



**Board of Directors Business Meeting Minutes
Wednesday, March 6, 2018
722 Hogan Drive, Stonebridge Golf Community
Martinsburg WV 25404**

Board Members Present: Bob Ayler, President; Nance Briscoe, Vice President; Phyllis Smock, Secretary, Keith Veler, Treasurer,

Bob called the meeting at 7:00 pm

Approval of Minutes:

Minutes of Jan 23, 2018 meeting accepted as submitted.

Regarding the Discussion Notes from Feb. 21, 2018, Nance reported a comment from meeting requesting a special workshop to facilitate smaller HOAs (25 members or less). Enforcement and governing an HOA is the same for all HOAs whether they are small or large. Nance also noted an education session is still needed on topic of amending property lines. Nance also suggested holding an education session on Enforcement.

Treasurer’s Report:

Bank statement reconciliation through February 9, 2018

Previous Balance.....\$13,676.21

Deposit Detail

1/31/2018 Deposit \$435.00
2/16/2018 Deposit \$25.00

Total Deposits.....\$460.00

Expense Details

2/18/2018 WV Secretary of State Annual Filing Fee \$26.00

Total Expenses.....\$26.00

Checking Account Balance as of March 6, 2018..... \$14,110.21

Submitted by Keith M. Veler, Treasurer Report accepted.

Note: \$200 donation to Jefferson County Arts Council was never cashed.
Keith will void check.

Membership Report:

Nance submitted two cash renewals from Green Valley-Jefferson County and from Willowdale II.

EPOHOA Board Meeting March 6, 2018
EASTERN PANHANDLE ORGANIZATION OF HOMEOWNERS ASSOCIATIONS, INC.
P.O. Box 911 - Charles Town, WV 25414

Nance has been invited to attend the annual meeting in Rabbit's Rest to talk about EPOHOA on March 17, 2018. She anticipates they will join following their meeting.

John Boring, has joined as an individual member, from Kingsbrook on the Potomac.

Total Asphalt Technologies joined as a business member.

Old Business:

Nomination Committee: Bob announced he will end his term one year early in 2018. Keith Velor's term is expiring in 2018. Nance is working on possible candidates.

Marketing Plan:

Discussion of streaming meetings for out of area people and watch on the Internet for a fee for non-members. Keith will research software such as Zoom.us and WebEx and Skype for pricing options. Another option would be to record workshop, edit, and make available on website under password protected area. Bob also suggested sending out notices to all newspapers.

New Business:

April 18, 2018: "Loose and Hard Roads" Presentation by Total Asphalt Technologies

May 16, 2018: "How HOAs Elect New Board Members" presented by Nance Briscoe

June 16, 2018: RSVP Workshop/Seminar

EPOHOA Election of Board of Directors

"Duties & Responsibilities of Board of Directors and Building a Budget"
presented by Ed Thomas and Richard Sussmann

July 18, 2018: TBD

August 15, 2018: TBD

September 15, 2018: "Top Ten Misconceptions for Amending Governing Documents" presented
by Amy Pape

October 17, 2018:

November 7, 2018:

December 15, 2018:

Nance has several other topics that would involve business members in Education
Sessions panel in December.

Nance moved to adjourn and Keith seconded motion. Meeting adjourned at 8:30 pm
Minutes submitted by Phyllis Smock, EPOHOA, Secretary

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