



Board Meeting Minutes
August 17, 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, PMP

Other Attendees: Pete Appignani, Gap View; Toby Degenhardt, Ledge Lowe Estates; Larry Lam, Spring Mill Farm HOA; Angela Lanciann, Glenwood Forest; Becky McCarthy, Stonebridge POA; Castle Riley, Gap View; Jean Schiltz, Potomac Terrace; Ted Schiltz, Potomac Terrace; Gary Stewart, Sleepy Creek Orchard; Jean Stewart, Sleepy Creek Orchard; 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 called the meeting to order at 7:00 pm.

Approval of Minutes: Minutes from July 13, 2016, meeting accepted as submitted.

Treasurer's Report: Bob Ayrsers read the Treasurer report from July 13, 2016 through August 1, 2016:

| | |
|---|-------------|
| Previous Balance: | \$8, 229.30 |
| Deposits: | 300.00 |
| Expenses: | |
| US Post Office Box Rental | 102.00 |
| Hostgator: epohoa.com domain name | 15.00 |
| Total Expenses | \$117.00 |
| Checking Account Balance as of Aug. 1, 2016 | \$8,412.30 |

Review of the Board of Directors Business Meeting on Aug. 1, 2016:

Board voted to approve printing of new Calendar Cards for 2017.

Board also approved schedule of programs of rest of this year as follows:

- **September 17, 2016:** Liability for Board of Directors & Common Area (RSVP required);

- **October 12, 2016:** Transparency – Document Retention;
- **November 16, 2016:** Beat Delinquencies: Ways to Collect Past-Due Assessments;
- **December 17, 2016:** Dramatization: The Good, The Bad & The Ugly: or “Boardzilla.”

The Board discussed setting up an online payment, confirmed a meeting schedule, and voted not to renew membership in Jefferson and Berkeley County Chamber of Commerce.

Membership Report:

Nance will provide members in good standing a password for areas of the website that are password protected.

The Education Session: Board Leadership: Conducting an Effective Orientation Program will be on the website under Seminars/Workshops, password protected.

Ledge Lowe Estates HOA in Jefferson County is a new member in attendance this evening Winfield HOA from Marion County may to join.

Reminder to RSVP for Saturday, September 17, 2016 Workshop/Seminar
HOA Insurance: Board of Directors and Common Area Liability

New Business:

Nance announced the Department of Highways and Transportation will hold a public hearing on August 30, 2016 at 7:00 pm regarding the plan to extend Rt. 340 to Berryville Va. Route 7. Ryan’s Glen HOA, a member of EPOHOA, will be affected by “eminent domain” and may lose as many as three (3) brand new houses. Ryan’s Glen was originally built with the approval of Jefferson County Planning Commission & County Commission with no disclosure of plans to extend the highway. Nance asked members to support fellow members by attending this meeting.

Education Session: Board Leadership:

Conducting an Effective Orientation Program: Community Association Institute Webinar

Bob thanked everyone for attending.
Meeting adjourned at 9:00 pm

Minutes submitted by
Phyllis Smock, Secretary
EPOHOA

Next Scheduled EPOHOA Meeting
September 17, 2016 – 9 AM
The Orchard House 4599 Shepherdstown Road
Martinsburg WV 25404