



**Board of Directors Business Meeting Minutes
Tuesday, August 6, 2019 at 2:00 pm
Property Management People (PMP)
340 Edmond Road, Suite E
Kearneysville WV 24430**

Board Members Present: Bob Ayrer, President; Phyllis Smock, Secretary; Keith Veler, Treasurer; Nance Briscoe, Director & Membership Chair, & Gary Stewart, Vice President, and Steve Rose, Director (via telephone)

Bob called the meeting at 2:05 pm

Approval of Minutes:

Minutes of July 9, 2019 as corrected, and Discussion Notes of June 15, 2019 meeting accepted as submitted.

Treasurer's Report:

July 10, 2019 through August 6, 2019

Note: Bank statement reconciliation through July 10, 2019

Previous Balance.....\$13,739.99

Deposit Details

**7/20/2019 Deposit \$60.00
Sleepy Creek Farms**

Total Deposits.....\$60.00

Expense Details

n/a

Total Expenses.....\$0.00

Checking Account Balance as of August 6, 2019....\$13,799.99

Submitted by Keith M. Veler, Treasurer

AUGUST 6, 2019 MINUTES

WEST VIRGINIA ORGANIZATION OF HOMEOWNERS ASSOCIATIONS, INC.
P.O. BOX 911 - CHARLES TOWN - WEST VIRGINIA 25414-0911

Keith reported he expects to pay out \$5,200 for upcoming bills to end of year.

Keith is writing up requirements for an RFQ to submit to two videographers for bids to produce videos next year. Gary suggested including a clause that would address any change in the provider's ability to complete the full year's contract.

Keith suggested the Agenda for the Education Meetings eliminate any reference to Treasurer Report. It can be found in the minutes on the website at wvohoa.org/meetings/minutes. The Board agreed Education Meetings should start with a Welcome from the President, announcements of new members from Membership Chairman, and reporting new information on the WVOHOA website, followed by the introduction of the guest speaker for the Education Session. The Agenda will end with an open forum and special information announcements, adjourning by 9 pm.

Keith also sent out instructions to all Board members for using Dropbox.

Membership Report:

Nance reported Silver Creek, a Condominium Resort of 238 homes located in Snowshoe, Pocahontas County is planning to join WVOHOA. Silver Creek provides websites to related subdivisions within Snowshoe.

Nance would like to amend the current pro-rated membership policy in effect in WVOHOA. Bob suggested Nance make a motion via E-mail for approval by the Board.

Old Business:

- **Discussion of Content, Facts, Terms, Editing, and Proofreading:**

Board held general discussion regarding need to be consistent in sending out notices regarding West Virginia Organization of Homeowners Associations, proofreading for typos, and making sure citations are included regarding data or laws.

Charleston Gazette contacted Nance and Journalist Clint Thomas is interested in writing a story regarding WVOHOA. He plans to contact Silver Creek and Forest Park. Both HOA representatives will address what benefits they perceive for joining WVOHOA.

When there is confusion regarding a question or questions at an Education Session, the consensus of the Board is to follow up with an email to all members clarifying any misunderstanding, for example "Difference between HOA reinstatement and HOA re-state." This can be a communication that promotes and markets the meetings and the website.

Keith reported the June video is available and will be uploaded as soon as possible.

- **Marketing Through Social Media**

Bob recommends continuing to send out Press Releases, revising them and sending out Public Service Announcements to the Radio Stations.

Keith also noted a useful tip is to send out a “Did you Know?” via email to members. Links to videos could also be included in email blast to all members.

New Business: Programs Scheduled for Rest of Year:

- August 14, 2019: **Special Assessment Loans:** Presenter: Tavarious Butts, Vice President, HOA Loans, BB&T Bank
- September 21, 2019: **Insurance Liability: Homeowners Associations’ Board of Directors & Common Area:** Presenter: Allan Hudson, Vice President of Commercial Insurance SAHOURI Insurance. RSVP Required.
- October 16, 2019: **Board of Directors Training:** Presenter: Mark Fine, Commission on Common Ownership Communities (CC)C Montgomery county, Maryland Open
- November 20, 2019 **Enforcement of Covenants:** Presenter: Bob Ayrer

Keith moved to adjourn. Phyllis seconded. Meeting adjourned at 3:45 pm.

Minutes submitted by
Phyllis Smock, WVOHOA Secretary