

Solicitation for
Nominations for the Board of Directors
for the 2023-2025 Term

Dear Neighbors,

The term of the current Board of Directors, elected at the Annual Meeting in 2021, will expire in October of this year. One of the items on the agenda for the 2023 Annual Meeting will be election of new board members. We will be asking for nominees in mid-September and preparing a ballot for the Annual Meeting. Now is a good time to start thinking about how you can contribute to the community by serving as a member of the Board of Directors. It is also a good time to mark your calendar, if you have not already done so, for the Annual Meeting at 7:00pm on October 22, 2023 at the Holiday Inn in Martinsburg.

Several of the current members are willing to continue to serve if re-elected; others are term-limited. In accordance with the Crossings By-Laws, "No member may serve more than two (2) consecutive terms."

The general responsibilities of the Board of Directors are outlined in the Amended By-Laws (Articles VI and VII).

Below is a list of Board member positions and a more specific description of their duties, as well as a notation as to whether this member has expressed willingness to be on the ballot in October or is term-limited and cannot appear on the ballot. Specific skills required are noted where applicable. For further information on a position, you can reply to this email or reach out to any other Board member. The time commitment required varies significantly by position. The Board of Directors meets approximately once per month and communicates informally via email several times per month.

President: Cory McCoy. Term-limited.

The President presides at all meetings of the Association. He/she schedules meetings, establishes the agendas, and runs the meetings. He is currently also scheduling gate openings, arranging gate maintenance and repairs, managing the snow removal and mowing contract, responding

to property owner questions, and generally overseeing the management of the community. Provides periodic updates on community business to property owners. Manages the storage unit used for Crossings property. Serves as the “Owner” of the Crossings website (but does not maintain the site). Is a member of all standing committees. Picks up mail from the Hedgesville Post Office. Good internet access is essential.

Vice-President: Justin Caldwell. Completing first term; willing to continue to serve

Performs the duties of the president in the absence of the president. He is also currently managing the watercraft registration process (registering boats and issuing decals) and the marina boat ramp key (lock changing as needed and issuance of keys). Other duties as they arise.

Treasurer: Joe Martin. Term-limited.

Manages the community’s finances. Manages the annual assessment (dues) process, receiving and depositing funds. Maintains the community bank accounts. Pays the bills. Provides monthly financial statements for the Board of Directors and an annual statement for the Annual Meeting. Develops a proposed budget for review/approval by the Board of Directors prior to submitting to the Annual Meeting for community approval. Oversees the accounting firm that prepares the Association's IRS Form 1120, the annual tax return. Files the annual WV Secretary of State registration. Oversees the Association’s insurance policies. Picks up mail from the Hedgesville Post Office.

Skills required: accounting, budget management. The Community uses the Quickbooks software.

Secretary: Gypsy Phillips. Completing first term; willing to continue to serve

Keeps minutes of all meetings. Manages community records (hard copy and soft copy). Organizes the Annual Meeting and, in conjunction with the President, facilitates the Annual Meeting. Prepares and sends documents for the Annual Meeting. Prepares the Annual

Assessment mailing. Manages/maintains the Crossings website. In conjunction with another Crossings volunteer, maintains membership list/contact information. Monitors gate opening requests. Responsible for email communications to members. Other duties as they arise.

Skills required: organization, basic computer skills, office skills (reproduction, mailing label generation). No coding experience required and previous website maintenance experience is not essential. The community website uses the Wix platform. Good internet access is essential.

Member-at-Large: Jamie Rhodes. Completing first term; willing to continue to serve.

Assist with the management of the community, duties variable.

Note: Significant other duties such as gate code issuance/management, maintenance of the directories, and review of construction documents are currently handled by other community volunteers in coordination with the Board of Directors.

The official Notice of Annual Meeting, which will formally issue a call for nominations for board member positions, will be sent approximately September 22, 2023, with a request to submit any nominations prior to the Annual Meeting.

Thank you for your consideration.

Sincerely,
Cory McCoy
Justin Caldwell
Joe Martin
Gypsy Phillips
Jamie Rhodes