



**Board of Directors Business Meeting Minutes
January 30, 2016
The Daily Grind
778 Foxcroft Avenue
Martinsburg WV 25405**

Board Members Present: Bob Ayrers, President, Nance Briscoe, Vice President, Phyllis Smock, Secretary, Connie Suddueth, Member-at-Large
Keith Veler, Co-Webmaster

Bob called meeting to order to 6:08 pm

Approval of Minutes:

Hearing no corrections or additions, minutes from December 12, 2016 are accepted as submitted.

Treasurer's Report:

In absence of Treasurer Report from RosaLee Riggins, a year end Profit & Loss Detail statement for 2016 was provided and a Profit & Loss Detail for Jan. 1, through Jan 30, 2017. Net income for 2017 was \$1650.

Membership Report:

New Members as follows:

Melvin Cotton, Individual Member, (Spring Valley), Jefferson County;
Tina Lippincott, Individual Member (Briar Run 5 & 6), Jefferson County;
Nadenbousch Heights Subdivision Owners Association (133 Homes/113 Lots), Berkeley County;
Potomac Valley Vista Property Owners Association (14 Homes/42Lots), Morgan County;
The Point Property Owners Association (36 Homes/45 Lots), Jefferson County;
Timberline Association (350 Homes/452 Lots, Tucker County;
Carl Siemer, Individual Member (Imperial Orchard, Paw Paw, Morgan County

Board discussed membership and renewal of Shepherd West. No formal record other than Nance's membership notes exist for Shepherd West can be found. EPOHOA is in receipt of Shepherd West's 2017 membership renewal. Connie moved to waive the one-time application fee of 2012 which we have no formal record of and accept Shepherd West as a member in good standing based upon the current membership records maintained by Membership Chair. Nance seconded the motion. Motion passed unanimously.

New Business:

EPOHOA meetings have been re-located from Orchard House to Faith Christian Academy for the remaining eleven months of 2017. A Contract has been signed and is held in the records by the Secretary.

Nance will write a thank you letter to Trinity United Methodist Church for the use of their

facility, Orchard House. Board approved.

The Board agreed it would not participate in this year's Home Builders Association Home Show scheduled to be held in Berkeley Plaza.

Old Business

*Increasing Membership Sliding Scale: Nance presented an original 2009 sliding scale for membership and a proposed membership increase for next year.

Discussion regarding number of homes in a sub-division versus number of lots in a subdivision. EPOHOA's HOA membership is currently based upon the number of homes. Definitions of a lot included several examples: un-built and privately owned lot, builder owned lot, developer abandoned, or in some cases lots that were annexed to municipalities that do not have a required assessment, as well as lots that are waived for assessment in the relative DCCR.

Nance asked members of the Board to study the proposal. Discussion of Membership Sliding Scale tabled to next meeting.

*Sponsorship Program – Tabled.

*800 phone options – previously discussed and Board decided not to pursue.

*Quarterly Newsletters/postcards: Nance presented four artwork examples for postcard mailing and prices for printing. Bob asked for a complete Marketing Plan which would include targeted markets, costs for mailing three times a year, and mailing costs. Keith volunteered to research acquiring data bases of HOAs in Jefferson, Morgan, and Berkeley Counties.

Bob asked Nance to check with Post Office to find out what is required to get artwork for indicia and use it with the artwork when postcards are printed.

*Board approved a Quarterly Newsletter written by Bob (edited) to be sent to membership using MailChimp.

*Discussion of Annual Membership and status of issuing password for members in good standing. Board agreed to revert to former policy of members joining in mid-year, that membership fee will be pro-rated for remainder of the year. All renewal dues will be due annually at the beginning of the new year. The result will be that only one password will be issued annually to all members in good standing.

Upon review of Quick Books, invoicing will be done annually for anyone who has ever been a member of EPOHOA. The Board agreed to invoice not only the previous year's members but also lapsed members.

Meeting adjourned at 8:05 pm

Minutes submitted by Phyllis Smock, EPOHOA Secretary