# Harold K. Michael Post Office Box 220 Old Fields, WV 26845

Enclosed is my obticial resignation from both Summit Boards effective February 10, 2006.

Acad Muchael

Harold K. Michael
Post Office Box 220
Old Fields, WV 26845

2/10/06

Summit Board Members - fifther a coll from Tom Hawse, I have spent the last several days more-DY- 1855 Consumed with soul seathing Bout the proper sole of each one of us on the Summit Book Book of Directors. I'm sure we all know of our fundamental fiduciory responsibility both individually on a consectively to our stockholders. Perhaps because of my work in the Legislature & Chrismin of the House Finance Comm., I have a higher standard than those who have never been in public service are who have never delt the construt pressure that working concientionsly for the State's Citizens inwitably exectes. Maybe that's why I feel the When some sense of disappointment with the lock of discipline.

Att I feel would be apporent to ony third-party, objective

Harold K. Michael

Post Office Box 220

Old Fields, WV 26845

Occupately, inactions.

Harold K. Michael

Post Office Box 220

Old Fields, WV 26845

Accurately, inactions.

Since I have slury considered myself on yest to the Bord, a contributor to not only the bink itself, but to so Mony individuals members with various personal, sometimes extremely private matters, it is with a great degree of sadness that I hereby resign from the Summit Bank Borres. I have only one request in so doing: that the Bodd change the yent of second on the group insurnce to Jin Cookman's again, Fromk Bor took Il the other insurance when he first come on the Board, and Jim has not shored in my of the bank's business. I would hope that, It a matter of fairmen, the Borrel would

(ecognine that inequity and fromster the group account to Jim.

Harold K. Michael
Post Office Box 220 Post Office Box 220 Old Fields, WV 26845 I Ilso hope that the Board members-collectively and individually - seek massers to questions that I myself was frustrated to find unresolved, potentially real problems to the very integrity of Summit Bank itself. However, since I am resigning, this remains more hope and not in any way a request. My days of requesting such fideing

Sincwely, Marel Miller Constitution of the con

diligence from Borrel members are, thankfully, behind me.

are to be construed as part of my official resignation from both booste Holy

### Prority ONE Your Insurance Baroli K. Michael Insurance

RO:BOX390 125 S: MAIN STREET MOOREPIEUD: WV 2683 (304)538-6225 PO BOX 1
MAIN STREET
WARDENS VILLE, WV
26851

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I NATION MOLE INSULANCE

## Harold K. Michael Post Office Box 220 Old Fields, WV 26845

August 19, 2005

Tom Hawse, Chairman Summit Fin. Group Audit Committee

Tom,

I have just received information that pertains to bank business that is disturbing to me.

It partly involves past construction done on my property and the possibility of co-mingling of the cost of my building with that of the bank. These projects were done apparently in the same time frame.

I recommend that an independent investigation be made into bank construction projects in this area of the state, billings of labor and materials, etc., to verify all amounts expended by the bank were legitimate and not diverted to other uses.

I also request that if any questionable, fraudulent or illegal activity is discovered, this information be turned over to the proper authorities for legal action.

Singerely,



November 3, 2005

Mr. Harold K. Michael PO Box 220 Old Fields, WV 26845

Dear Harold,

Please find attached a copy of the cover sheet for the memo I prepared for our Audit and Compliance Committee meeting in regard to your letter to me dated August 19, 2005.

I assure you we had a full and frank discussion of this matter and the committee was pleased by the manner in which this has been handled. The committee also agrees with my recommendations. When our new Audit Director is "on the job" we can address the internal control policy as needed.

Please note that I did not include the pages in support of my memo, as we considered them "confidential". However, I did include the attached excerpts (by me) from the original pages 2, 3, 4, 5 and 6.

Of course, you are welcome to review the original memo as presented to the committee. Please contact Teresa.

Respectfully,

Thomas J. Hawse III

Chairman

**Audit & Compliance Committee** 

Attachment # 3

P.O. Box 179 300 North Main Street Moorefield, WV 26836 Phone 304.530.7233



### Strength. Vision. Prosperity.

#### Memorandum

To:

Audit & Compliance Committee Members (Crites, Piccirillo, Huffman,

Michael)

From:

Thomas J. Hawse, III, Chairman

Date: Re: November 1, 2005 Construction Projects

Attachments:

Pg. 1 - Letter from Michael

Pg. 2, 3 & 4 – Report from Counsel

Pg. 5 & 6 - Internal Controls, Bid Process, etc.

#### Chairman recommends to Committee:

- 1) Review of expenditures concerning building projects in question likely would be inconclusive, expensive and not practical in light of "post office building" status, etc.
- 2) Committee may want to evaluate the internal controls in area concerning "capital projects", bid process, etc. with guidance of our new internal auditor when she is "on the job".
- 3) Chair welcomes your thoughts in regard to this matter.

(Excerpts by Tom Hawse - Pages 2, 3 & 4)

Counsel Conclusions:\*

\* Omitted information is attorney-client privileged

(Excerpts by Tom Hawse - Pages 5 & 6)

Construction Project Policy:

There are 3 basic levels of control.

- 1) Time & Materials Senior level employee review and approve bills as work is completed for projects under \$500,000.
- 2) Management consults with architect to get construction estimates and seeks bids from trusted contractors for contracts \$500,000 \$1,000,000. Construction monitored by architect and senior level employee.
- 3) For projects over \$1,000,000, same as 2 above except this requires "Board" approval.

Also, on contracts that are bid, materials are property of contractor. However, on time and material projects, materials, etc. not used are returned for credit when possible.