



**Board of Directors Business Meeting Minutes
Wednesday, January 23, 2018
722 Hogan Drive, Stonebridge Golf Community
Martinsburg WV 25404**

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

Bob called the meeting at 6:58 pm

Approval of Minutes:

Minutes of Dec. 23, 2017 meeting accepted as submitted.

Treasurer’s Report:

January 1, 2018 through January 23, 2018

Note: Bank statement reconciliation through January 10, 2018

Previous Balance.....\$15,110.21

Deposit Details

1/17/2018 Deposit \$875.00

Total.....\$ 875.00

Expense Details

1/4/2018 c#968 Bell Robinson, D&O + Liability Insurance for 2018 - \$1,109.00

1/17/2018 c#969 Hospice of the Panhandle, facilities donation 2018 - \$1,200.00

Total Expenses.....\$2,309.00

Checking Account Balance as of January 23, 2018.....\$13,676.21

Submitted by Keith M. Veler, Treasurer

Treasurer’s report accepted as submitted. (Approximately 60% members have renewed)

Membership Report:

No new Members.

Nance has been invited to attend the annual meeting in Rabbit’s Rest in March to talk about EPOHOA.

Password has been changed for Board Directory for Board Members and password for Members in Good Standing for protected areas of website has been changed.

Old Business:

Donation to Hospice:

Check was mailed Hospice of the Panhandle.

Budget for 2018:

Discussion of Budget for 2018 and comparison to 2017 Actual Expenditures.

Board agreed on estimate of revenue in 2018.

Keith adjusted 2018 budget for Liability and D & O insurance to \$1,109

No further discussion on Budget for 2018.

Keith will verify if the \$200 check to Jefferson Arts Council has been cashed. If it has not been cashed, it will be voided.

Marketing Plan: Bob discussed a marketing plan that will target individuals within HOAs by developing a mailer with a tag line that is personalized. Data can be obtained for targeting zip codes. Bob will work with Nance in designing a mailer. Members of the Board are encouraged to send in possible tag lines. Bob emphasized the tag line should be based on the idea of “What’s in it for me.” For example, “Was the Investment in Your Home and Community A Good One?”

Bob will check out possible resources provided by CAI.

New Business:

February 21, 2018:

A Nomination Committee will be appointed. The Board agreed to increase the Board to seven members.

Education Session: “Understanding & Amending HOA & Homeowner Property Line(s)”

Presenter: Richard Sussmann, PMP

March 17, 2019: “Understanding & Increasing Assessments – 36B-1-114. Adjustment of dollar amounts.”

Presented by Tammy McWilliams, Attorney with Lyle Bivens, Mission Ridge
Workshop/Seminar: RSVP – Form Online

April 18, 2018: Community Associations Institute Education
and Advocacy including HOA Insurance Criteria; Presented by Steve Rose and
Chris Goodman

May 16, 2018: Electing New Board Members

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

EPOHOA Board Meeting Minutes January 23, 2018

EASTERN PANHANDLE ORGANIZATION OF HOMEOWNERS ASSOCIATIONS, INC.

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

July 18, 2018:

August 15, 2018:

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

October 17, 2018:

November 7, 2018:

December 15, 2018:

Nance has several other topics that would involve members in Education Sessions and panel of experts in December. Nothing has been firmed up yet.

Keith investigated Avid Pay and Pay Pal for members to pay membership fees online. He does not recommend it.

Nance moved to adjourn and Connie seconded motion.

Meeting adjourned at 8:45 pm

Minutes submitted by
Phyllis Smock, EPOHOA, Secretary