



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

AGENDA

EASTERN PANHANDLE ORGANIZATION OF HOMEOWNERS ASSOCIATIONS, INC.

MONTHLY MEETING

Wednesday - November 15, 2017 7PM
Faith Christian Academy - GYM
138 Greensburg Road
off Shepherdstown Road, Route 45/4
Martinsburg 25404

BUSINESS (agenda - subject to change)

7:00PM

- **Call to Order**
- **Membership Report**

Sharon Palmer, Indv. (Patrick Henry Estates) Jefferson County | Pebble Ridge 133 Homes - Berkeley County

- **New Business**
December Meeting - Holidays
2018 Calendar & Meeting Location

Adjourn Business Section

EDUCATION (agenda - subject to change)

~ 7:15PM

“Part II – HOA Financial Management – Collections” w/Q&A

“Nuts & Bolts” of Accounts Receivables Management

including sample forms & legal wording

Guest Speakers:

Heather Field, Manager with Kelly Daniel, Collections Manager, Clagett Management, LLC
a community management organization

Open Forum – Membership Discussion

8:30PM

- Member Issues – please limit your question/answer to three (3) minutes to allow others an opportunity to also share information to increase knowledge.
- Visiting HOAs/homeowner issues

Announcements

8:50PM

Next scheduled meeting: 7PM January 17, 2018

Education Session: TBA

Local & State Information:

Adjourn

9:00PM

At the conclusion of the meeting, please return the classroom as found.



AGENDA – Wednesday - October 18, 2017

ALL MEETINGS OPEN TO THE PUBLIC

FREE PARKING - HANDICAP ACCESSIBLE - NO SMOKING - CELL PHONES MUST BE SILENCED