



**Board Meeting Minutes
August 19, 2015
Orchard House
4599 Shepherdstown Road
Martinsburg WV 25428**

Board Members: Josh Arzt, President, Maddex Farm
RosaLee Riggins, Treasurer, Ashton Forest
Phyllis Smock, Secretary, Stonebridge
Anne Kask, Vice President, Crystal Lake,
Richard Sussmann, Member-at-Large, PMP

Other Attendees: Bob Ayer, Spring Mills; James Bell, Duchess Estates; Nance Briscoe, Cloverdale; Robert Finch, Greystone on the Opequon; Bruce Holtje, White Tail Ridge; Kathy Holtje, White Tail Ridge; Larry Lam, Spring Mill Farm HOA; Becky McCarthy, Stonebridge; Terry McSweeney, Apple Knolls; Suzanne Malesic, Patrick Henry Estates; Vernon Nexsen; Lou Scavnicky, Greystone; Gary Stewart, Sleepy Creek Orchard; Jean Stewart, Sleepy Creek Orchard; Peg Pond, Sleepy Creek Orchard.

Business Meeting

Josh Arzt called the meeting to order at 7:05 pm

Introductions: Josh Arzt, President; RosaLee Riggins, Treasurer; Phyllis Smock, Anne Kask, Vice President, Richard Sussmann, Member-at-Large.

Approval of Agenda and Minutes: RosaLee moved to approve the agenda and minutes as presented. Richard Sussmann seconded the motion. Motion passed without objection.

Financial Report: RosaLee Riggins reported the Treasurer's Report from June 21, 2015 through July 15, 2015:

Previous Balance:	\$7,979.14
Deposits:	\$100.00
Expenses: Jefferson County Chamber of Commerce	\$75.00
Bank of Charles Town (new checks)	\$19.16
Nance Briscoe (Web expenses 2013-2015)	\$630.15
Nance Briscoe (Ink & Paper)	\$218.72
Total Expenses:	\$941.03
Checking Account Balance as of August 19, 2015:	\$7,138.11

RosaLee announced a policy of reimbursement of expenses within 30 days of receiving receipts and they will be paid immediately.

Committee Reports/ Appointments:

Josh Arzt explained that the Board will be appointing members to serve on committees. Anyone interested in working on any committee can still sign up to work on a committee by completing the form handed out or online. Josh will be sending out letters to the committees to recommend their Chairman and the Board will approve in accordance with the process established.

The committees are as follows:

Business Development Committee

The Board recommends the appointment of Suzanne Malesic, Josh Arzt, and Richard Sussmann.

Legislative Committee:

The Board recommends the appointment of Jennifer Syron, Phyllis Smock, and Janet Hayes.

Marketing Committee:

The Board recommends the appointment of Josh Arzt and Nance Briscoe.

Nominations Committee:

This committee is a standing committee and appointments will be made at the time when seeking candidates to serve on the Board of Directors.

Membership Committee:

The Board recommends Nance Briscoe and RosaLee Riggins.

Education Committee:

The Board recommends Richard Sussmann, Janet Hayes, and Anne Kask.

Richard Sussmann moved to approve the committee appointments as listed. Phyllis Smock seconded. Motion was approved with 4 voting yes and 1 no.

Marketing Report: Josh reported the Board is currently reviewing the Rack Card to be used for mailing to membership. The Board is also reviewing the September renewal reminder letter. Nance will continue to send out these letters to the membership.

Josh is working on a new website which involves reviewing topics which will remain in the public domain and topics that will become accessible upon joining the organization. This change is designed to encourage people to join if they want more information. The new site will track how many people visit the site.

The Marketing Committee will work hand-in-hand with the Education Committee. The website will include summaries of workshops rather than entire content. This information will be available in the public domain, but if a person wants to know more, they will have to join the organization to get access to the entire presentation. The Committee will be looking for people who can write new content such as "How to write an RFP" (Request for Proposal) and other topics.

Nance commented that she has in the past used her skill set to design and develop marketing and she does it without charge. She understands that marketing and membership are closely tied together. She thinks the EPOHOA participation in

the Home Show has always been an important element in marketing, business development and membership.

Josh explained the reason for developing a new website is to accommodate a new host and a new platform. The previous system was complicated and Josh is hoping to streamline the process.

Membership Report:

Nance Briscoe reported one new application received from Greystone on the Opequon Property Owners Association. She introduced Bob Finch from the Association. Greystone was started in 1996 and has 70 houses and 92 lots. Recently at their spring meeting under new leadership, there has been encouragement to have some social activities. New committees have been started and more interaction is taking place in the community.

Education Report:

Richard Sussmann stated the committee still needs to meet and develop some new education ideas. Following the Business meeting tonight, there will be an Education Session on Annual Meeting Notices: Procedures and Recommendations.

In September the Education Session will cover governing documents; in October the Education Session will be on Social Media, in Nov. the session will be focused on Officer and Director training; and in Dec. the session will be Insurance 101.

Pending Business:

Richard Sussmann is completing the Community Association Institute application for the Board of Directors to join CAI and he will be submitting it online.

New Business-RosaLee Riggins reported the EPOHOA application for renting Orchard House is under review by their Board of Trustees. All dates we requested were open for 2016 and she expects to have the agreement finalized with no increase in rent. The rent is \$100 per use and in addition we have a \$100 credit for a cancelled meeting last January which can be applied to the agreement.

Phyllis Smock moved to adjourn meeting. RosaLee Riggins seconded. Motion passed without objection. Meeting adjourned at 7:35 pm.

Minutes submitted by
Phyllis Smock, Secretary, EPOHOA

**Next Scheduled EPOHOA Meeting
Saturday, September 19 at 9:00 am
Orchard House
4599 Shepherdstown Road
Martinsburg WV 25405**