



**Board Meeting Minutes
December 19, 2015
Orchard House
4599 Shepherdstown Road
Martinsburg WV 25404**

Board Members: Anne Kask, President, Crystal Lake
Nance Briscoe, Vice President, Cloverdale
RosaLee Riggins, Treasurer, Individual Member, Ashton Forest
Richard Sussmann, Business Member, Property Management People
Absent - Phyllis Smock, Secretary, Stonebridge

Other Attendees: James Bell, Duchess Estates; Jim Ruddy, Mountain View; Adam & Jennifer Tillett, Potomac Valley Vista; Terry Linn, Cacapon Highlands; Bob Ayler, Spring Mills; Andy Rowe, Sherwood Forest; Paul Brooks, Sherwood Forest; Dean Randolph, Whiting's Neck Farm; Bill Ashforth, Whiting's Neck Farm; Michael Canoa, Rattlesnake Run; Mary Jo Sims, Deerwood; Michael Michael Larus, Black Bear; Marie-Jeanne Verhassel, Black Bear; Jean Stewart, Sleepy Creek; Gary Stewart, Sleepy Creek Orchard; Dan Otto, Fairfax Farm; James Corey, Lake Forest Estates; Jenny Beidler, Forest Haven; Terry McSweeney, Apple Knolls; Ginny McSweeney, Apple Knolls; Heather Field, Clagett Management; Bob Finch, Greystone on the Opequon; Renee Hall, Clagett Management; ~~Jan Schiltz, Potomac Terrace; Ted Schiltz, Potomac Terrace;~~ Connie Suddueth, Spruce Hill Estates; Bruce Holtje, Whitetail Ridge; Kathy Holtje, White Tail Ridge; Becky McCarthy, Stonebridge; Roger Kryger, Steeple Chase

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BUSINESS

Anne Kask called the meeting to order at 7:05 pm

Approval Minutes: Nance Briscoe moved to approve the minutes of November 18, 2015 as presented. RosaLee seconded the motion. Motion passed without objection.

Treasurer's Report: RosaLee Riggins reported the Treasurer's Report from November 18, 2015 through December 19, 2015:

Previous Balance	\$7,290.62
Deposits	\$1,200.00
Expenses: Postage, envelopes	\$93.22
Checking Account Balance as of December. 19, 2015	\$8,397.40

Nance moved to accept the Treasurer's Report as provided. Anne seconded, Motion passed without objection.

Membership Report:

Nance Briscoe announced no new members at the end of 2015, however last quarter new members were announced: Nina Perkins, Berkeley County; Spruce Hill Estates, Jefferson County; Steeple Chase, Jefferson County; Sleepy Creek Orchard,

Morgan County; Sleepy Creek Forest, Morgan County; Rattlesnake Run, Jefferson County; Jennifer Tillett, Morgan County; Greystone on the Opequon, Berkeley County; Deerwood, Berkeley County; John Barrat, Jefferson County; Fishhook Lane Cluster, Berkeley County; and Shiloh, Jefferson County.

Nance also called attention to “**Handling A FIDUCIARY RESPONSIBILITY – The Process**” provided on each chair to compliment the Educational Session for this meeting and the same is available accessing EPOHOA FAQ#41 online.

OLD BUSINESS:

Status of Amending 36B.

Anne Kask requests volunteers to assist in participating with EPOHOA working with members for amending WV Code 36B, specifically for Limited Expense Liability Planned Community.

Status of WV State Tax Commissioner Correspondence

Nance reported receiving a reply dated November 19th though received December 18th. Anne requested it be read aloud. The reply will also be available online. Short Q&A with comments followed. Nance requested members to e-mail her with their name and the HOA name so she can generate a letter of thanks.

EPOHOA Budget:

RosaLee Riggins announced \$6,696.40 will carry over to FY 2016

Anne Kask announced January 13, 2015 we would vote on the 2016 PROJECTED BUDGET- contact treasurer@epohoa.org or info@epohoa.org with questions, comments and/or concerns.

RosaLee continued with financial expenditures in 2016 budget outline. Also she spoke about the need for Sponsors and to contact the Board with potential candidates.

NEW BUSINESS:

EPHBA Home Show:

Nance requested a vote of the members in attendance for application fee for the HOME SHOW in March 2016 by choosing (1.) paying \$200 plus \$7 for an additional chair to guarantee a table or (2.) pay nothing as a non-profit with no guarantee of a table. Our confirmed non-profit status now qualifies EPOHOA to pay nothing or a reduced application fee from \$400 to \$200. Q&A with discussion followed. Vote was unanimous to pay \$207.

RosaLee moved to adjourn business section of the meeting at 7:450 pm. Nance seconded. Motion passed without objection.

EDUCATION SESSION –

“Fiduciary Duties & Responsibilities”

Presented by: Heather Field & Renee Hall of Clagett Management - member EPOHOA & CAI, and designated Accredited Association Management Company, (AAMC). Clagett Management provided a continental breakfast during the meeting.

OPEN FORUM – Membership Discussion

No discussion instead it followed as a Q&A for the Education Session.

Announcements:

Next Scheduled EPOHOA Meeting - Wednesday, January 13, 2016 at 7 pm. The Orchard House, 4599 Shepherdstown Road, Martinsburg WV 25404

MEETING ADJOURNED 11:48AM