



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

Board Members: Neal Nilsen, River View Park, Acting President
Elliot Simon, Blue Ridge Acres, Treasurer
Phyllis Smock, Stonebridge, Secretary
Nance Briscoe, Cloverdale Heights, Membership Chair

Other Attendees: Joshua Arzt, Maddox Farm; Bob Ayler, Spring Mills; Martha Christian, Cressen Run; Roberta Elliott; Kathleen Grammer, Potomac River Farms; Bruce Holtje, Whitetail Ridge; Kathy Holtje, Whitetail Ridge; James Kief; Larry Lam, Spring Mill Farm; Suzanne Malesic, Patrick Henry Estates; Robert Miller, Duchess Estates; RosaLee Riggins, Ashton Forest; Jim Ruddy, Mountain View; Jan Schiltz, PTHOA; Ted Schiltz, PTHOA; George Vass, Honeywood; Grace Vass, Honeywood.

Note: This document is provided solely for informational purposes, and no one should rely on it as legal advice. You are strongly encouraged to consult a qualified attorney for advice on any particular situation.

Neal Nilsen called the meeting to order at 7:00 p.m.

President's Message—Neal thanked the By-Laws Committee and the Education Committee for all the work they have completed.

Financial Report—Elliot reported on the period of Aug. 21 through October 15, 2014: Opening balance of \$7,522.03, deposits of \$325.00 and dispersals of \$915.00, which includes \$548. for insurance; \$75. donation to Firemans Hall; \$49.00 for postage; \$100.00 to Orchard Hall for workshop; \$143.00 annual dues to Berkeley Chamber of Commerce, Closing balance is \$6,932.03 (a decrease in balance of \$590.00). Cash flow statement was placed in the record.

New membership checks were received from Crystal Lake, White Tail Ridge and Cressen Run. Claggett submitted a payment for their dues for 2015. Dues are paid on an annual calendar year basis.

Education Committee Report—The next Education workshop will be on the topic of HOA

Debt Collection on Saturday Oct. 25, 2014 from 8:30 a.m. to 1:00 p.m. at Orchard House, 4599 Shepherdstown Road, Martinsburg. Kanette Petry, a representative from the WV Consumer Protection Office, Susan Snowden, an attorney from Martin and Seibert, and Pete Dougherty, the Sheriff of Jefferson County will give presentations.

Membership Discussion—

Nance announced new members to the EPOHOA: Cressen Run HOA; Duchess Estates; Charles Mordicai, individual member from Hammonds Mill HOA; and Chris Bell of Bell/Robinson Financial joined as a Business membership.

Also attending visitors were George and Grace Vass from Honeywood Property Owners Assn. Nance also announced David Crum, Forest Park, in Putnam County has indicated interest in joining and Hammonds Mills is also considering membership.

Nance submitted a full written report on membership questions and activities for the record. Marty Christian, president of Cressen Run, indicated her interest in attending the Oct. 25th workshop.

Kathy Grammer from Potomac River Farms is interested in joining as an individual homeowner.

Open Forum to Members

General discussions on topics included:

- Culverts in HOAs rusting out and methods for replacement;
- How to register an HOA with WV Secretary of State;
- EPOHOA website which is open to the public;
- Membership in EPOHOA is composed of HOAs, Individuals, and Businesses. There are 41 HOAs and 18 individual members. Each HOA represents the number of homeowners within the community (2.5 per household) or approximately 13,726 constituent voters. The organization operates on the premise of strength in numbers. The HOA representative is a member of the EPOHOA organization.
- Creating a utilities committee to address the increases in all utility rates including sewer rates, gas rates, and water rates; and electricity rates.
- EPOHOA is a 501 (c) (3) non-profit organization which precludes operating as a political action organization;
- Common area property tax—Jefferson County Tax Assessor does not tax common areas in HOAs, but the Tax Assessor in Berkeley County does tax the common areas;
- Use of Sheriff’s departments in both Jefferson County and Berkeley County in executing writs to satisfy summary judgments, i.e. confiscating personal property;
- Stormwater management issues in HOA; availability of EPA Grants;
- Use of Magistrate Court in collecting delinquent account in Berkeley County;
- Announcement of free “Intro to Rain Garden Workshop” on Nov. 9th sponsored by Chesapeake Bay Conservation Agency. Information will be given to Nance to post on website;
- Envision Jefferson 2035 Comprehensive Plan has been submitted to the Jefferson county commissioners; there will be a public hearing regarding the plan on Nov. 6th at 7 pm at the Charles Town Library;
- Berkeley County will sponsor a Legislative Summit at the Blue Ridge College on Oct. 22nd open to the public.

Business Meeting

Approval of the Minutes:

The draft August 20, 2014 minutes are not approved until the minutes are revised and corrected. Phyllis offered to revise the minutes and resubmit for Board approval.

In the future minutes will be recorded as generalized discussion topics. Motions will be recorded by a majority vote.

Unfinished Business

Nance moved to accept the Directors and Officers insurance as presented. Phyllis seconded the motion. In discussion of the motion, Neal stated that there is nothing budgeted for insurance and the current By-Laws mandates D & O insurance. Neal called for the vote. Majority of 4 voted in favor and one opposed. Motion carried.

Elliott moved to adjourn. Nance seconded. Meeting adjourned at 9:05 p.m.

Minutes submitted by
Phyllis Smock, Secretary
EPOHOA

**Next Scheduled Meeting
November 19,2014, 7:00 p.m.
Bedington Ruritan
3947 Williamsport Pike
Martinsburg WV 25401
Berkeley County**

epohoa.org/info@epohoa.org