



**Board Meeting Minutes  
February 17, 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

**Other Attendees:** Heather Field, Claggett Management; Bill Hiatt, Shepherd Village; Ginny McSweeney, Apple Knolls; Terry McSweeney, Apple Knolls; Suzanne Malesic, Patrick Henry Estates; Nina Perkins, Inwood Meadows; Jan Schiltz, Potomac Terrace; Ted Schiltz, Potomac Terrace; Mary Jo Sims, Deerwood HOA; Gary Stewart, Sleepy Creek Orchard; Jean Stewart, Sleepy Creek Orchard; Frank Stottlemeyer, Apple Knolls; Tina Stottlemeyer, Apple Knolls; John Swanger, Bentwood Estates; John Youngblood, Falling Waters; Tanya Youngblood, Falling Waters.

**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 7:01 pm

**Approval Minutes:** RosaLee Riggins moved to approve the minutes from Jan. 13, 2016. Hearing no objection, Nance Briscoe seconded the motion. Motion passed without objection.

**Treasurer's Report:** RosaLee Riggins reported the Treasurer's Report from January 14, 2016 through February 17, 2016:

:	Previous Balance:	\$7,738.63
	Deposits:	\$1,850.00
	Expenses:	
	Bell Robinson Financial Group for	
	Liability Insurance	\$500.00
	Envato USA, Inc. Wordpress Website	\$ 65.70
	Trinity United Methodist Church	
	1 <sup>st</sup> Qtr. Orchard House Rental	\$200.00
	Lake Forest Estates- Refund of	
	Overpaid dues	\$350.00
	Total Expenses	<u>\$1,115.70</u>
	Checking Account Balance as of Jan. 13, 2016	<b>\$8,472.93</b>

Nance Briscoe moved to accept the Treasurer's Report as presented. Phyllis Smock seconded. Motion passed without objection.

**Membership Report:**

Nance Briscoe reported two new members have joined: Donn Marcus, individual member from Berkeley County and Donna Parrish, individual member from Mineral County.

Nance also asked members to sign up to work at the Home Show in March. There is an on-line volunteer form on the EPOHOA website. EPOHOA will enter a Fiskars Garden Tool Set in the Home Show Silent Auction. We will also provide an item to be given away as a Table Raffle.

Nance is also in the process of re-building the EPOHOA website in a Wordpress software format. Anyone can follow this process as changes are being made by going to [wp.epohoa.com](http://wp.epohoa.com). It is not "live" and sometimes links will not work because this website is in transition.

Nance also requested members to complete a handout regarding storm water management parcels within their own development. Some of these parcels have been sold at auction, and therefore ownership has been taken out of the subdivision. EPOHOA is going to write to the State Tax Commissioner regarding the sale of these plats and specific information regarding any West Virginia County that is not following the law. Stormwater management is identified in notes on the original plat of the development. The State Tax Assessors Association is trying to figure out how to return these plats to the HOAs.

**Old Business:**

**BOD & Liability Insurance:** The EPOHOA Board is fully reinstated with Farmers Mechanics Insurance Company.

Jefferson Chamber of Commerce Representative: EPOHOA has paid the membership fee. Anne Kask called for a volunteer to attend some of the Chamber meetings to network, promote and find sponsors. Nance will send a broadcast to the membership and she will try to keep the membership notified of Chamber events.

**New Business:**

Renewal of membership in Berkeley County Chamber of Commerce. Nina Perkins of Inwood Meadows volunteered to attend some of the Berkeley Chamber events. Phyllis Smock moved to renew membership fee of \$150 in Berkeley County Chamber of Commerce. Nance seconded the motion. Motion passed without objection.

RosaLee Riggins mentioned she had a request from Jefferson Parks & Recreation to support fireworks display. The Board officially declined to donate.

**Adjourn Business Section:** Phyllis moved to adjourn the business section.

RosaLee seconded. Motion passed.

**Education Session:**

Nance Briscoe presented an Education Session: Tracking a WV Bill—a basic tutorial. Copy in file.

**Open Forum**

- Discussion of Planned Unit Development agreement which all homeowners to sign at time of settlement. The PUD is a contract which requires homeowners to abide by the covenants of the HOA and pay assessments.
- Discussion of HOAs responsibility to file annually with Secretary of State, stating name of Corporation and its officers. Filing is West Virginia law under Chapter 31E, corporate law. Developer is initially responsible for filing Articles of Incorporation with Secretary of State before subdivision is built. After developer turns the subdivision over to the HOA, it is the officers' responsibility to continue to file annually with the Sec. of State. Forms are on the WV Secretary of State website and on the EPOHOA website.
- Discussion of an HOA contracting with a trash removal company and then require all the homeowners participate in the contract. This would require a vote of the membership because it would be an additional charge on top of the annual assessment.
- Discussion of a new concept of co-housing village currently being developed in Shepherdstown. This is a new concept developed in Denmark. Shepherd Village is a Limited Liability Corporation, but is in the process of researching and gathering information needed in order to become an HOA once it is actually built. Bill Hiatt attended EPOHOA meeting to learn about HOAs.
- Discussion of need to read contracts carefully and awareness of Certificates of Liability insurance which may be invalid. Contractors generally need to carry the same amount of liability insurance as the HOAs limits of liability. For example, a snow plow contractor should be licensed, insured and bonded.

**Announcements:**

Colonel Shaun J. Perkowski, Wing Commander of the 167<sup>th</sup> Airlift Wing in Martinsburg will be a guest speaker at the next meeting. Major Lindsay R. Fletcher, Wing Executive Officer and First Lieutenant Stacy L Gault, Public Affairs Officer will also be attending. The topic will be to discuss recent mission changes of the 167<sup>th</sup> Airlift Wing and the noise impact it has on the local community.

The Education Session will be HOA ETHICS, the Health and Well Being of Good Leadership.

Minutes by Phyllis Smock, Secretary

**Next Scheduled EPOHOA Meeting  
Saturday, March 19, 2016 – 9 AM  
The Orchard House 4599 Shepherdstown Road  
Martinsburg WV 25404**