



**Board Meeting Minutes
November 16, 2016
Orchard House
4599 Shepherdstown Road
Martinsburg WV 25404**

Board Members: Nance Briscoe, Vice President, Cloverdale Heights
Phyllis Smock, Secretary, Stonebridge
Connie Suddueth, Member-at-Large, Spruce Hill Estates

Other Attendees

Ruth Bradley, Douglas Oaks; Melvin & Sarah Cotton, Spring Valley; Wilma Evans, Douglas Oaks; Desmond Flynn, Ridge View III Frederick, Md; John Gleasen, Cacapon Highlands; Martha Glover, Duchess Estates; Chris Goodman, Doody Calls, Inc., BusinessMember; Peter Hause, Meadows at Whittings Glen; Larry Lam, Spring Mill Farms; Jack Lantzy, Ledge Lowe Estates; Terry Linn, Cacapon Highlands; Joseph Logan, Meadowbrook Farm; Jackie & John Miller, Potomac Terrace; Ron Pauley, Crestfield; Pam Peitz, Chesley Estates; Joe Starkey, Meadowbrooke; Gary & Jean Stewart, Sleepy Creek Orchard; Keith Veler, Norborne-Glebe; Anne Wandler, Crystal Lake; John Youngblood, Chesley Estates

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: Nance Briscoe called the meeting to order at 7:00 p.m.

The Board of Directors in a meeting on Nov. 14, 2016, in accordance with the EPOHOA By-Laws, **Section 6.7 Vacancies on the Board** voted to appoint Connie Suddueth of Spruce Hill Estates, to fulfill the remaining term of Richard Sussmann ending in July 19, 2017. Connie Suddueth took a seat at the Board table, making a quorum for this meeting.

Approval of Minutes:

Connie moved to approve of September 17, 2016 minutes as submitted. Phyllis seconded. Motion passed without objection.

Treasurer's Report: No report in absence of the Treasurer.

Membership Report:

Nance introduced new business member, Chris Goodman. He works for of Doody Calls, Inc.. Mr. Goodman is also a member of the D.C. Chapter and the Chesapeake Bay Chapter of Community Associations Institute and he is on the Education Committee and the National Conference and Expo Committee for CAI.

Old Business:

Nance gave a short summary of the Insurance Workshop held on September 17, 2017. Approximately 30 people attended. The Workshop provided definitions for HOA Insurance, Board of Directors Insurance and Fidelity Bonds. The Evaluations were excellent.

Full access to EPOHOA.org protected areas will be effective January 2017. One password will be required from EPOHOA Members only in good standing, dispensing with the current four unique passwords.

New Business:

2017 calendar cards are available and all dates have been confirmed for meetings at Orchard House.

Adjourn Business Section:

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

Education Sessions:

Nance Briscoe provided a more focused presentation on “Beat Delinquencies: Ways to Collect Past-Due Assessments” in lieu of the scheduled CAI Webinar of the same name. Handouts were furnished to those in attendance.

Since EPOHOA will be observing December holidays, nothing formal was announced for the January meeting.

Minutes submitted by
Phyllis Smock, Secretary
EPOHOA