



**Board of Directors Business Meeting Minutes
Wednesday, December 13, 2017
722 Hogan Drive, Stonebridge Golf Community
Martinsburg WV 25404**

Board Members Present: Bob Ayler, President; Nance Briscoe, Vice President; Phyllis Smock, Secretary, Connie Suddeuth, member-at-large

Bob called the meeting at 7:10 pm

Approval of Minutes:

Minutes of Sept. 26, 2017 meeting accepted as submitted.

Treasurer's Report:

September 26, 2017 through December 13, 2017

Note: Bank statement reconciliation through December 8, 2017

Previous Balance..... \$11,844.49

Deposit Details

11/17/2017 Deposit.....	\$325.00
12/6/2017 Deposit.....	\$700.00
12/7/2017 Deposit.....	<u>\$950.00</u>
Total Deposits	\$ 1,975.00

Expense Details

9/28/2017 c#962 Nance Briscoe, 2018 Calendar Cards Reimbursement.....	\$173.40
10/20/2017 c#963 Faith Christian Academy Facilities Donation.....	\$ 75.00
11/15/2017 c#964 Keith Veler, SiteGround 2018 Website Renewal Reimbursement	\$181.80
11/15/2017 c#965 Nance Briscoe, office supply, mailing reimbursement.....	\$330.08
11/16/2017 c#966 Faith Christian Academy Facilities Donation.....	\$ 75.00
12/8/2017 c#967 USPS, postage stamp roll (2018 invoice mailing)	<u>\$ 49.00</u>
Total Expenses	\$ 884.28

Checking Account Balance as of December 13, 2017..... \$12,935.21

Submitted by Keith M. Veler, Treasurer

Bob noted there is a \$200 check to the Jefferson Arts Council that has not been cashed. Nance will contact Jefferson Arts Council to see if they received check.

Treasurer's report accepted as submitted.

EPOHOA Board Meeting December 13, 2017

EASTERN PANHANDLE ORGANIZATION OF HOMEOWNERS ASSOCIATIONS, INC.

P.O. Box 911 - Charles Town, WV 25414

Membership Report:

Nance reported a new individual member, Richard Gooding from Brookfield HOA.

All reminder letters have been mailed. The website has been updated to reflect new membership policy of a \$5.00 increase across the board in 2018.

Old Business:**Donation to Hospice:**

A check for \$1,200 will be given to Hospice of the Panhandle marked unrestricted at our first meeting on January 17, 2018. Crystal Cummings will be at the meeting to accept the check.

Thank You Letter:

Bob Ayrer sent a thank you letter to Faith Christian Academy. Nance requested Bob put a copy in the Dropbox as a backup for correspondence.

Holiday Letter:

Bob will prepare a Year-end Holiday Letter. He requested board members review letter and make any suggested changes. Nance suggested letter be sent by Dec. 15th.

Board Meetings and locations:

Board meetings will be scheduled as needed at the Daily Grind or other location.

Budget for 2018:

Board will review the 2018 budget prepared by Keith and discuss at next meeting. Board discussed several questions regarding budget numbers that need to be firmed up.

New Business**Proposed Programs for 2018:**

January 17, 2018: “Board of Directors Authority and Procedures” power point presentation by Nance and Adam Shively, Realtor will give supplemental presentation about HOA property values and curb appeal

February 21, 2018: “Divided HOA Properties by Developers—Who’s in Charge?”
Richard Sussmann and Ed Thomas will give presentation.

March 17, 2019: “How to Increase Assessments”
Presented by Tammy McWilliams and Lyle Bivens

April 18, 2018: “Need Help—Who Do You Call?” Community Associations Institute Education and Advocacy. Presented by Steve Rose and Chris Goodman

May 16, 2018: Panel Presentation— “Ask the Experts” (will have experts from Clagett, Coventry, and PMP)
(Announcement of Candidates for Seven Member Board)

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June 16, 2018: 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:

August 15, 2018:

September 15, 2018: “Amending Governing Documents” presented by Amy Pape

October 17, 2018:

November 7, 2018:

December 15, 2018:

Nance moved to adjourn and Connie seconded motion.

Meeting adjourned at 8:30 pm

Minutes submitted by
Phyllis Smock, EPOHOA, Secretary

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