



## Meeting Minutes January 18, 2012

### Attendees

#### **Board Members:**

Pete Appignani, Gap View Village, President  
Neal Nilsen, River View Park, Vice-President  
Elliot Simon, Blue Ridge Acres, Treasurer  
Laura Taylor, Meadowbrook, Secretary  
Nance Briscoe, Cloverdale Heights, Membership Chair

**Additional Attendees:** Mike Roberts, The Woods HOA; Phyllis Smock, Stonebridge; Ed Thomas, Property Management People; Paul Gavin, Federal Hill HOA; Jenni Vincent, The Journal; Jennifer Syron, Chapel View; Susan Beidler, Forest Haven POA; James E. Kief, Springfield Village; Russell Kitchner, Gap View Village; Scott Bowen, Ed Flake, Chuck Hydorn, Spring Mills HOA; William Scott and Eric Sager, Pikeview Acres; Ed Calhoun, Shepherd West; Larry Lam and Lewis McIntyre, Spring Mill Farm; Betsy Hinkley, Fernbank at Cress Creek; Gary Heicher, Whiting's Neck Farm Estates; Phyllis Hunley, Meadows of Arden; Suzanne Malesic, Patrick Henry Estates

**The meeting was called to order at 7:02 pm by Pete Appignani at Independent Fire Company.**

### **Guest Speakers**

**Ed Smith** of Jefferson County Emergency Services Agency (JCESA) provided an overview of the services the agency provides and a new fee proposed to fund emergency services in Jefferson County. Jefferson County has seven fire companies, two of which were added in the last ten years. The Jefferson County Commission contributes \$1.9 million to fund emergency services. Of that amount, \$1.4 million goes to the JCESA to fund administrative staff and paid first responder positions, and each fire company receives \$60,000 per year. There is currently a proposal pending to implement a \$110 fee per household to fund the County's emergency services. If the fee were implemented, it would make Jefferson County the only location in the state to have a combined fire and EMS fee. The new fee would provide approximately \$4 million per year for emergency services, and each fire company would receive around \$100,000 per year. While this is a significant increase for each department, it is far less than each company spends annually on equipment, certifications, training new volunteers, and other necessary expenses. This means that even if the fee is implemented, each fire department will still need to continue fundraising to support its activities. If approved, the new fee will start on July 1, 2012. It's important to note that this fee will not be added to property taxes, but instead will be billed by the JCESA and payments will be made directly to the JCESA. Several community meetings will be held to make residents aware of the fee proposal with the first meeting scheduled for January 25<sup>th</sup> at Independent Fire Company at 7pm.

### **I. Approval of December 2011 meeting minutes**

Nance Briscoe made a motion to approve the December meeting minutes as presented. Seconded by Neal Nilsen and approved unanimously.

### **II. Executive Reports**

**A. Treasurer's Report** – Elliot Simon reported a bank balance of \$2,685.09 as of January 18, 2012.

**B. Membership Committee** – Nance Briscoe reported that The Woods in Berkeley County has joined, bringing EPOHOA membership to 4,000+ in the two counties.

### III. Election of Officers

- A. **President** – Neal Nilsen nominated Pete Appignani for President and Elliot Simon seconded the motion. Discussion ensued about the term-limits outlined in the EPOHOA's by-laws. Russell Kitchner made a motion to suspend the term limits listed in the organization's bylaws to allow the current officers to be elected to their positions again; Mike Roberts seconded the motion, which passed unanimously. Ami Pape made a motion to nominate the incumbent President, Vice-President, Treasurer, and Membership Chairperson to continue serving in their positions for 2012. The motion was seconded by Mike Roberts and passed unanimously. Pete Appignani was elected as President of EPOHOA for 2012.
- B. **Vice-President** – Neal Nilsen was elected as Vice-President of the EPHOA for 2012.
- C. **Treasurer** – Elliot Simon was elected as Treasurer of the EPOHOA for 2012.
- D. **Secretary** – Laura Taylor nominated Phyllis Smock and the motion was seconded by Neal Nilsen and passed unanimously.
- E. **Membership Chairperson** – Nance Briscoe was elected as Membership Chairperson of the EPOHOA for 2012.
- F. **Legislative Liaison Chairperson (new)** – Neal Nilsen recommended that one Legislative Chairperson be elected from Berkeley County and one from Jefferson County to share the work. Neal then nominated Mike Roberts for Berkeley County and Russell Kitchner for Jefferson County. The motion was seconded by Elliot Simon and passed unanimously.
- G. **Website/App Developer Chairperson (new)** – There were no nominations for the position of Website/App Developer Chairperson.

