



P.O. Box 911, Charles Town, WV 25414  
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**2017-2018 OFFICERS:**

Bob Ayrer, President  
Nance Briscoe, Vice President  
Keith Veler, Treasurer  
Phyllis Smock, Secretary  
Connie Suddueth, Member at Large

**EASTERN PANHANDLE ORGANIZATION OF HOMEOWNERS ASSOCIATIONS, INC.**

Faith Christian Academy  
138 Greensburg Road  
*off Shepherdstown Road, Route 45/4*  
Martinsburg 25404

**EPOHOA RSVP SEMINAR  
Saturday September 16, 2017  
Agenda I**

**Introductions & Opening Announcements:** Bob Ayrer

**Business:**

Treasurer's Report  
Membership Report  
Forward Calendar

**Goals & Disclaimer**

The goal of EPOHOA is to provide information through workshops and seminars on the issues and best practices of community management that equip our members to meet the demands of directing a common ownership community in West Virginia.

Whether you are a member of a Board of Directors, or an interested resident, good community management will help protect your home value and your quality of life, as well as protecting your shared liability.

**Reminder:**

The information presented at EPOHOA workshops and seminars is provided as general information and not to be relied upon as professional advice. The purpose of the general information presented is to inform our participants as to when professional advice is required for any specific situation.

Every effort has been made to validate the information presented but it is up to the individual to assess the appropriate use of the information provided.



**EPOHOA RSVP SEMINAR**  
**9 AM Saturday September 16, 2017**  
**Agenda II**

**Introduction:**

**HOA Financial Management – Collections**

Chris Stroech of Arnold & Bailey, PLLC, is a attorney based in Charles Town, WV who is very active in HOA collections.

Kelly Daniel is the Collections Manager for Clagett Management, LLC – a community management organization.

**Seminar:**

**I- Authority to assess and collect funds for community management:** Nance Briscoe.

Statutory authority

Founding documents

**II- Limitations:** Chris Stroech

Federal Fair Debt & Collections Practices Act.

West Virginia Statutes, Ordinances & Regulations

**III- Transparency in Budgeting and Financial Management of HOA:** Nance Briscoe

**IV- Legal status of assessments:** Chris Stroech

**V- Record Keeping & Follow-up:** Kelly Daniels

Progression of notices – letters to liens

Required notice for collections

When to assign to attorney

**VI- Legal Process:** Chris Stroech

Perfecting Liens

Magistrate and/or Circuit Court – when & why, filing abstracts of judgments

Use of Writs – examination, attachment

**VII- Open Forum/ Q&A:** All

**VIII- Closing Comments**

Next EPOHOA Meeting Wednesday 7PM October 18, 2017

