



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

Board Members: Bob Ayrer, President, Spring Mills
Nance Briscoe, Vice President, Cloverdale
Phyllis Smock, Secretary, Stonebridge
Richard Sussmann, Member-at-Large, P MP

Other Attendees: Eric Bell, Stonebridge POA; Dan Collins, River View; Katherine Cooper, Cacapon Institute; Toby Degenhardt, LedgeLowe Estates; Cherie DeSpain, Glenwood Forest; Paul Gavin, Federal Hill; John Gleason, Cacapon Highlands POA; Angela Lanciano, Glenwood Forest; Terry Linn, Cacapon Highlands POA; Kim O'Neil, Glenwood Forest; Becky McCarthy, Stonebridge POA; Doris Miller, Orchard View; Matt Pennington, MS4, Region 9; Jan Schiltz, Potomac Terrace; Ted Schiltz, Potomac Terrace; Gary Stewart, Sleepy Creek Orchard; Jean Stewart, Sleepy Creek Orchard; Phil Viens, Fairview Place; Keith Veler, Norborne Glebe

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: Bob Ayrer, President, called the meeting to order at 7:00 pm.

Approval of Minutes:

Nance Briscoe moved to approve the minutes at the June May 18, 2016 meeting. Motion was seconded and passed without objection.

Treasurer's Report:

In absence of Treasurer, Bob Ayrer read the Treasurer's report for the period of June 19, 2016 through July 13, 2016:

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|--|-------------|
| Previous Balance: | \$ 8,537.29 |
| Deposit: | \$ 125.00 |
| Expenses: | |
| Vista Print for EPOHOA folders | \$ 407.99 |
| WV Sec. of State for 2016 Annual filing | \$ 25.00 |
| Total Expenses | \$ 432.99 |
| Checking Account Balance as of July 13, 2016 | \$ 8,229.30 |

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

Membership Report:

Nance Briscoe announced new individual member, Keith Veler from Norborne Glebe in Jefferson County. Norborne Glebe is projected to have approximately 1400 homes when HOA is completed.

In Berkeley County, a new individual member is Kim O'Neil from Glenwood Forest. There are currently 350 homes and 360 lots.

Glenwood Forest will be voting on whether to join EPOHOA at their annual meeting.

In Jefferson County, Fairview HOA of 18 homes and Dogwood HOA of 15 homes are voting on joining EPOHOA.

Also, Cacapon Highlands POA consisting of 48 homes and 9 lots in Morgan County, joined the EPOHOA at tonight's meeting.

Old Business:

Website Update: Members in good standing can contact Nance to get passwords in order to access workshops and seminars which contain password protected information on the website. The members directory is available only the Board of Directors. If you wish to contact another member, Nance will be able to forward your request to the member and they can contact you.

Nance is working to put together an archive from the previous website. The website address is: <http://epohoa.org>

New Business:

Bob announced the new officers as follows: Bob Ayrer, President, Nance Briscoe, Vice President, Phyllis Smock, Secretary, RosaLee Riggins, Treasurer and Richard Sussmann, Member-at-Large.

Bob made a few remarks regarding his own background which included a career in a large corporation. For the past 10 years upon moving into Spring Mills, he has been actively involved in the HOA Board of Directors. He has learned a great deal about what it takes to govern a community and credits the EPOHOA with providing him with a lot of good information.

Information about HOAs is the product of the EPOHOA. As President of the EPOHOA, Bob hopes to build member-value programs, providing workshops that help members learn what it takes to govern a good HOA community. Bob hopes to also increase membership and participation. He encouraged everyone to get other members of their communities to attend the meetings as well.

In the future the Board of Directors will be conducting business meetings at BOD meetings and brief summaries will be presented at the general member meetings. Subject topics are welcome at info@epohoa.org

We will be using the time at the general member meetings to share Best Practices. We will also be building a resource model, so members will be able to access a list of credible resources, including sharing information from Community Associations Institute.

Announcements:

On Saturday, September 17, 2016, the EPOHOA has a Workshop/Seminar planned from 9 am to 1:30 pm on the topic of HOA Insurance, Liability for Board of Directors and Common Area. This is a free workshop but an RSVP is required. The information is on the website for anyone to sign up to attend. The speaker is a risk management specialist and will address issues of liability insurance.

Adjourn Business Section:

Phyllis moved to adjourn the business section. Nance seconded. Motion passed.

Education Sessions:

Speaker, Matt Pennington, Region 9 Development Council – MS4 (Municipal Separate Storm Water System) spoke about what it means to homeowners, how billing rates are developed and deployed beginning with Berkeley County. Links to information will be available on the EOHOA website.

Open Forum:

Bob Ayres polled the attendees on topics for future education sessions.

The topics included:

- Collecting Delinquent Assessments
- Transparency
- Financing Road Maintenance
- Creating a Capital Reserve Fund
- Covenant Enforcement
- Understanding Governing Documents
- Board of Directors Fiduciary Responsibilities
- Amending Governing Documents
- Tax Issues
- Homeowner Participation

Bob thanked everyone for attending. Meeting closed at 8:30 pm

Minutes submitted by
Phyllis Smock, Secretary
EPOHOA

Next Scheduled EPOHOA Meeting
August 17, 2016 – 7 PM
The Orchard House 4599 Shepherdstown Road
Martinsburg WV 25404