### IV. Old Business

- A. **CAI Membership** - There was a discussion about the benefits of joining CAI. Russell Kitchner suggested we form a working group and prepare a presentation on the pros and cons of joining CAI. Mike Roberts, Kathy Knight, Jennifer Syron, and Pete Appignani volunteered to help Russell with the presentation.
- B. **Proposed Legislation**
  - 1. **Berkeley County related legislation** – No discussion.
  - 2. **HOA Dues Collection** – Elliot Simon spoke with Delegate Lawrence Kump about how HOA liens are not a priority in foreclosure proceedings. Delegate Kump is willing to propose legislation to correct this. Elliot read a letter he drafted recommending the proposed changes to the existing legislation. Several members suggested improvements to the letter and Russell Kitchner proposed that Elliot incorporate the changes into the letter then have the EPOHOA attorney, Braun Hampstead, review the letter, then have the Board of Directors sign it. The motion was seconded by Mike Woods and passed unanimously.
  - 3. **Municipal Services Act Legislation** - No discussion.
- C. **Common Area Property Taxes** – Nance Briscoe reported that Jefferson County Tax Assessor, Angie Banks, has determined that Cloverdale will not be required to pay taxes on its common property starting in the next tax year. Ms. Banks will be attending the February EPOHOA meeting to discuss this change in policy and how it affects other HOAs in the County.
- D. **Title I Community Fair** – Suzanne Malesic reported that this event did not generate as much interest in the EPOHOA as it did last year. Very few of the event attendee's lived in an HOA community. Suzanne recommended that EPOHOA not participate in the fair next year.
- E. **Update on Rt. 340** – Suzanne provided an update on the activities of the Rt. 340 Citizens' Committee. There is one final public meeting on Thursday, January 19<sup>th</sup> and then the proposal will be presented to the County Commission and the Planning Commission at a joint meeting on February 8<sup>th</sup> at 7pm at the Charles Town Library.
- F. **Incident Reporting by Sheriff's Office** – Neal reported that he is continuing to work with the Sheriff's Office to make Jefferson County incident reporting available to the public.

### V. New Business

- A. **Jefferson County Day at the Capitol** – Nance Briscoe proposed sending three delegates from the EPOHOA to the County Day at the Capitol. Phyllis Smock made a motion for the EPOHOA to pay for three hotel rooms for the delegates and Laura Taylor seconded the motion, passed unanimously. The representatives who agreed to attend are Nance Briscoe, Mike Woods, and Russell Kitchner.

- B. Berkeley County Round Table** – Phyllis Smock attended this meeting, which served as an introduction to the Berkeley County Planning Director and the agency’s staff. There are currently amendments pending in Berkeley County to streamline the subdivision ordinances and there will be a public meeting on the proposed changes in the spring.
- C. Calendar/Rack Cards** – Nance proposed purchasing rack cards, bags, and other marketing materials that could be used at the Jefferson County Day at the Capitol event and throughout the year. Laura Taylor made a motion to approve spending up to \$550 on marketing materials; Neal Nilsen seconded the motion and it passed unanimously.
- D. Member Directory** – There was discussion about creating a directory of EPOHOA members and other interested parties
- E. EPHOA Database** – The EPOHOA needs a database to track legislative issues of interest to HOAs, however, it’s critical that the information in the EPOHOA database is protected. Jennifer Syron made a motion to create a committee to organize and oversee the use of the EPOHOA database. Due to time constraints, the motion was tabled until the February meeting.

**V. Projects** – Due to time constraints, Projects were not discussed.

- A. Around the Panhandle Offer**
- B. EPOHOA Year End Workshops**
- C. Process Analysis of HOA Establishment**
- D. Common Area Tax**
- E. Who’s Who of Leaders in Jefferson**
- F. Subdivision Approval/Covenants**
- G. Planning Commission Coordination**
- H. Jefferson County Emergency Services Coordination Plan**
- I. Chesapeake Bay WIP (Region IX)**
- J. EPOHOA Website**

**Motion to adjourn the meeting made by Phyllis Smock and seconded by Laura Taylor; approved unanimously. Meeting adjourned at 9:19pm.**

**NEXT MEETING**

February 15, 2012  
*Bedington Ruritan*  
 3947 Williamsport Pike, Martinsburg, WV 25401