



**Board of Directors Business Meeting Minutes  
Thursday, August 20, 2020 at 2:00 pm  
Via Zoom**

**Board Members Present:** Nance Briscoe, President, Gary Stewart, Vice President, Terry Scholten, Secretary, Keith Veler, Treasurer, Steve Rose, Member-at-Large, Maggie Baker, (All connected via Zoom)

Nance called the meeting to order at 2:05 pm

**Approval of Minutes:**

Gary Stewart moved to approve minutes of July 7, 2020, as written. Steve Rose seconded. Motion passed without objection.

**Treasurer’s Report: Keith Veler**

Treasurer's Report

July 7, 2020 through August 20, 2020

Note: Bank statement reconciliation through August 10, 2020

Previous Balance .....\$17,788.85

Deposit Details

7/17/2020 Deposit \$90.00  
Rabbits Run  
Michael Bacha Individual

Total Deposits ..... \$90.00

Expense Details

7/10/2020 c#1027 reimbursement Nance, Zoom subscription \$ 31.78  
7/17/2020 c#1028 USPS PO Box 911 1Yr renewal \$148.00

Total Expenses ..... \$179.78

Checking Account Balance as of August 20, 2020.....\$17,699.07

Submitted by Keith M. Veler, Treasurer

**Membership Report: Nance Briscoe:** Nance reported on 4 potential new members:

- Herzwood
- Barrington Woods
- Cacapon South
- Little Cacapon Bluff

**Old Business:**

- **Status or Video of Zoom Meeting June 24, 2020:** June meeting is now on-line, July meeting expected in two weeks.
- **Programs for the Rest of the Year:**
  - Program for Wednesday, July 29, 2020:  
Mark Fine, CCOC, Part I, “How to Use Zoom to facilitate HOA Board Meetings during Covid-19” – Meeting Completed and video in progress
  - Program for Wednesday, August 12, 2020:  
Mark Fine, CCOC, Part II, “Tips & Help During Covid-19 for HOA Assessments & Mortgages – Meeting Completed and video in progress
  - Gary Stewart moved that until the end of these difficult times, we just have meetings on the third Wednesday of each month at 7 PM using ZOOM, excluding Saturday quarterly workshops. Terry Scholten Seconded. Motion Passed without objection.
  - Maggie requested the continuance of using ZOOM after the Covid restrictions are lifted to facilitate members in distant locations having ready access to presentations. It was agreed to reconsider this matter at the time when in-person meeting may resume.
  - September 16, 2020 at 7:00 PM  
Nance Briscoe, WVOHOA, “Board of Director’s Fiduciary Responsibilities”
  - October 21, 2020 at 7:00 PM  
USPS, presentation on key boxes for packages and mail-in ballots
  - November 18, 2020 at 7:00 PM – Topic TBD

**New Business:**

- Treasurer search for probable overlap & transition of Keith's position (we must be prepared): Terry Scholten moved that the Board appoint Ruth Zebell as a Director with a two year term (expiring in Jun 2022) and elect her to the position of Treasurer. Seconded by Steve Rose. Motion passed with no objection.

Nance Briscoe (Pres) and Keith Veler (Dir) – terms expire June 2021  
Steve Rose (Dir) and Ruth Zebell (Tres) – terms expire June 2022

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AUGUST 20, 2020 MINUTES

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

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Gary Stewart (VP), Maggie Baker (Dir) and Terry Scholten (Sect'y) – terms expire June 2023

- Quickbooks, debit/credit card, checks: Discussion of actions needed to transition and update accounts.
- Responsibilities & guidelines for Kyle Pullen, Videographer and retaining Keith's procedures. – Report by Nance
- Modification and/or renewal of Videographer's contract with WVOHOA – Report by Nance
- Zoom WVOHOA Board only training session by Keith for Dropbox and YouTube – Report by Nance
- Update from Gary & Maggie on legislative research and their current goals – discussion ensued regarding written report dated August 8, 2020
- Transfer of Secretarial Duties from Phyllis Smock to Terry Scholten discussed.
- WVOHOA brochure mailing. It is on the front page of the website.

Terry Scholten moved to adjourn. Ruth Zebell seconded.

The meeting was adjourned at 3:55 pm.  
Terry Scholten, WVOHOA Secretary