



**Meeting Minutes  
January 15, 2014  
Bedington Ruritan  
3947 Williamsport Pike  
Martinsburg WV 25401 Berkeley County**

**Board Members:** Pete Appignani, Gap View Village, President  
Neal Nilsen, River View Park, Vice-President  
Phyllis Smock, Stonebridge, Secretary  
Elliot Simon, Blue Ridge Acres Civic Association, Treasurer  
Nance Briscoe, Cloverdale Heights, Membership Chair

**Other Attendees:** Bob Ayer, Spring Mills; Betty Beckley, Whiting's Neck; James Coret, Lake Forest; Bruce Hochtje, White Tail Ridge HOA; Kathy Hochtje, White Tail Ridge HOA; Cy Kammeier, Webber Springs; James Kief, Springfield Village; Jean Kopper, Aston Forest HOA; Larry Lam, Spring Mills Farm HOA; Suzanne Malesic, Patrick Henry Estates; RosaLee Riggins, Ashton Forest HOA; Ted Schiltz, Potomac Terrace; Jan Schiltz, Potomac Terrace; Richard Sussmann, PMP; Jennifer Syron; Gary Wilfong, Crossing on the Potomac

The meeting was called to order at 7:05 pm by Pete Appignani at the Bedington Ruritan Berkeley County.

**Election of Board & Officers**

No nominations were received in advance and no nominations were made from the floor. Richard Sussmann explained that according to the WV Code 31 (e) 806, relative to non-profit corporation act, the existing board members could be held over in their positions until successors are elected.

Richard moved to create a Nominating Committee, which will seek nominees to run for Board members and Officers positions. Nance seconded the motion. Motion passed without objection.

Richard volunteered to Chair the Nominating Committee. Pete moved to appoint Richard to head Nominating Committee. Motion seconded. Neal and Jennifer volunteered to be on the committee. Motion passed without objection.

Richard proposed by Feb 19th meeting the Committee will have all materials ready to send out to membership asking for nominees and then by March 15, 2015, a special election will be held. Neal seconded the motion. Motion passed without objection.

The current Board Members and Officers agreed to serve as holdovers in their positions until the special election.

**Approval of November 20, 2013 meeting minutes**

Nance moved to approve minutes. Neal seconded the motion. Motion passed without objection.

**I. Executive & Committee Reports:**

**Treasurer Report** –Elliot reported for the period Nov. 21, 2013 through Jan. 15, 2014, opening balance \$5,514.17, dispersals of \$356.01, and a closing balance of \$5,158.16.

Motion was made to approve the treasurer’s report. Motion seconded and report will be placed into the record. Motion passed without objection.

Elliot reported he is working on invoices to be sent out to the members and expects them to be completed this week. Nance will email the invoices out to the members.

Elliot reported the 501(c)(3) application was sent to Bret Hersh to write an opinion. He expects to submit it within 30 days.

**Membership Report** –Nance reported no new members at this time.

Nance suggested the EPOHOA participate in the Home Builders Show at the Martinsburg Mall on March 14-15-16, 2014. Neal moved to approve expenditures up to \$350 for Home Show registration and marketing materials. Richard seconded the motion.

Discussion noted that March 15 is same date as EPOHOA meeting when a special election will be held. Suzanne stated anyone attending the exhibit could send in a proxy vote. Pete asked for a show of hands of volunteers. Approximately 8 people indicated willingness to volunteer.

Motion passed without objection.

Discussion of participation in Jefferson County Days in Charleston on February 20, 2014, led to Phyllis’s motion that the EPOHOA **will not** participate in Jefferson County Days this year. Suzanne seconded the motion. Motion passed without objection.

**Legislative Review Committee**— Jennifer Syron reported the Bill has been drafted. It is 167 pages long. The House re-introduced last year’s Bill automatically, but Senator Snyder told her that would not be a problem. Two attorneys reviewing the new Bill have recommended two additions regarding Limited Expense Liability Communities Sec. 3, 116 on liens and Section 4, 117 on attorney’s fees as they apply to all HOAs. Additional language was added relative to requiring developers to hand over all documents regarding, records, contracts, insurance premiums, and all Declarant Covenants and By-Laws. As soon as the correct language is formatted into

one document, within the next few days, Jennifer will make it available to Nance to post on the website.

Richard moved to reimburse Jennifer for printing costs including ink cartridge and paper. Neal seconded the motion. Jennifer will submit an invoice to Elliot. Motion passed without objection.

**Sponsorship Committee**— No report

**Education Committee**—Richard presented a summary of the education Committee Meeting on January 8, 2014. The committee has planned three seminars during the course of 2014.

The first seminar (April 5, 2014 from 9 a.m. to 11 a.m.) will be “How to obtain, Read and Understand HOA Governing Documents.” Richard Sussmann will be the presenter and the seminar will be held at the Kingdom of Life Church in Jefferson County.

The second seminar (May 17, 2014 from 9:00 a.m. to Noon) will cover “HOA Facilities Management: Roads, Storm Water and other structures.” The committee will solicit industry experts to present information. The location for this seminar is to be determined.

The third seminar will cover “HOA Insurance Policies and Collections.” The date, location and speaker will be determined in the future.

Richard Sussmann moved to approve a budget for the Education Committee to spend up to \$1500 to conduct all three seminars. Neal seconded the motion.

Discussion: Nance suggested the EPOHOA consider purchasing a \$1 million dollar basic insurance policy in order to comply with meetings that might be held in schools. Pete suggested this be put on the agenda for the next meeting. No further discussion. Motion passed without objection.

### **Unfinished Business--none**

### **New Business**

Donations to the Bedington Ruritan and St Leo’s Church for use of meeting space.  
Elliot reported these donations were made as reported in the Treasurer’s dispersals: one check to Bedington and one to St. Leo’s Church.

#### Communicating with homeowners:

Pete discussed some general ways in which HOAs communities communicate with homeowners:

- (1) Bulletin Boards at the entrance of the community for posting notices;
- (2) Basic template websites are available for HOAs,
- (3) Collecting email addresses, emails are an inexpensive communication tool
- (4) Newsletters;

- (5) Postal Mail, but it can become expensive
- (6) Newsletters can be posted on a Website and it is a cost saving measure,
- (7) Social media is hard to control and any resident establishing a Facebook page using the subdivision's name is a bad idea. Suggestion was made that HOAs may want to reserve the name of their subdivision so others cannot.

Snow Removal Discussion:

Jennifer Syron offered some discussion regarding snow removal costs. Jennifer said her homeowner association had been paying per hour and the costs were escalating. They now pay per push and purchase the salt. They also have established a minimum of 3" of snow before any removal. The members offered a variety of contractual arrangements ranging from removal between 2" to 4" inches of snow before plowing and a variety of times when snow removal can start. Some members also do pretreatment and do their own plowing. Neal and Nance described some products they used in their communities.

Discussion also included communities with gravel roads, which present a different set of problems because of damage caused by plows, which must be repaired with new gravel in the spring.

Everyone agreed that contractual arrangements for snow plowing should be planned in their budgets.

Meeting adjourned at 9:00 pm  
Phyllis Smock, secretary EPOHOA