



**Board of Directors Business Meeting Minutes
Friday, May 30, 2018
The Daily Grind, 778 Foxcroft Avenue
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 April 13, 2018 accepted as submitted.

Treasurer's Report:

March 7, 2018 through May 30, 2018

Note: Bank statement reconciliation through May 10, 2018

Previous Balance: \$14,110.21

Deposit Details

3/26/2018 Deposit \$515.00

4/23/2018 Deposit \$60.00

4/27/2018 Deposit \$60.00

5/17/2018 Deposit \$260.00

Total Deposits: \$895.00

Expense Details

4/21/2018 c#970 Hospice of the Panhandle, 3.17.18 Workshop Breakfast \$200.00

4/26/2018 c#971 Keith Veler, DropBox reimbursement \$99.00

5/16/2018 c#972 Bob Ayler, PA System reimbursement \$119.99

Total Expenses: \$418.99

Checking Account Balance as of May 30, 2018: \$14,586.22

Submitted by Keith M. Veler, Treasurer

Membership Report:

No new members

EPOHOA Board Meeting May 30, 2018

ASTERN PANHANDLE ORGANIZATION OF HOMEOWNERS ASSOCIATIONS, INC.

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

New Business:

- Nance requested a list of due dates for annual payments. Keith will provide set of procedures to follow for future treasurer to follow. This might include or time frame when expenses are due.

Old Business:

- Appointment of Board Members to fulfill remaining term of Board Member who Resigns: If Connie Suddueth resigns, Phyllis moved to appoint Gary Stewart of Sleepy Creek Orchard, to fulfil the remaining time of her term which expires in 2020, Nance seconded motion. Motion passes without objection.
- Keith Veler’s term expires in 2018. He has agreed to be on the ballot in July to run for a 3-year term expiring in 2021.
- On-line meetings—Keith and Bob still investigating possibilities. Keith will do background research on getting a YouTube account for EPOHOA..

Phyllis reported she confirmed that Ed Thomas will present the next workshop scheduled for Saturday, June 16, 2018.

May 16, 2018: “Required Federal Tax forms for HOAs” presented by Brett Hersh“ and
“How HOAs Elect New Board Members” presented by Nance Briscoe

June 16, 2018: RSVP Workshop/Seminar

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

July 18, 2018: Election of Board Member

EPOHOA Website Secrets: Presentation by Nance Briscoe

August 15, 2018: HOA Communications: How to Create a Newsletter; How to Use Next Door Neighbor APP; How to create a Community Facebook Page;

September 15, 2018: “Top Ten Misconceptions for Amending Governing Documents” presented by Ami Pape

October 17, 2018: TBD

November 7, 2018: TBD

December 15, 2018: TBD

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

Meeting adjourned at 8:40 pm

Minutes submitted by Phyllis Smock, EPOHOA, Secretary

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