

Lot #

Welcome to the Crossings on the Potomac community!

We have your contact information listed as:

NAME Lot #
Mailing address
Email address
Phone numbers

Please let me know if you wish to make any changes to this information.

This information will be used in the following ways;

1. To mail the annual meeting notice (via USPS) in September of each year (required by WV law).
2. To mail the annual assessment notice (via USPS) in December of each year.
3. To email you a few times a year with community items of interest, such as notification of upcoming Annual Meeting, President's letter, notice of annual assessment.
4. To include in the Community Directory that is posted on the Crossings website in a section only accessible to members of the community. It is not posted on the public-facing part of the website).

Please let me know if you do not wish to receive email from us or if you do not wish to have your email address or phone number included in the Directory.

Here is some basic information you may need about living in the community.

General information about the Community can be found on the Community website at: <https://www.crossingsonthepotomac.com/> There you will find the documents governing the community, such as the Property Owner Association (POA) By-laws, Covenants, and policy statements. You will also find information concerning the marina and boat registration as well as the application for any new construction you may wish to do on your property, including structures such as detached garages and barns.

When corresponding with a Board member please include your Lot # as Lot # is the core element in Crossings on the Potomac POA records.

Gate Access:

Your unique gate code is: #xxxxx

This code is unique to you. Please protect it as you would any other personal information.

The call feature for one-time entries (florists, grocery delivery, service repair person, etc.) can be set up within the system to ring to a phone number of your choice.

Only resident/owner names are visible in the gate control systems directory, the linked phone numbers are not visible. Guests will need to search by last name on the panel at the gate and the system will then call the linked phone number.

Once you receive a call through this system and you wish to permit entry, press 9 on your phone. This will trigger a remote opening of the gate and the call will then automatically be disconnected.

All other regular vendors have their own unique codes (USPS, FedEx, Waste Management, etc.).

You may begin using your code immediately.

If you experience any issues with your code, reach out to ((contact information will be provided))

If you would like to purchase a gate remote, please reach out to ((contact information will be provided))

Marina:

To acquire a marina gate key and/or register a watercraft, please fill out the form that can be found on our community website and send to the contact listed ((will be provided))

Facebook page:

A community member has set up an unofficial facebook page: Crossings on the Potomac WV Community. This page is not affiliated with the Crossings Board of Directors.

Annual Assessments:

The annual POA assessment is due on January 1st each year. There is a grace period that extends the date of payment to March 1st, but any payments received after March 1 will accrue interest as of January 1st.

Annual Homeowner Meeting:

The annual general meeting of Crossings property owners occurs in mid-October at a public facility in Martinsburg. In the last 2 years, attendance via Zoom has also been possible. Notice of this meeting is will be mailed via USPS to the owner's address of record 2-6 weeks in advance of the meeting, usually in September.

Berkeley County Guidelines:

Berkeley County provides web resources for a number of topics of interest to homeowners. County ordinances pertaining to such matters as horses and livestock, dogs, burning, etc.

<https://www.berkeleywv.org/287/Ordinances>

Dogs: <http://www.fohowv.org/wp-content/uploads/2013/10/Berkeley-dog-ordinance.pdf>

Burning: <https://www.berkeleywv.org/330/Outdoor-Burning>

If I can be of any further assistance, please don't hesitate to contact me.

Secretary, Crossings on the Potomac POA