



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

Board Members: RosaLee Riggins, Interim Acting President, Ashton Forest
Phyllis Smock, Secretary, Stonebridge
Nance Briscoe, Membership Chair, Cloverdale Heights

Other Attendees: Josh Arzt; Maddex Farm; Rick Barrow, Mt. View Acres; Jenny Beidler, Forest Haven POA; Eric Bell, Stonebridge POA; Jim Bell, Duchess Estates; James Corey, Lake Forest; Michael Donnelly, Shiloh; Jae Dowell, Pebble Ridge; Bill Edwards, Bellair Conservancy; Paul Gavin, Federal Hill; Joyce Gutlip, Fishhook Lane Cluster; Anne Kask, Crystal Lake; Larry Lam, Spring Mill Farm HOA; Suzanne Malesic, Patrick Henry Estates; Douglas Montgomery, Hammonds Mill; Derek Rinker, Duchess Estates; Janis Schiltz, Potomac Terrace; Ted Schiltz, Potomac Terrace; Mark Schloemer, Coventry Group; Richard Sussmann, PMP; Anne Wandler, Crystal Lake POA; Connie Suddueth, Spruce Hill & Cloverdale Heights.

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.

RosaLee Riggins called the Annual Meeting and Elections to order at 9:10 a.m.

Approval of Minutes- Nance Briscoe moved to approve minutes from May 20, 2015 with spelling corrections noted. Phyllis seconded. Motion passed without objection.

Establish Quorum for Annual Meeting and Elections:

EPOHOA Bylaws, Article IX – Meetings & Notice, Section 9.1 – Annual Meeting. “A quorum of the membership shall consist of ten percent (10%) plus (1) member of the voting members of the Organization present at the meeting. Annual meetings are open to the public.”

Nance validated 54 members are in good standing. A quorum requires 7 people to be present. Present at this meeting are 19 members in good standing plus 1 proxy for a total of 20 present which meets the quorum required.

Treasurer’ Report –RosaLee Riggins reporting for Elliot Simon:

Cash Flow Statement Report for the period of 5/21/15 through 6/20/15: Opening balance is \$7,417.70; deposits of \$972.28; Dispersals of \$652.64 (\$25.00 to Nance Briscoe, \$27.64 to Richard Sussmann, and \$600. to Trinity United Methodist Church.) Closing balance as of 6/20/15 is \$7,737.34. Report was placed into the record.

Membership Report:

Nance Briscoe reported no new member applications received.

Education Report:

RosaLee Riggins, Chair of the Education Committee, announced a workshop is scheduled following the Annual Meeting and Election.

Levi Mason from Mason & Mason will be giving a presentation on Capital Reserve Studies.

RosaLee asked for more ideas for future workshops

UNFINISHED BUSINESS:

Filing the annual incorporation papers with the WV Secretary of State will take place after the election so that new officers will be listed. The deadline date for filing is June 30, 2015 at 5 pm.

NEW BUSINESS:

Elections ballots were provided to the membership. RosaLee called for any nominations from the floor. No nominations were made from the floor.

Nance introduced the list of candidates and each candidate had an opportunity to speak.

Candidates: Anne Kask, Association Member- Crystal Lake POA; Phyllis Smock, Association Member- Stonebridge POA; Barbara May – Individual Member, Apple Knolls HOA; RosaLee Riggins, Individual Member-Ashton Forest Owners Assn.; Vicki Bucher, Association Member-Sylvan Grove Subdivision Homeowners Assn.; Joshua Arzt, Association Member- Maddex Farm Homeowners Assn.; Heather Field, Business Member-Clagett Management; Richard Sussmann, Business Member- PMP; Mark Schloemer, Business Member-Coventry; Elliot Simon, Association Member- Blue Ridge Acres Civic Assn.

Barbara May, Vicki Bucher, Heather Field, and Elliot Simon was not present.

RosaLee appointed volunteers Terence McSweeney and Connie Suddueth to count the ballots.

RosaLee thanked the work of the Nominations Committee and all the candidates who agreed to run for the Board.

At this point RosaLee asked the membership to cast their ballot.

Ballots were collected by the volunteers ballot counters and they sat aside to count the ballots.

MEMBERSHIP DISCUSSION

*Discussion of GIS/Addressing Office guidelines that require a physical location for mail delivery for an HOA. The Post Office will not deliver to cluster mailbox locations, therefore requiring HOAs to purchase a post office box for an annual fee charged by US Postal Service.

Discussion of Jefferson County zoning regulations which allows about a 200 foot setback in a development to be zoned for industrial use. However, when the Jefferson County Board of Education decided to locate a Bus Garage on 3 acres of land directly behind six of the homes in an HOA, the homeowners appealed to the Board of Education and discovered that the Board of Education exempts itself from the zoning regulations. Zoning regulations are written to clearly apply to government entities. Jefferson County Dept. of Education did not follow process.

Discussion of EPOHOA legislative agenda to get some oversight of HOAs in the WV Legislature.

WV Department of Transportation took down acres of walnut groves that were part of the frontage development of an HOA under the rule of eminent domain to build the new Route 9.

Dept. of Transportation also has taken away six homes in another HOA for Rt. 9 under the rule of eminent domain.

Jefferson County Commissioners does post public notices electronically and announcements in the newspaper so it is incumbent on the citizen to stay informed.

Another discussion among the members concerned the merits of joining Community Association Institute. CAI could provide more resources, advocacy, and tools for education on legal issues discussed in the meeting. Recommendation was made for new Board to consider pros and cons of joining CAI. The new Board will be working on developing an operating budget and might consider raising the membership rates to include the cost of joining CAI.

PUBLIC SERVICE ANNOUNCEMENT

Suzanne Malesic made two public announcements:

1. The Charles Town Library, Bolivar/Harpers Ferry Library, Shepherdstown Library and South Jefferson Public Library plan to ask for .04% increase in funding from the Board of Education Excess Levy. The public votes on the Excess Levy. An increase in funding would provide the libraries with money to hire experienced librarians and increase their services to Jefferson County. Contact Suzanne for more information on this subject.
2. Suzanne serves on the Jefferson County Commission on Subdivision

Regulations. The Commission is in the process of rewriting the current regulations that would put the public hearing and comment period ahead of any developers or builders plans before they are presented to the Planning and Zoning Commission. She encouraged everyone to keep informed of any notices from the Jefferson County Planning Agenda that might appear concerning new subdivisions.

The subdivision ordinance is separate from the zoning ordinances. The subdivision ordinance explicitly excludes the Board of Education of having to comply with their regulations.

ELECTION RESULTS

The following people have been elected to serve as the new EPOHOA Board of Directors: Josh Arzt, Anne Kask, RosaLee Riggins, Phyllis Smock, and Richard Sussmann.

The four other candidates not elected were Barbara May, Vicki Bucher, Elliot Simon, and Mark Schloemer.

RosaLee thanked everyone and encouraged those not elected and all the members to volunteer to work on committees and keep the organization moving forward.

RosaLee asked the newly elected Board to hold a short meeting to determine a date for a working session and to elect their own officers.

Nance moved to adjourn meeting. Motion seconded.
Meeting adjourned at 10:55 am.

Minutes submitted by
Phyllis Smock, Secretary, EPOHOA

**Next Scheduled Meeting
Board of Directors
July 15, 2015 at 7:00 pm
Orchard House
4599 Shepherdstown Road
Martinsburg WV 25405**