



**Board of Directors Business Meeting Minutes
February 22, 2017
The Daily Grind
778 Foxcroft Avenue
Martinsburg WV 25405**

Board Members Present: Bob Ayrers, President, Nance Briscoe, Vice President, Phyllis Smock, Secretary, Connie Suddueth, Member-at-Large, Keith Veler, Treasurer

Bob called meeting to order to 7:00 pm

Approval of Minutes: Correction to the minutes for Jan. 30, 2016, include changing the date to 2017 and correcting that Timberline Association has 370 Homes and 500 lots. Nance moved to accept minutes as corrected. Connie seconded. Minutes are accepted as amended.

Motion to ratify two motions: Phyllis moved to ratify email motions as follows:

Feb. 7, Motion to appoint Keith Veler to EPOHOA Board to fulfil remaining term of RosaLee Riggins as Treasurer expiring June 2018.

Feb.7, Motion to authorize Keith Veler to purchase Quick Books using the EPOHOA credit card. Connie seconded motions. Motions passed without objection.

Treasurer's Report:

For the period of Dec. 12, 2016 through Feb. 2, 2017

Note: bank statement reconciliation through Jan. 10, 2017

Previous Balance:	\$7,170.43
Deposits total	\$4,450.00
Expenses:	
US Post Office Roll of Stamps	47.00
Fast spring –Joomla tools	69.00
Dean Cook – Projector	200.00
Nance Briscoe -Sitelock Service	250.00
Farmer's & Merchants 2017 Ins.	500.00
Keith M. Veler – Quickbooks Pro 2017	200.34
Total Expenses	\$1,266.34
Checking Account Balance as of Feb. 22, 2017,	\$10,354.09

Nance moved to donate \$75. to Faith Christian Academy for use of facility in February. Connie seconded. Discussion noted the contract is a month by month for use of facility and there is no set charge, but suggestion is to make donation after each use. Bob called for the vote. Motion passed

unanimously. Keith will send check and thank you note.

Membership Report:

Nance reported new individual member Charles Mordecai as of Feb. 18, 2017. Nance also reported on comments received following the meeting. Consensus was that a 50-minute video was too long a period of time to hold people's attention. Suggestion is to limit videos to 20 to 30 minutes in the future and pause to take questions before proceeding with video.

Discussion of March 25, 2017 Workshop/Seminar: Do It Yourself Re\$erve Study

Bob Ayrer, Chuck Young, CPA with Cox Hollida will be presenters, and Chuck Hydron will discuss construction analysis.

Nance reported 19 RSVP received. She will send out another broadcast with updated membership list. Connie & Nance will pick up refreshments for morning meeting.

Nance will prepare EPOHOA Workshop Folders that will include: Biographies and short summary of experience of speakers, Bob Ayrer, Chuck Young, and Chuck Hydron. In addition, the packet will include Power Point Presentation; blank blue books so participants can start their own Reserve Study; a EPOHOA Calendar; and an evaluation form (completed by attendees and collected at meeting). Whenever possible the EPOHOA brand will be printed on all handouts.

Cost of Workshop is estimated to cover ink, refreshments and blue books. Phyllis moved to approve expenses for workshop not to exceed \$225. Connie seconded motion. Motion passed without objection.

Nance will coordinate a date to set up a practice for Bob and Keith using the projector in daylight hours at Faith Christian Academy.

Discussion of various ways for publicizing the workshop. Nance will E-blast announcement to membership and will send out Press Releases to the Buyers Guide, The Journal, and The Chronicle, and the Herald Mail. Nance will also send out notices to other six counties. Bob will provide Nance additional newspapers contacts for publishing an announcement. Phyllis volunteered to contact local radio stations to try and schedule Bob Ayrer to make a public service announcement.

Education Sessions scheduled as follows:

April 19 – Board Member Boundaries and Obligations – Part I

May 17 --Board Member Boundaries and Obligations – Part II

June 17 – Election of Board Members

Nance volunteered to conduct an education session on June 17 regarding derelict vehicles, speeding, trash pick-up.

Nance presented a list of topics people stated they had an interest in programming for future meetings. These topics include:

Policy Writing for Property Review/Covenant Violations

Road Maintenance and replacement costs (includes both blacktop and gravel)

Communications within the community (sharing newsletters)

Financial Responsibilities and Budget Preparations

Collections Process (possible resource is Kelly Daniel, Claggett)

Representative from bank regarding Growing Association Funds, CDs, Investments, other financial matters;

Another speaker might be on Landscape maintenance by Derek Moy regarding disease affecting Emerald Ash Borer.

Collections Policies.

Nomination Committee

Nance contacted several people to serve on nominating committee. She is waiting for call backs. Connie Suddeth agreed to call possible candidates. Phyllis will forward list of Board Members whose terms are expiring.

Discussion of Membership Fees for new members and renewals:

Connie made a motion to return to the old policy of annual renewal dues are due as of January 1. New members signed up after June 30 will be charged the one-time initiation fee plus a 6-month flat fee for the remainder of the year. (Example for a \$100 membership, the cost would be \$100 for Initiation fee with mid-year \$50 fee for the second half annual fee. Total to join at mid-year would be \$150.)

In addition, new membership applications received after any November meeting will be charged the one-time initiation fee and a full year membership fee which would then deem them in Good Standing until December 31 of the following year.

Phyllis seconded the motion.

Discussion followed to clarify the motion. Keith noted for the eight existing members who joined during 2016, these members will be sent a pro-rated renewal invoice this year.

After this year, all 8 accounts will be put on the January 1 renewal schedule starting Jan. 1, 2018.

Motion passed unanimously.

Meeting adjourned at 9:00 pm

Minutes submitted by
Phyllis Smock, EPOHOA, Secretary