

# EPOHOA MEETING

**DATE/TIME:** August 19<sup>th</sup>, 2015, 7:00 PM

**LOCATION:** The Orchard House, 4599 Shepherdstown Road  
Martinsburg WV 25428

**BOARD:** Josh Arzt, Anne Kask, Rosalee Riggins, Phyllis  
Smock, Richard Sussmann



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## 1. Business Meeting

7:00 – 7:30

- Call to Order
- Introductions
- Approval of Minutes / Agenda
- Financial Report
- Committee Reports / Appointments
- Pending Business
- New Business
- Adjournment

## 2. Education Session

7:30 – 8:00

### **Annual Meeting Notices: Procedures and Recommendations**

Presented by: Richard Sussmann, CMCA, AMS ®

## 3. Open Discussion

8:00 – 8:30

Members and guests have an opportunity to share with the membership issues they have been experiencing in their community and surrounding areas.

## 4. Announcements

8:30

- Welcome to Greystone on the Opequon Property Owner's Association (GOPOA), Berkeley County.
- Next meeting: Saturday September 19, 2015 at 9am.

	<u>Jan 1 - Aug 11, 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Program Income</b>	
Initiation Fee	500.00
<b>Membership Dues</b>	
Business Members	375.00
HOA Members	2,191.64
Individual Members	175.00
<b>Total Membership Dues</b>	<u>2,741.64</u>
<b>Total Program Income</b>	<u>3,241.64</u>
<b>Total Income</b>	<u>3,241.64</u>
<b>Gross Profit</b>	3,241.64
<b>Expense</b>	
<b>Business Expenses</b>	
Business Registration Fees	50.00
<b>Total Business Expenses</b>	50.00
<b>Facilities and Equipment</b>	
Rent, Parking, Utilities	
Hall Rentals	1,100.00
Rent, Parking, Utilities - Other	98.00
<b>Total Rent, Parking, Utilities</b>	<u>1,198.00</u>
<b>Total Facilities and Equipment</b>	1,198.00
<b>Operations</b>	
Banking Fees	19.16
Website	753.50
<b>Total Operations</b>	<u>772.66</u>
<b>Other Types of Expenses</b>	
Advertising	124.00
Educational Workshops	258.42
Memberships and Dues	75.00
Special Events	152.50
<b>Total Other Types of Expenses</b>	<u>609.92</u>
<b>Total Expense</b>	<u>2,630.58</u>
<b>Net Ordinary Income</b>	<u>611.06</u>
<b>Net Income</b>	<u><u>611.06</u></u>

**This report does not reflect early payment of 2015 dues paid in 2014**

August 19, 2015 AGENDA

ALL MEETINGS OPEN TO THE PUBLIC

FREE PARKING - HANDICAP ACCESSIBLE - NO SMOKING - CELL PHONES MUST BE SILENCED

Eastern Panhandle Organization of Homeowners Associations  
**2015 Income and Expenses**  
 January 1 through August 19, 2015

12:20 PM  
 08/19/2015  
 Cash Basis

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Program Income</b>	
Initiation Fee	1,075.00
<b>Membership Dues</b>	
Business Members	500.00
HOA Members	2,916.64
Individual Members	275.00
<b>Total Membership Dues</b>	<u>3,691.64</u>
<b>Total Program Income</b>	<u>4,766.64</u>
<b>Total Income</b>	<u>4,766.64</u>
<b>Gross Profit</b>	4,766.64
<b>Expense</b>	
<b>Business Expenses</b>	
Business Registration Fees	50.00
<b>Total Business Expenses</b>	<u>50.00</u>
<b>Facilities and Equipment</b>	
Rent, Parking, Utilities	
Hall Rentals	1,200.00
Rent, Parking, Utilities - Other	98.00
<b>Total Rent, Parking, Utilities</b>	<u>1,298.00</u>
<b>Total Facilities and Equipment</b>	1,298.00
<b>Operations</b>	
Banking Fees	19.16
Printing and Copying	
Ink & Paper	216.72
<b>Total Printing and Copying</b>	<u>216.72</u>
Website	259.45
<b>Total Operations</b>	<u>495.33</u>
<b>Other Types of Expenses</b>	
Advertising	124.00
Educational Workshops	258.42
Memberships and Dues	75.00
Special Events	527.50
<b>Total Other Types of Expenses</b>	<u>984.92</u>
<b>Total Expense</b>	<u>2,828.25</u>
<b>Net Ordinary Income</b>	<u>1,938.39</u>
<b>Net Income</b>	<u><u>1,938.39</u></u>

*from Rosalee to all in attendance:  
 replaces report that was included  
 on the Aug. 19, agenda.*