



**Board Meeting Minutes
September 17, 2016
Orchard House
4599 Shepherdstown Road
Martinsburg WV 25404**

Board Members: Bob Ayrer, President, Spring Mills
Nance Briscoe, Vice President, Cloverdale
Phyllis Smock, Secretary, Stonebridge
RosaLee Riggins, Treasurer, Ashton Forest
Richard Sussmann, Member-at-Large, PMP

Other Attendees: Don Barth, Dearfield Village; Eric Bell, Stonebridge POA; James Bell, Duchess Estates; Stephen Casimir, Spring Mills; Michael Carroll, Rattlesnake Run; Cherie Despain, Glenwood Forest; Paul Gavin, Federal Hill; John Gleason, Chapel Hill POA; Charles Hall, Nollville Manor; Walt Johnson, Stonebridge POA; Becky McCarthy, Stonebridge POA; Davis Marcus, Hammond Hills; Sandy Moran, Apple Knolls; Kim O'Neil, Glenwood Forest; Theresa Rush, Dogwood Manor; Jim Ruddy; Mountain View; Janis Schiltz, Potomac Terrace; Ted Schiltz, Potomac Terrace; Gary Stewart, Sleepy Creek Orchard, Jean Stewart, Sleepy Creek Orchard; Tina Stottlemeyer, Apple Knolls; Jennifer Tillett, Potomac Valley Vista; Keith Veler, Norborne Glebe; Philip Viens, Fairview Place

Note: This document is provided solely for informational purposes, and no one should rely on it as legal advice. You are strongly encouraged to consult a qualified attorney for advice on any particular situation.

Business Meeting: Bob Ayrer, President, called the meeting to order at 9:00 pm.

Approval of Minutes:

Bob Ayrer hearing no objections or corrections to the minutes of August 17, 2016, the minutes were accepted as submitted.

Treasurer's Report:

RosaLee Riggins reported the following treasurer report for the period of August 2, 2016 through September 11, 2016:

Previous Balance:	\$ 8,412.30
Deposit:	\$ 375.00
Expenses:	
Workshop- Assessment Collections	\$ 101.93
Rack Cards	\$ 214.54

Webinar- Board Orientations	\$ 39.00
Internet HotSpot	\$ 25.00
Annual Website Fee	\$ 203.40
EPOHOA.net domain name	\$ 15.00
Total Expenses	<u>\$ 598.87</u>
Checking Account Balance as of Sept. 11, 2016	\$ 8,188.43

Nance moved to accept the Treasurer's Report as presented. Phyllis seconded. Motion passed without objection.

Membership Report:

New members include Gap View Village (178 homes), Dogwood Manor (25 homes) and Ledge Lowe Estates (38 homes) Jefferson County. Also Cherie Despain, is an individual member from Glenwood Forest, Berkeley County.

Nance announced seven EPOHOA members have taken the on-line Board of Directors Training and received Certificates for completing the course on Community Governance Fundamentals. The on-line training course is on the EPOHOA website at: <http://www2.montgomerycountymd.gov/ccoc-training> Everyone is encouraged to take the course.

Old Business:

Nance reported several homeowners attended the Dept. of Highways Workshop and Public Forum for US 340 from Cloverdale Heights in Charles Town to the end of the State Line. Alternate 4A is the preferred the route. Some property owners will receive an offer for their homes that 340 will eliminate. Disclosure was not provided to Ryans Glen homeowners at the time they bought their homes when 340 was in the planning stage of being extended. Caveat Emptor or Buyer Beware prevails in West Virginia. Nance asked Dept. of Highways and Dept. of Transportation to help EPOHOA stimulate oversight and disclosure in the State of West Virginia. The map of Alternate 4A for the 340 extension will be posted in the Old Charles Town Library Meeting Room of Jefferson County.

Nance also provided a handout about solicitors in communities and said that anyone who encounters unwanted solicitors should report them to the Sheriff's Department.

She also provided a handout regarding Charles Town and Ranson City Councils who voted to acquire the Jefferson County Public Service.

New Business:

Richard Sussmann announced three education sessions for this year:

Oct. 12th: HOA Transparency & Document Retention;

Nov. 16th: CAI Video on Beating Delinquencies: Ways to Collect Past-Due Assessments

Dec.17th A role play on Board Meetings- an interactive Best Practices on Boards.

Announcements:

Bob Ayer spoke briefly on the importance of belonging to EPOHOA, which is an informational organization. Our product is helping you become a better informed person.

As an individual homeowner living in an HOA, all homeowners share in the ownership of the common areas. Along with that ownership comes liability. As a concerned citizen, homeowners need to know who is on their Board of Directors and what actions they are taking, because any liability generated on the Board's part or in some cases inaction, can eventually extend to the individual homeowner as a part owner of the common area. As a member of EPOHOA, you can become informed about how your Board of Directors is operating and actions they are taking. The Board of Directors has the fiduciary responsibility for making sure the HOA is operating in compliance with the State of West Virginia and how it impacts the individual homeowners. If you are serving on the Board of Directors, you have an even higher standard of needing to understand and know the governing documents of your HOA. EPOHOA provides the basic Best Practices and knowledge needed to run an effective HOA.

Bob repeated the need to take the on-line Board of Directors Training and download the Certificate of Community Governance Fundamentals. Then notify Nance when you have completed this free course.

Beginning with today's seminar, EPOHOA will provide a Certificate of Participation so you can begin to build a file of your own training and expertise.

Information is the most important product EPOHOA can provide to help homeowners become informed and good citizens. These certificates will provide you with demonstrable evidence that you have done due diligence and learned what is appropriate and legal in an HOA.

Adjourn Business Section:

Nance moved to adjourn the business section. Phyllis seconded. Motion passed.

Education Sessions:

Speaker, Allen Hudson, Sahouri Vice President of Commercial Lines
EPOHOA Workshop Seminar
Community Association Insurance & Risk Management

Minutes submitted by
Phyllis Smock, Secretary
EPOHOA

**Next Scheduled EPOHOA Meeting
October 12, 2016 – 7 PM
The Orchard House 4599 Shepherdstown Road
Martinsburg WV 25404**