



**Board of Directors Business Meeting Minutes**  
**November 14, 2016**  
**340 Edmond Road, Suite E**  
**Kearneysville WV 25430**

**Board Members Present:** Nance Briscoe, Vice President, Phyllis Smock, Secretary, RosaLee Riggins, Treasurer

Nance Briscoe called the meeting to order at 1:00 pm

Nance proposed a new agenda for the meeting as follows:

1. Appointment of replacement on the Board for Richard Sussmann
2. Modification of Education Session for meeting on Wed. Nov. 16, 2016
3. Agenda for meeting on Nov. 16, 2016

**Item 1.** RosaLee Riggins moved to appoint Connie Suddeuth from Spruce Hill HOA to complete the remainder of Richard Sussmann's term ending on July 19, 2017. Phyllis Smock seconded the motion. Motion passed unanimously.

**Item 2.** Modification of Education Session at Nov. 16, 2016 meeting: "Beat Delinquencies."

Following a discussion of the webinar purchased from CAI, the Board members agreed, the webinar is outdated and would not be useful as an Education Session.

RosaLee will contact CAI and ask for a possible credit or refund.

RosaLee moved to dispense with using the CAI webinar "Beat Delinquencies" on Nov. 16, 2016. Phyllis seconded motion. Motion passed unanimously.

Phyllis moved to ask Nance to present an Education Session on "Beat Delinquencies-- Ways to Collect Past-Due Assessments" using free West Virginia forms related to the collection of liens and other handouts.. RosaLee seconded the motion. Motion passed unanimously.

**Item 3.** Agenda for meeting on Nov. 16, 2016 will consist of the usual Business Meeting Reports and then the Education Session will follow as modified and will be presented by Nance as discussed.

\*Following discussion of current membership lists, RosaLee Riggins said she would send an updated list of members in good standing as of Nov. 15, 2016 to the Board. She will also send a list of members who have not renewed their membership.

\*Last item of discussion was about purchasing a projector offered by Dean Cook. Offer is under consideration pending more information.

Meeting adjourned at 2:00 p.m.

Phyllis Smock  
EPOHOA Secretary