



**Meeting Minutes
May 20, 2015
Orchard House
4599 Shepherdstown Road
Martinsburg WV 25428**

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

Other Attendees: Joyce Ashworth, Pebble Ridge; Bob Ayer, Spring Mills; Vicki Bucher, Sylvan Grove; Jae Dowell, Pebble Ridge; MaryAnn Fisher, Quail Ridge; Paul Gavin, Federal Hills; Cy Kammeier, Webber Springs; Blaine Lytle, River View Park; Becky McCarthy, Stonebridge; Karen Marcus & Gary Phelan, KG Property Management; Barbara May, Apple Knolls; Don Mullin, Orchards on the Potomac; RosaLee Riggins, Ashton Forest; Derek Rinker, Duchess Estates; Trudy Slater, Gerrard Acres; Connie Suddueth, Cloverdale.

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 called the meeting to order at 7:00 pm

Approval of Minutes- Nance Briscoe moved to approve minutes from April April 15, 2015 as written. Elliot Simon seconded the motion. Motion passed without objection.

Treasurer' Report – Elliot Simon

Cash Flow Statement Report for two month period from March 22, 2015 to May 20, 2015: Opening balance is \$7,219.48; deposits of \$325.00; Dispersals of \$126.78 to RosaLee Riggins for expenses incurred for last workshop; closing balance is \$7,417.70. New members include payments from Apple Knolls, and Individual membership for Eugene Frye. Copies of cash flow statement and checking account statement were placed into the record.

Nance Briscoe reminded Elliot her reimbursement of \$25 for the WV Secretary of State filing fee for March 21st newly adopted Bylaws had not been received.

Membership Report – Nance Briscoe

New Members: **Berkeley County:** April 22, 2015- Apple Knolls Estates Homeowners Association (238 homes) - representative Terence McSweeney and

alternate, Ken Snyder. **Jefferson County:** April 26, 2015 - Shiloh Citizen's Association (54 homes) - representative Mike Donnelly and alternate Emil Loomis. In process New Members: April 25, 2015 -Glenwood Forest (350) homes, and May 12, 2015 - Greystone on the Opequen in Berkeley County (90 lots) - Bob Finch, vice president.

Nance reported she will be attending the Jefferson County Chamber's seminar on "Planning & Leading Productive Meetings" on May 21, 2015 and on Sat. June 13, 2015, Nance will also be attending the CAI Chapter meeting for "Amending Governing Documents."

Education Report – RosaLee Riggins

Chair of the Education Committee, announced next workshop is scheduled for Saturday, June 20, 2015, following the EPOHOA regular business meeting. Workshop will start at Noon. Levi Mason of Mason & Mason will be giving a presentation on the importance of conducting a Capital Reserve Study and establishing a Reserve Fund. A Reserve Fund is needed to establish future Capital Investment for replacements needed in maintaining the community's common elements. The workshop is open to the public. RSVP form online. Lunch will be provided by the presenters.

RosaLee also announced that Ed Thomas, President of Property Management People and former president of Community Association Institute has offered to conduct two workshops for EPOHOA. RosaLee encouraged people to submit topics of interest for these workshops. Nance will put a link on the website for education workshop topics.

UNFINISHED BUSINESS:

Nominations Committee – Cy Kammeier substituting for Aileen Curfman, Chairman

The Bylaws allow for no less than a 3 member Board of Directors and no more than 7, however, the Nominations Committee is recommending to the current Board that the election should be to elect a 5 member Board of Directors. The Bylaws gives the Board the opportunity to expand the number of members by appointing new members up to a total of 7 as the organization grows. The Bylaws state each director shall hold office for a term of 3 years. However, in order to establish staggered terms, the Nominations Committee worked out a staggered format as a guideline for this first election under the new Bylaws.

Cy Kammeier, member of the Nominations Committee, presented a flow chart illustrating initiation of staggered terms for new board members. He used the example of staggered terms for a 3, 5, and 7 member board of directors. Cy recommended the 5 member board of directors which would consist of three (3) HOA Members, one (1) Individual Member and one (1) Business Member.

