



**Board of Directors Business Meeting Minutes
Thursday, July 6, 2017
The Daily Grind, 778 Foxcroft Avenue
Martinsburg WV 25404**

Board Members Present: Bob Ayler, President; Nance Briscoe, Vice President; Phyllis Smock, Secretary, Keith Veler, Treasurer; Connie Suddeuth, Member-at-Large

Bob called the meeting at 6:00 pm

Approval of Minutes:

Minutes of May 30, 2017 meeting accepted as submitted.

Treasurer's Report:

Previous Balance.....\$11,937.85

Deposit Details

6/10/2017	Deposit	\$250.00	
6/19/2017	Deposit	\$200.00	
7/6/2017	Deposit	\$13.00	
	Total Deposits.....		\$463.00

Expense Details

6/17/2017	c#952 Keith Veler - Website Domain transfer to SiteGround	\$44.85
6/19/2017	c#953 Faith Christian Academy - Facilities Donation	\$110.00
7/6/2017	c#954 USPS PO Box renewal - 12 months	\$112.00
	Total Expenses.....	\$266.85

Checking Account Balance as of July 6, 2017..... \$12,134.00

Submitted by Keith M. Veler, Treasurer

Treasurer's report accepted as submitted.

Nance will send an email to Keith for \$80 for refreshments for Workshop on Saturday, June 17, 2017 for reimbursement. Board had previously approved expenditure for the workshop.

Keith renewed EPOHOA's Charles Town Post Office Box 911 and removed RosaLee Riggins name from registration. Keith registered his name and his home address at the Post Office.

Election of Officers for 2017-2018:

Phyllis moved to elect officers as follows:

Bob Ayrer, President

Nance Briscoe, Vice President

Keith Veler, Treasurer

Phyllis Smock, Secretary

Connie Suddueth, Member-at-Large

Connie seconded the motion. Motion passed without objection.

Membership Report:

Nance announced two new members: Glen Haven, Jefferson County, 74 homes and 48 lots; and Fort Hill II, Berkeley County, 80 homes and 200 lots.

New Business:

Confirmation of speakers:

Bob has confirmation of speakers for Education Session on Wednesday, July 19, 2017. Sgt. Vigh from Berkeley County and Sgt. Fletcher from Jefferson County will be at the meeting and Bob will moderate a panel discussion regarding police authority as it relates to HOAs.

Location & Dates for 2018 meetings:

Board agreed to look for a new venue for next year's meetings. Blue Ridge Community Technical College, Shepherd University in Martinsburg and James Rumsey Technical are not available because they will not commit for use unless they have classes scheduled while EPOHOA holds meetings.

Keith Veler will inquire about availability and cost for Charles Washington Hall in Charles Town.

Bob Ayrer will inquire about availability of the Fire Hall, Station 2 off Route 9 west of Interstate 81.

Nance will inquire about availability of Fisherman's Hall.

EPOHOA Board Meeting Minutes July 6, 2017

EASTERN PANHANDLE ORGANIZATION OF HOMEOWNERS ASSOCIATIONS, INC.

P.O. Box 911 - Charles Town, WV 25414

Old Business:

Establishing Association Phone Number:

Board discussed having a designated EPOHOA phone number. The calls would be answered by an automated voice mail system. If a message is left on the voice mail, it will show up as an email with an attachment of a recording of the message. The Board would designate who to send the message to for a response. EPOHOA business cards can be provided with no phone numbers and the Info@EPOHOA.org for contact.

Discussion to be continued with respect to establishment of an EPOHOA phone number.

Future Programs:

Discussion of establishing quarterly themes and topics for education and workshop/seminars. Bob handed out outline for planning programs. Nance will work to identify legislative representatives to come to meetings regarding legislative agenda. Phyllis will contact Ed Thomas from PMP to lead a Saturday Workshop/Seminar in March 2018.

Nance will present an Education Session on August 16. It will be a power point presentation and handout concentrating on What is Not Understood About Governing Documents.

Bob has two people lined up for the Saturday, September 19, Workshop/Seminar meeting to talk about collections and the Fair Debts Collection Practices Act. An RSVP will be required.

Marketing Plan: Keith will work on finishing up a plan and will present it at next meeting.

CAI Membership Renewal:

Keith will contact CAI to clarify membership renewal which expires on Sept. 30, 2017.

Meeting adjourned at 7:50 pm

Minutes submitted by,
Phyllis Smock, EPHOA Secretary

EPOHOA Board Meeting Minutes July 6, 2017

EASTERN PANHANDLE ORGANIZATION OF HOMEOWNERS ASSOCIATIONS, INC.

P.O. Box 911 - Charles Town, WV 25414