



**Board Meeting Minutes
January 13, 2016
Orchard House
4599 Shepherdstown Road
Martinsburg WV 25404**

Board Members: Anne Kask, President, Crystal Lake
Nance Briscoe, Vice President, Cloverdale
RosaLee Riggins, Treasurer, Individual Member, Ashton Forest
Phyllis Smock, Secretary, Stonebridge
Richard Sussmann, Business Member, Property Management People

Other Attendees: Bob Ayrer, Spring Mills; Chris Bell, Bell Robinson Financial Group; Michael Carroll, Rattlesnake Run; Jim Corey, Lake Forest Estates; Belinda Lewis, Opequon Meadows; Becky McCarthy, Stonebridge; Terry McSweeney, Apple Knolls; Pat Martz, Opequon Meadows; Barbara May, Apple Knolls; Dean Randolph, Whiting’s Neck Farm; Jan Schiltz, Potomac Terrace; Ted Schiltz, Potomac Terrace; Ken Snyder, Apple Knolls; Gary Stewart, Sleepy Creek Orchard; Jean Stewart, Sleepy Creek Orchard; Frank Stottlemeyer, Apple Knolls; Tina Stottlemeyer, Apple Knolls.

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.

Business Meeting: Anne Kask called the meeting to order at 7:00 pm

Approval Minutes: Richard Sussmann moved to approve the minutes. Nance Briscoe noted correction of two names included in minutes that were not in attendance. RosaLee Riggins seconded to approve the minutes with corrections. Motion passed without objection.

Treasurer’s Report: RosaLee Riggins reported the Treasurer’s Report from December 19, 2015 through January 13, 2016:

:	Previous Balance:	\$8,397.40
	Deposits:	\$ 319.22
	Expenses:	
	2016 Home Show	\$207.00
	Yearly Website Host	\$ 69.00
	Envelopes	\$ 29.99
	Stamps	\$ 49.00
	D & O Insurance	\$623.00
	Total Expenses	<u>\$ 977.99</u>
	Checking Account Balance as of Jan. 13, 2016	\$7,738.63

Nance moved to accept the Treasurer's Report as presented. Richard Sussmann seconded. Motion passed without objection.

Membership Report:

Nance Briscoe announced no new members as of this meeting. She has received several inquiries regarding insurance, election of officers in an HOA, and storm water management parcels. If storm water management parcels in any county have been sold at auction, the HOA should contact Nance. She said EPOHOA is going to generate a letter to the Attorney in the West Virginia State Tax Department to let them know this is happening.

Old Business:

Liability Insurance: The EPOHOA Board made a decision to drop liability insurance because Orchard House has liability insurance on their building. Discussion among Board Members concluded this was a mistake in assuming EPOHOA no longer needed liability insurance. RosaLee introduced Chris Bell of Bell Robinson Financial Group. Phyllis Smock moved for the Treasurer to work with insurance agent, Chris Bell, to reinstate the liability insurance for EPOHOA. Nance seconded the motion. Motion passed without objection.

2016 WV Legislature Session: Nance explained the new WV Legislative Session began on January 13, 2016. Several bills are being introduced this week. EPOHOA members need to contact their legislator to ask them to re-introduce bills written last year to amend Chapter 36B, and or 31E. All legislation must be re-introduced every year in order to be considered by the delegates and senators. Information regarding previous bills can be found on the EPOHOA website.

Discussion moved to local government regarding HOAs and sub-division land ordinance which requires the developer to provide covenants and conditions for a HOA. However, the Jefferson County Commission, and The Zoning Board do not enforce these covenants.

New Business:

Member Renewal Invoices: RosaLee Riggins reported renewal invoices have been mailed. The notices included a tear off slip to suggest topics to be discussed.

Proposed Budget for 2016: Budget was presented and sent out with the renewal invoices. Nance moved to accept the Proposed Budget for 2016. Phyllis Smock seconded the motion. Motion passed without objection.

Home Show Volunteer Sign-Up: Nance announced she will need volunteers for the Home Show March 11, 12, and 13 held at the Martinsburg Mall.

Special Appreciation: Anne Kask commended Nance Briscoe for doing a large part of the work in EPOHOA in getting information out to the membership, recruiting new members, maintaining the website, creating and printing materials for marketing EPOHOA. On behalf of the Board, she expressed appreciation for

the summary of all the accomplishments completed by the EPOHOA and posted on the website by Nance Briscoe. A round of applause in appreciation of Nance Briscoe was given.

Adjourn Business Section: Phyllis moved to adjourn and RosaLee seconded. Motion passed.

Minutes Submitted by Phyllis Smock, Secretary

Education Session:

Richard Sussmann presented a review of “2015 Education sessions in a Nutshell” Copy in file.

**Next Scheduled EPOHOA Meeting
Wednesday, February 17, 2016
The Orchard House
4599 Shepherdstown Road
Martinsburg WV 25404**