



**Board of Directors Business Meeting Minutes
Monday July 30, 2018
106 Marietta Lane
Falling Waters, WV 25419**

Board Members Present: Bob Ayrer, President; Nance Briscoe, Vice President; Phyllis Smock, Secretary; Keith Veler, Treasurer, Gary Stewart, member-at-large (via telephone)

Bob called the meeting at 7:55 pm

Approval of Minutes:

Minutes of May 30, 2018 accepted with correction of article “a” in third sentence under New Business.

Treasurer’s Report:

May 31, 2018 through July 30, 2018

Note: Bank statement reconciliation through July 10, 2018

Previous Balance..... \$14,586.22

Deposit Details

7/2/2018 Deposit \$ 200.00

7/16/2018 Deposit \$ 180.00

Total Deposits..... \$ 380.00

Expense Details

5/30/2018 c#973 Keith Veler, SiteGround EPOHOA.org Domain Name Renewal \$ 17.95

6/9/2018 c#974 Nance Briscoe, Printer Ink Reimbursement \$ 148.96

6/16/2018 c#975 Hospice, Educational Workshop Breakfast Charge \$ 150.00

xx/xx/xx c#976 VOIDED, mistake made when writing it out (transparency)\$ -

6/18/2018 c#977 Nance Briscoe, Printer Ink Reimbursement \$ 91.12

7/2/2018 c#978 USPS, PO Box 911 annual renewal \$ 120.00

7/13/2018 c#979 Keith Veler, SiteGround EPOHOA.com Domain Name Renewal \$ 15.95

Total Expenses..... \$ 543.98

Checking Account Balance as of July 30, 2018..... \$14,422.24

Submitted by Keith M. Veler, Treasurer

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ASTERN PANHANDLE ORGANIZATION OF HOMEOWNERS ASSOCIATIONS, INC.

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

Projected Expenses: Breakfasts at workshops; one website renewal and one more url expense; Rack cards for 2019; Insurance due in January; contribution to Hospice. Approximate expense is \$2,410. Expenses will be offset by income of renewals of membership.

Membership Report:

Nance reported new member is Avon Bend in Jefferson County with 213 homes and 276 lots. Annual assessment is \$30 per year.

Old Business:

- On-line meetings—Keith and Bob will be meeting on Aug. 20 with a consultant, (Bob’s daughter) for information about on-line streaming meetings.
- Proposed programs for 2018:
- August 15, 2018: “Parliamentary Procedures” presented by Bob with handouts and opening with a mock HOA meeting with a disrupter.
- September 15, 2018: “Top Ten Misconceptions for Amending Governing Documents” presented by Ami Pape
- October 17, 2018: “Procedures for Holding an Election for Board of Directors at Annual Meeting” Nance will prepare a program
- November 7, 2018: “Reserves, Special Assessments, Raising Assessments, Budgets” Phyllis and Keith will create an enactment on how to use Governing Documents and walk through steps necessary to increase assessments using the CPI formula.

Bob made a motion to suspend the December 15, 2018 meeting. Phyllis seconded the motion. Motion passed without objection.

Nance will contact Hospice to confirm dates for meetings in 2019.

Bob suggested some long terms goals: expand EPOHOA to a statewide organization of common interest communities; re-branding and creating new logo; get on-line streaming of meetings beginning in 2019; create a marketing plan to reach rest of West Virginia. These goals will be on the agenda for the next Board meeting.

Gary moved to adjourn. Phyllis seconded. Meeting adjourned at 9:00 p.m.

Minutes submitted by
Phyllis Smock, EPOHOA Secretary

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