



**Board of Directors Business Meeting Minutes**  
**October 24, 2016**  
**340 Edmond Road, Suite E**  
**Kearneysville WV 25430**

**Board Members Present:** Bob Ayrer, President, Nance Briscoe, Vice President, Phyllis Smock, Secretary

Bob Ayrer called the meeting to order at 3:00 pm

**Reports:**

**Approval of Minutes:** Minutes of Board Meeting on September 12, 2016 approved as submitted.

**Treasurer Report:** No Report

**Membership:** No Report

\*Discussion regarding renewal invoices. Nance will immediately begin to send out reminder letters to encourage HOAs to renew membership<sup>1</sup>. Most invoices are generated in January but those new members who joined in 2016 will have an annual invoice sent to them on the date they joined.

**Education Seminar Oct. 12, 2016 Report:**

Nance reported the **Transparency & Documents Seminar** was well attended. Nance provided an additional list of documents as a handout. Seminar was well received and EPOHOA got good feedback.

Bob will give a report about the Sept. 17, 2016 workshop on insurance at the November 16<sup>th</sup> meeting. Questions about insurance from members should ask their own insurance company regarding specific information.

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<sup>1</sup> 10/31/2016 2:55 PM.

I will be sending invoices out Dec 1 for those who will be needing to pay their dues in January. Nance **PLEASE DO NOT SEND OUT REMINDER LETTERS**. There is no need to waste paper, ink and postage on those things. Send an email blast stating that invoices will be coming out soon for those who are due in January. Your letters have caused confusion in the past. People think those are there invoices. Please don't send them.

Thanks RosaLee

**Old Business:**

\*Discussion of passwords for protected areas of website including Archives, Court of Law, HOA Documents, and Workshops/Seminars. Nance moved to create one password to consolidate these 4 sections of the website for members in good standing and this password will be changed once a year effective January 1, 2017. Phyllis seconded the motion. Motion passed unanimously.

\*Discussion of mailing to all HOAs in the State of West Virginia to encourage registering with the Secretary of State and joining EPOHOA.

Phyllis moved to direct Nance to design a flyer promoting EPOHOA and benefits of joining EPOHOA for marketing purposes to mail to all HOAs in West Virginia with a cost break-out for 4 mailings a year. Bob seconded the motion. Discussion following motion is the need to include the cost in the budget in 2017. Nance will work to get flyer in the mail at the start of the new Legislature Session in March 2017. Motion passed unanimously.

\*Discussion of membership fees. – Tabled.

\*Discussion of Sponsorships – Tabled.

**New Business:**

\*Discussion of email accounts for each member of the Board of Directors. Nance did create an email for Treasurer@epohoa.org An email to contact EPOHOA at infor@epohoa.org already exists and those emails are received by Nance. No further action required.

\*Resignation of Richard Sussmann:

Nance presented 4 names of members who have indicated interest in serving on the Board at some time in the future. Bob will contact Connie Suddueth to discuss her interest in being appointed to fulfill the remainder of Richard's term expiring July, 2017.

\*Bob suggested increasing the Board to seven members. This would be assigned to the Candidate Committee for the next election in June.

\*Bob would like to offer a program on **How to Get Started on Creating a Capital Reserve Program** on March 18, 2017 as a Workshop/Seminar.

\*Last item of discussion was about purchasing a projector offered by Dean Cook. Offer is under consideration pending getting more information.

Meeting adjourned at 5:00 p.m.  
Phyllis Smock  
EPOHOA Secretary