



Board of Directors Business Meeting Minutes
Wednesday, September 26, 2017
Martins's Grocery Store, Foxcroft Avenue
Martinsburg WV 25404

Board Members Present: Bob Ayrer, President; Nance Briscoe, Vice President; Phyllis Smock, Secretary; Keith Veler, Treasurer;

Bob called the meeting at 6:10 pm

Approval of Minutes:

Minutes of Sept. 6, 2017 meeting accepted as submitted with correction of footer date.

Treasurer's Report:

September 7, 2017 through September 26, 2017

Note: Bank statement reconciliation through September 8, 2017

Previous Balance\$11,962.00

Deposit Details

9/20/2017	Deposit	\$100.00
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Total Deposits.....\$100.00

Expense Details

9/16/2017	c#959 Nance Briscoe, 9/16 Workshop Reimbursement	\$83.55
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9/16/2017	c#960 Phyllis Smock, 9/16 Workshop Reimbursement	\$23.96
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9/16/2017	c#961 Faith Christian Academy, Facilities Donation	\$110.00
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Total Expenses.....\$217.51

Checking Account Balance as of September 26, 2017.....\$11,844.49

Submitted by Keith M. Veler, Treasurer

Treasurer's report accepted as submitted.

Membership Report:

No new members.

Old Business:

Board review of Workshop/Seminar on Sept. 16, 2017: Need to offer education sessions designed especially for small self-managed HOAs versus large HOAs managed by a property management company; need to refine process that small HOAs can do on their own; need to be sure people understand when attorney's advice is needed. Board agreed to invite Kelly Daniel, Clagett Management to return to continue to provide further information concerning the Collection Management Process.

Confirmation of Meetings at Hospice

Nance confirmed dates on calendar for EPOHOA meetings at Hospice. Hospice also has some available dates available for Board of Directors meetings. Nance will schedule the dates. The Board is flexible and will meet as needed.

Hospice can also provide a continental breakfast for \$5.00 per person. Keith made a motion to contract with Hospice to provide continental breakfast at \$5.00 per person based on number of RSVPs on Saturday Workshops. Nance seconded. Motion passed unanimously.

Nance will set up a walk-through Hospice on Tuesday, October 17 at 4:00 pm for Board members.

Review Invoice Cover Letter

Draft cover letter prepared by Bob was approved with minor edits in last paragraph. Keith will send out the letter with the invoices. Nance will provide Keith with a spread sheet of names and addresses she is sending reminder letters to.

Holiday Letter

Bob will prepare a newsletter/holiday greeting to be sent in December.

New Business**Proposed Programs:**

After further discussion of programs in October and November, the program on October 18 will be presented by Nance. It will focus on EPOHOA Mission Statement, "Sharing information-increasing Knowledge" What have you/we learned this Year? She will provide a fast game of Q & A using the EPOHOA FAQ's.

On Nov. 15, Bob has invited Kelly Daniel and her manager Heather Field from Clagett Management to return to present the Collection Process.

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Marketing Plan for 2018

Bob asked Board members to send him “tag” lines that could be used to in a flyer.

Discussion of 2019 Membership dues

Bob made a motion to approve new membership rates of \$5.00 across the sliding scale effective January 1, 2018. One-time application fee will increase by \$5.00 and the Annual Membership Dues will increase by \$5.00.

Discussion: The motion will affect new members only.

Invoices that Keith is preparing for 2018 will not be affected by this new increase. Nance will include a notification that new rates will become effective for new members only January 1, 2018.

Nance seconded the motion to increase membership rates for new members effective Jan. 1, 2018.

Motion passed unanimously.

Budget Plan 2018

Keith will review past expenses including fixed expenses and projected expenses needed to operate. He will project an estimated revenue for 2018 and provide a spread sheet at the next meeting.

Nance moved to adjourn and Keith seconded motion.

Meeting adjourned at 7:35 pm

Minutes submitted by
Phyllis Smock, EPOHOA Secretary

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