



**Board of Directors Business Meeting Minutes
April 12, 2017
The Daily Grind, 778 Foxcroft Avenue
Martinsburg WV 25405**

Board Members Present: Nance Briscoe, Vice President, Phyllis Smock, Secretary, Connie Suddueth, Member-at-Large, Keith Veler, Treasurer (Bob Ayler, President arrived while the meeting was in progress).

Nance called meeting to order to 6:10 pm

Approval of Minutes: Minutes for February 22, 2017, were approved as submitted.

**Treasurer's Report:
February 23, 2017 through April 11, 2017**

Note: Bank statement reconciliation through March 10, 2017

Previous Balance.....\$ 10,354.09

Deposit Details

2/23/2017 Deposit	\$ 50.00
3/13/2017 Deposit	\$ 700.00
3/30/2017 Deposit	\$ 715.00
Deposit	\$ -
Deposit	\$ -
Deposit	\$ -

Total Deposits.....\$ 1,465.00

Expense Details

2/23/2017	Faith Christian Academy Facilities Donation	\$ 75.00
3/29/2017	Nance Briscoe - 3/25 Workshop Expenses	\$ 79.49
3/29/2017	Faith Christian Academy Facilities Donation for 3/25	\$ 110.00
		\$ -
		\$ -
		\$ -

Total Expenses.....\$ 364.49

Checking Account Balance as of April 11, 2017.....\$ 11,454.60

Treasurer's report entered into the record as submitted.

Membership Report:

Nance reported the following new members from Feb 22 through March 31, 2017:

Apple Valley Waste (AVW) – Business member, Jefferson County;
Fort Hill Farm II (80 Homes/200 Lots), Berkeley County;
Charles Mordecai – Individual member from Hammond's Mill, Berkeley County;
Nadenbousch Heights (113 Homes/113 Lots), Berkeley County;
Spring Hill Homeowner's Association (318 Homes/388 Lots), Berkeley County;
Westridge Hills Owners Association (90 Homes/900 Lots), Jefferson County

The builder left Westridge Hills and the bond was released in Jefferson County.

New Business:

Marketing Plan: Keith presented an outline of steps needed to work on a marketing plan to send out a letter to HOAs in ten counties. The new Secretary of State has re-organized, and it is extremely difficult to identify the HOAs.

Step 1. Identify contacts from information Nance has already collected for mailer;
(Document the HOA contacts, including Newspapers contacts, and Radio Stations contacts)

Step 2. Organize and validate the data by county.

Step 3. Identify the number we can effectively contact.

Step 4. Design the mailer.

Speakers for Future Programs:

Discussion of program for April 19, 2017. Bob indicated quality of video is not very good. He will prepare talking points and talk about "Board Member Boundaries and Obligations." He will open the meeting for discussion.

Nance was contacted by a representative from a bank regarding Growing Association funds, CDs, Investments, and other financial matters including the impact of the Dodd-Frank Act required by mortgage lenders, and the Grading Scale used by mortgage lenders.

Another possible speaker is Derek Moy regarding disease affecting Emerald Ash Borer Trees.

Nance will follow up and try to get presenters for May 17, 2017 meeting. The plan is for presentations to be about 15 minutes each with Q & A.

Old Business:

The meeting on June 17, 2017 is set aside for the Election of two Board members whose terms have expired. Connie Suddueth and Phyllis Smock have both agreed to submit their names for re-election for 3 year terms. Nance will send out a broadcast announcing the next meeting. After the election, the Board will make an effort to seek volunteers. If we have additional candidates, the Board can appoint and increase the Board to seven according to the Bylaws.

Nance will follow the election with an education session regarding unlicensed and unregistered vehicles in an HOA.

Nance prepared a tribute to Pete Appignani to post on the website and she moved to send condolence card to Tish Appignani and a \$200 donation to Jefferson Arts Council. Connie seconded the motion. Board approved.

Meeting adjourned at 9:00 pm

Minutes submitted by
Phyllis Smock, EPOHOA, Secretary