



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

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

Bob called the meeting at 6:06 pm

Approval of Minutes:

Minutes of July 6, 2017 meeting accepted as submitted.

Treasurer's Report:

July 7, 2017 through September 6, 2017

Note: Bank statement reconciliation through August 10, 2017

Previous Balance.....\$12,134.00

Deposit Details

8/3/2017	Deposit	\$250.00	
8/29/2017	Deposit	\$108.00	
	Total Deposits.....		\$358.00

Expense Details

7/11/2017	c#955 Nance Briscoe - Refreshments reimbursment from 6/17 mtg		\$80.00
7/21/2017	c#956 Faith Christian Academy - meeting hall rental	\$75.00	
8/17/2017	c#957 Faith Christian Academy - meeting hall rental	\$75.00	
8/28/2017	c#958 CAI membership renewal	\$300.00	
	Total Expenses.....		\$530.00

Checking Account Balance as of September 6, 2017.....\$11,962.00

Submitted by Keith M. Veler, Treasurer

Point of Clarification: Secretary of State annual fee of \$25.00 was paid 4/21/17 as submitted on May 30, 2017.

Treasurer's report accepted as submitted.

Membership Report:

Nance Briscoe reported new membership of Trump & Trump, with Tammy McWilliams acting as representative.

Nance is preparing membership renewal reminder letters and they will go out to all current and previous members by the second week of November 2017. Nance will ask members to return an update on member representative. Nance will notify Keith about any change in representatives of members.

Keith will be sending renewal invoices to all active and inactive members in December. Renewal is due January 2018. Members may renew any time during the year. Keith will also request an update on member representatives with the invoice.

Old Business:**Confirmation of Workshop on September 16, 2017: HOA Financial Management-Collections.**

Nance reported 27 RSVPs received, and she is sending out a notice to The Journal and she will request access to Faith Academy gym for 8 AM set up including use of their sound system.

Speakers are Chris Stroeck, (pronounced str—ay), Attorney with Arnold & Bailey and Kelly Daniel, Collection Manager with Claggett Management. (Q & A 3-minute per person time limit) EPOHOA certificates of participation will be emailed to attendees.

Location & Dates for 2018 Meetings:

Nance contacted Hospice of The Panhandle which has a new conference center located at 330 Hospice Lane, Kearneysville, WV on the Administrative side of the health facility. EPOHOA meetings in 2018 will continue to be the third Wednesday of the month at 7 PM for Jan., Feb., Apr., May, July, Aug., and Oct., and on Nov. 14th. Meetings in each quarter will be held on the third Saturdays at 9 AM in March, June, September and December.

There is no charge to non-profits for the use of the conference room. Nance recommended a donation of \$1,200 which is comparable to what was offered to The Orchard House. EPOHOA's Certificate of Insurance will be provided to Hospice of the Panhandle.

Nance moved to donate \$1,200 to Hospice of The Panhandle at the beginning of the year for use of facility. Check will be given at the January meeting. Phyllis seconded the motion. Motion passed without objection.

Phyllis moved to confirm holding the EPOHOA 2018 meetings in accordance with calendar dates in the conference room at Hospice of The Panhandle in Kearneysville, WV. Nance seconded the motion. Motion carried by unanimous consent.

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EASTERN PANHANDLE ORGANIZATION OF HOMEOWNERS ASSOCIATIONS, INC.

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

Connie moved to authorize Nance to proceed with printing 2018 calendar cards not to exceed \$500. Rack cards will include the current sliding membership fees for 2018. Phyllis seconded the motion. Motion passed without objection.

New Business:

Planning 4th Quarter. Discussion regarding budget development in HOAs resulted in the following programs:

October 18, 2017: Developing a Budget—Step I
How to Prepare Requests for Quotes

November 15, 2017: Developing a Budget—Sept II
Line Item Template

December 16, 2017: tabled.

Marketing Plan for 2018:

Bob handed out a marketing plan for EPOHOA and asked Board members to study it and come back at next meeting with three catch phrases that might be used in a marketing flyer targeting a larger audience beyond Board of Directors in HOAs. He said we need individual homeowners to understand the process as well as their Board of Directors.

The current level of marketing includes Public Service Announcements to newspapers and announcements on radio stations as well as handing out calendar cards to the Chamber of Commerce in counties.

The marketing plan will identify HOAs by zip code for mass mailings to all homeowners in HOAs.

Discussion of 2018 Membership dues:

Board discussed need to have a plan to increase membership dues. Board will review proposed increase previously presented by Nance at next meeting. Discussion tabled.

Nance moved to adjourn at 8:50 pm. Keith seconded. Meeting adjourned.

Minutes submitted by,
Phyllis Smock, EPHOA Secretary