The Committee will verify all nominees. Members will have an opportunity to submit nominations and candidates will be vetted by the Committee prior to the June 20, 2015 meeting. Cy circulated a printout of the current 9 vetted candidates with their summaries who have agreed to accept the nomination: Anne Kask, Vicki Bucher, Josh Arzt, Phyllis Smock, RosaLee Riggins, Barbara May, Heather Field,

Richard Sussmann and Mark Schloemer. The Nominations Committee will continue to accept nominations. Cy also provided a sample of the ballot and proxy to be available for the election on June 20, 2015.

Nominations can also be made from the floor on June 20, 2015, providing the nominee meets all qualifications of being a member in good standing. If members cannot attend the June 20, 2015 meeting, a proxy ballot is online and can be given to another member to cast their vote. Election for the Board of Directors is scheduled for June 20, 2015.

Following discussion of the presentation by Cy Kammeier, the staggered terms will be determined based on the number of votes. Candidates with highest number of votes will serve 3 years. And in accordance with the Bylaws, the Board will be composed of a majority of HOA members.

After the election of the Board of Directors, the Nominations Committee proposes the Board will elect their own officers at an organization workshop and special Board of Directors meeting with former Board and existing Chairmen and newly elected Board. All files will be transferred to the newly elected Board of Directors; fiduciary responsibility will be outlined; and existing guidelines and policies will be provided to the new Board.

At the July 15, 2015 meeting, the new Board will announce the newly elected officers of the Board, record the terms of the Board of Directors, appoint chairmen of ongoing committees which include, Education, Membership and Website, and any other committees.

Neal confirmed the election will take place at the Annual Meeting on June 20, 2015. Nominations will be closed on June 20, 2015. If a candidate is nominated from the floor and is elected but does not meet the criteria of being a member in good standing, the candidate will be disqualified and replaced by the next person with the highest number of votes.

Neal announced that he is ineligible to be a member of the EPOHOA as of June 1, 2015. Neal asked for a nomination for interim acting president of the EPOHOA from June 1, 2015 to June 20, 2015. Nance nominated RosaLee Riggins to serve as the interim acting president of the EPOHOA. Elliot seconded the motion. Motion passed without objection.

Following discussion of the members attending the meeting regarding election of a 3 member, 5 member, or 7 member board, Phyllis moved to accept the recommendation of the Nominations Committee to elect a 5 member Board of Directors at the Annual Meeting on June 20, 2015. Nance seconded the motion. Motion passed without objection.

MEMBERSHIP DISCUSSION

*Discussion of responsibilities of HOA Board of Directors and need for new strategies for recruiting volunteers within the community to serve on Boards.

*Discussion regarding problems that arise in collection of assessments and various

methods for getting homeowners to pay assessments. Ability to collect attorney's fees is dependent on governing documents.

*Discussion of establishing a quorum within an HOA. Bylaws define a quorum.

PUBLIC SERVICE ANNOUNCEMENT

Mr. Curtis Sharp, a volunteer member of Keep Jefferson Beautiful (KJB), presented information for the WV Department of Environmental Protection Adopt-A-Highway and Adopt-A-Spot Program in association with the West Virginia Department of Highways. In Jefferson County, 68 separate sections of about 2 miles each have been adopted for a twice-annual trash pickup. This means about 22.5% of the 485 highway miles in Jefferson County have been adopted. Keep Jefferson Beautiful objective is to increase the amount of adopted miles by 15%, or about 70 miles, requiring 35 new adoptions.

Mr. Sharp handed out contacts for adopting a road and applications for Adopt-A-Highway and requested members to take this information back to their HOA and encourage participation in this program.

Neal said he had brochures available from Sustainable Solutions which has information about stormwater management and other environmental information.

Nance moved to adjourn meeting. Elliot seconded the motion.
Meeting adjourned at 9:00 pm.

Minutes submitted by
Phyllis Smock, Secretary, EPOHOA

Next Scheduled Meeting
Annual Meeting –Election of Board of Directors
June 20, 2015 9:00 a.m.
Orchard House
4599 Shepherdstown Road
Martinsburg WV 25405

EDUCATION WORKSHOP
immediately following the Annual Meeting

JUNE 20, 2015
CAPITAL RESERVE STUDIES
Levi Mason of
MASON & MASON
12:00 NOON

RSVP on EPOHOA.org website - Lunch will be provided