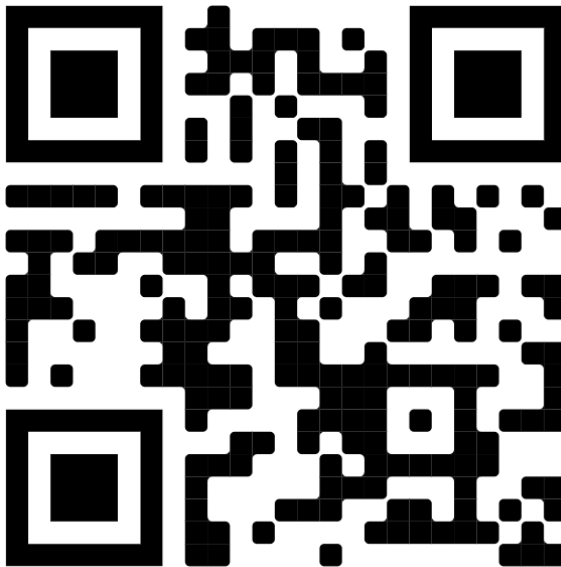
Comparison of Changes and examples for Fiscal Year 2021-2022:

Current Schedule	Current	Proposed
Lot Fees Due	12/Jun/2021	1/Jun/2021
Annual Meeting	12/Jun/2021	12/Jun/2021
Grace Period – 30 days	12/Jun/2021	30/Jun/2021
1 st late fee – 60 days	13/Jul/2021	31/Jul/2021
2 nd late fee – 90 days	12/Aug/2021	31/Aug/2021
civil action/lien – 120 days	11/Sep/2021	1/Oct/2021

COVID-19 NOTICE

Due to social distancing restrictions, the in-person annual meeting will be restricted to 25 people in the room at a time. A videoconferencing option is available for anyone who wishes to participate over the internet. Please visit our website to register for the Annual Meeting via Zoom Meetings. Thank you for your understanding.

<https://highknob.us/meet>



CONTACT INFO CORRECTION FORM

This form is also available on our website: <https://highknob.us/>

Lots: **Current Owner(s):**

Owner 1

Last Name	First Name	Middle Name
Address		
City	State	ZIP
Home Phone	Mobile Phone	Office Phone
Email address		

Owner 2

Last Name	First Name	Middle Name
Address		
City	State	ZIP
Home Phone	Mobile Phone	Office Phone
Email address		

PROXY FORM

Know all persons by these presents, that the undersigned Lot Owner(s) in the Old Fields Association (OFOA) hereby constitutes and appoints _____ to be the lawful attorney(s) and Proxy(s) of the undersigned, with Power of Substitution for the undersigned to vote and/or speak at the June 12th 2021 Annual Meeting of the Old Fields Owners Association in Moorefield, West Virginia, or at any adjournment thereof, with all the power which the undersigned would possess if personally present. The undersigned, being the Owner(s) of record for the lot(s) listed below, is entitled to vote on any issue before the OFOA for each lot listed. In witness whereof, the undersigned has executed this Proxy this _____ day of _____, 2021.

Lot Owner(s)

Section & Lot Numbers:

The following are my (our) votes on the issues to be decided at the Annual Meeting:

	For	Against	Abstain
1. Election of Officers and Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Approval of Annual Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Approval of new Late Fee Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On all other issues that may arise during the meeting, I release my vote to my Proxy to be cast as he/she sees fit.

Signature of Owner

PROXY INSTRUCTIONS

The completed proxy form allows the property owner(s) named to be represented at the Annual Meeting if he or she cannot be present. The owners of fifty (50) percent of the lots in the OFOA must be present at the Annual Meeting, either in person or by proxy, to form a Quorum and allow business to be conducted. Each lot is entitled to one vote. Complete the form by following the instructions below:

1. Fill in the name of the person whom you want to serve as your proxy. You may appoint another Owner, an officer, or any person who will be present at the Annual Meeting to exercise your wishes.
2. Include the name(s) of the lot owner(s).
3. Provide the Section and Lot number of all parcels that the proxy covers. It is important, especially if it applies to more than one lot, so all lots are counted in the quorum tally. Any officer or director can assist you in this.
4. Provide your vote on the issues presented. If left blank, the person you designated as proxy will make your choice.
5. Be sure to **sign the Proxy Form**.

The completed Proxy Form may be brought to the annual meeting by your designated proxy or mailed to the association:

O.F.O.A.
PO BOX 101
OLD FIELDS WV 26845