



**Board of Directors Business Meeting Minutes  
September 12, 2016  
340 Edmond Road, Suite E  
Kearneysville WV 25430**

**Board Members Present:** Bob Ayrer, President, Nance Briscoe, Vice President, RosaLee Riggins, Treasurer, Phyllis Smock, Secretary and Richard Sussmann, Member-at-Large.

Bob Ayrer called the meeting to order at 6:00 pm.

**Reports:**

**Approval of Minutes:** Minutes of Board Meeting on Aug. 1, 2016 were accepted as submitted with no corrections or additions.

**Treasurer Report:**

RosaLee reported for the period August 2, 2016 – September 11, 2016:

Previous Balance		\$8,412.30
Deposits:		\$ 375.00
Expenses:		
Nance Briscoe	Workshop on Assessment Collections	\$ 101.93
Print Place	Rack Cards	214.54
CAI	Webinar- Board Orientation	\$ 39.00
Boost Mobile	Internet HotSpot	\$ 25.00
HostGator	Annual Website Fee	\$ 203.40
HostGator	epohoa.net domain name	\$ 15.00
	Total Expenses	\$ 598.87

Checking Account Balance as of Sept. 11, 2016 \$8,188.43

RosaLee also handed out a Budget Worksheet for the Third Quarter.

Richard made a motion to approve mobile banking for the Treasurer. Phyllis seconded the motion. Motion approved without objection.

**Membership:**

Nance reported that Gap View has re-joined EPOHOA.

Nance requested when the Treasurer receives a check for membership, that the Treasurer notifies Nance by email so she can update membership records.

Nance reported on the Public Hearing held by the Department of Highways and Transportation on Aug. 30, 2016 regarding the plan to extend Rt. 340 to Berryville, VA, as it affects Ryan's Glen. She obtained a copy of the Report on Interstate 340 to Berryville, Va. Stateline and she has it on a disc. Bob asked Nance to make a summary report under New Business at the next Member Meeting, and encourage members to read more information on the EPOHOA website. Bob also asked Nance to prepare a report on number of hits on the website.

**Education Program:**

September 17, 2016

Liability for Board of Directors & Common Area (RSVP required)

Presenter-Allen Hudson (confirmation has been received).

Richard will request biographical information for handout.

**Old Business:****Next Meeting:**

Nance will prepare an agenda to be sent out to members for Sept. 17<sup>th</sup> meeting and it will include a brief summary review on Rt. 340 focusing on disclosure issues and will repeat it again in October.

The website includes the rest of the Education Sessions for the rest of the year and Nance will make an announcement at the Sept. 17<sup>th</sup> meeting.

**Website Update:**

A discussion was held regarding password protected areas on website, number of unique visits to the website, and dues and fees for membership in 2017. This topic will be discussed at the next Board Meeting on Monday, October 24, 2016.

The Board will also discuss dues, seminar fees, sponsors, and other revenue streams regarding the next year's budget. Sponsor options are currently on the website.

Nance requested to table the MemberFindMe database for future discussion.

## **New Business:**

### *Contacting EPOHOA using email and 1-800 numbers:*

Bob asked Nance to set up email address accounts with Hostgator for each of the Board officers. RosaLee will research options on setting up a 1-800 number using a Virtual Protocol Network (VPN) system. Nance will write up a protocol for the website.

### *Purchasing a projector:*

Richard made a motion to authorize RosaLee to purchase a projector up to \$350. Phyllis seconded the motion. Motion passed without objection.

Bob asked Nance to provide a protocol for contacts regarding the website and put it on the lockbox.

### *Commission on Common Ownership Certificate:*

Bob introduced a Certificate of Attendance to be issued by EPOHOA. This would encourage members who attend seminars to document their own experience and could be used for establishing their own bonafides and establish their fiduciary responsibilities. RosaLee moved to accept Bob's proposal to issue an certificate of attendance.. Richard seconded. Motion passed without objection.

### *Request for HOA support of Utility Change in Jefferson County:*

Jefferson County is proposing to dissolve the Public Service District and they are proposing Charles Town and Ranson will absorb the function of that utility. A homeowner in Jefferson County is requesting that EPOHOA share this information and encourage other homeowners to support this venture. Board Members agreed they could make this a public service announcement. This action in Jefferson County is likely to trend throughout the state. Richard will contact the homeowner for a short announcement for EPOHOA to review before sending it out.

Meeting adjourned at 8:15 p.m.

Phyllis Smock  
EPOHOA Secretary

Next Board Meeting is Monday, October 24, 2016 at 6:00 pm at the PMP Conference Room.