



**Discussion Notes**  
**Wednesday, November 15, 2017**  
**Faith Christian Academy**  
**138 Greenburg Road**  
**Martinsburg WV 25404**

**Officers:** Bob Ayrer, President, Spring Mills; Nance Briscoe, Vice President, Cloverdale; Phyllis Smock, Secretary, Stonebridge; Keith Veler, Treasurer; Norborne Glebe; Connie Suddeuth, Member-at-Large

**Other Attendees:** Sandra Biggs, Green Valley; Lyle Bivens, Mission Ridge; Ruth Bradley, Douglas Oaks; Michael Canou, Rattlesnake Run; Stephen Casimir, Spring Mills; Denise Ciotti, Westridge Hills; Rosalee Chiasa, The Woods; Mary Lou Cisar, Dogwood Manor; Kelly Daniel, Clagett Management; Wilma Evans, Douglas Oaks; Heather Field, Clagett Management; Howard Low, Rattlesnake Run; Rob McDonald, Greystone on Opequon; Tom Romero, Shenanwood; Steve Rose, The Woods; Gary and Jean Stewart, Sleepy Creek Orchard; George Tenley, The Woods; George Vass, Honeywood

The meeting was called to order at 7:00 pm by Bob Ayrer.

**Announcements:**

- There will be no meeting in December 2018. Starting in January, EPOHOA meetings will be held at the Hospice of the Panhandle, Conference Center, Kearneysville, West Virginia. Directions and meeting dates are on the new calendar cards for 2018.
- The Board is in the process of planning programs for next year. Tonight's meeting will be a presentation on Collections Management presented by Kelly Daniel and Heather Field from Clagett Management.

**Membership Report:**

Nance reported the newest member of EPOHOA is Pebble Ridge in Berkeley County with 188 homes.

Sharon Palmer is a new individual member from Patrick Henry Estates.

If an HOA member decides not to renew, then homeowners in the community no longer have access to the password protected areas on the website. However, any homeowner in the HOA may join as an individual member.

Nance is mailing out reminder letters to renew membership this month.

Keith Velor will send out invoices in early December.

## **Important Issues of Concern to HOAs:**

- Building Consensus
- Authority of Board; Review of Governing Documents
- Making policy and controlling meetings
- Getting Volunteers and participation
- Collection of Assessments
- Speeding and traffic control
- Lack of homogeneity—making policy
- Getting younger people involved
- Updating documents; amending Covenants; creating By-Laws
- Adverse Possession (a homeowner claims he owns the road in front of his property and built a gate across road in cul-de-sac)
- Developer retains control and does not allow homeowner representation

**Reminder: Information provided at EPOHOA education sessions, workshops and seminars is general information and not legal advice. Extensive efforts were undertaken to obtain comprehensive information, for your convenience and expressly understood as a source for reference only.**

End of Discussion Notes.

## **EDUCATION SESSION:**

### **Part II—HOA Financial Management – Collections “Nuts & Bolts” of Accounts Receivables Management**

**Presenters: Heather Field & Kelly Daniel, Clagett Management**

EPOHOA Education Sessions are included on the EPOHOA website under Education/Workshops and Seminars. Access is provided to EPOHOA members in good standing only.

Notes submitted by  
Phyllis Smock, EPHOA Secretary