



Board of Directors Business Meeting Minutes
Tuesday, October 25, 2022, at 2:00 pm
Via Zoom

Board Members Present: Nance Briscoe -President - Jefferson County, Sam Collins-Vice President – Pocahontas County, Maggie Baker-Secretary – Hampshire County, Jim Campbell-Treasurer – Berkeley County, Terry Scholten-Director – Berkeley County, Kathy Knight-Director – Tucker County

Other Members Present: John Bsharah, Legislative Review Chair and Business Member – Kanawha County

Call to Order: Nance Briscoe called the meeting to order at 2:00 pm

Approval of Minutes: Nance discussed the Sept 27 draft minutes to clarify issues which consisted of keeping the Member’s names generic within the treasurer’s report to: HOA, Individual, Business. Nance asked for a vote to accept minutes as written with corrections. Terry motioned to accept the minutes as corrected. Jim seconded. All said aye. Minutes were accepted as corrected.

Treasurer’s Report: Treasurer Jim Campbell presented the report and stated that he is online with The Bank of Charles Town (BCT) and can see the data in real-time (actual time during which a process or event occurs). Jim demonstrated how the online banking balance matches what he is reports to the BOD. Also explained the use of online bill payment and stated that it is working well. Jim keeps all invoices with detailed information. Terry motioned to accept Treasurer’s report Sam seconded. Nance asked if all in favor. All said aye. Report was accepted:

WVOHOA TREASURERS REPORT FOR OCTOBER 2022 (9/27/2022 - 10/25/2022)

Transactions	Type	Date	Num	Name	Amount	Balance
Beginning Balance						22,245.83
Cleared Transactions						
Checks and Payments						
	Check	10/03/2022	1062	Tengle Enterprises LLC	(600.00)	
	Online Bill Pay	10/20/2022	100000002	Sahouri Insurance Agency	(754.13)	
	Online Bill Pay	10/03/2022	100000001	Tengle Enterprises LLC	(400.00)	
Total Checks and Payments					(1,754.13)	(1,754.13)
Deposits and Credits						
	Deposit	09/28/2022		Rattlesnake Run	30.00	
Total Deposits					30.00	30.00
Ending Balance (BCT as of 10/25/22)						20,521.70
Pending Transactions	NONE					0.00
Available Balance						20,521.70

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Membership Report: Nance Briscoe

- New Members:
 - No new members to report as of this meeting

Committee Report: Legislative Review Committee (LRC): John Bsharah, Chair

- John Bsharah spoke with John Williams from the WVU Entrepreneurship Clinic regarding a collaboration between the Clinic and WVOHOA. Mr. Williams and his students recently represented a group of homeowners who were trying to establish a homeowners' association in an already existing common interest community. Mr. Williams said his students are interested in researching issues related to the relationship between the West Virginia corporate statutes, Chapter 36B, and homeowners' associations. Additionally, they would like to give a presentation at a WVOHOA seminar on the subject. John Bsharah is going to meet with Mr. Williams and his students to discuss this project and next steps. John Bsharah is also going to reach out to the WVU Land Use Clinic to discuss their involvement with (i) the Chesapeake Bay Program, if any; (II) homeowners association; and (iii) potential collaborations with WVOHOA.
- Nance asked John to take the lead. Kathy volunteered to work with John. Nance mentioned there is a lot of information on the website on the subject of Land Use.

Old Business:

- Education Programs for 2022 – topics and speakers
 - November 16, 2022. – Board and Member Behavior – Board agreed to topic during the meeting.
- Financial Account Review –Jim Campbell provided status as part of the Treasury Report.
- 2022 Education videos – No status provided
- Videographer – RFP/RFI
 - WVOHOA will provide our intro/outro videos, logo, zoom session raw audio/video, title, date, & speaker and editing review.
 - WVOHOA will pay Richard Daigle, Jr. Tenge Enterprises by check upon receipt of an invoice for each edited audio/video is accepted per payment. (No multi audio/video invoice).
 - WVOHOA owns copyright of ALL raw and completed work, files, text, reviews.
 - WVOHOA will include Tenge's logo & business name on received completed files for WVOHOA's website and YouTube.
 - WVOHOA will provide a password to Ricky for visual access only to <https://wvohoa.org/education/enter-workshops-and-seminars/>
 - Tenge will include closed caption application whenever possible.
 - Ricky's schedule at this time is a student and an intern. He is jumping in at this time to assist us in our need. Should the opportunity arise, he may be available on a fixed contract.
 - WVOHOA will develop an RFI & contract at a later date.
- Terry Scholten developed an ACCESS database to streamline WVOHOA reports, and membership mailings. No Status.

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

New Business:

- Appointment to fulfill Director Gary Stewart's remaining term through June 2023. Nominee must be a WVOHOA member in good standing and cannot be a current elected official at the county, state or federal level. – No Status
- 2023 WVOHOA Education Session Topics are needed. All presentations will be via ZOOM at 7 pm, 3rd Wednesday of the month
 - January 18, 2023 – "Delinquencies understanding/comparing violation & annual assessment violations" Guest Speaker – Linda Horensavitz, Manager, Glade Springs Village (Title may change)
 - February 15, 2023 – HOA IRS Tax Forms 1120 & 1120-H – Speaker (Possibly Cox Holiday Young? -TBD)
 - March 15, 2022 – "HOA Board of Directors Corporate Governance" – Possible working clinic – TBD Guest Speaker, John Bsharah
 - Possible future meeting topics: Applicability, Amendments, How to Run a meeting, Understanding HOA Line of Credit, Collateral, Capital & Bank Loans

Next Board Meeting: Tuesday November 22, 2022, at 2:00 pm via Zoom

Motion to adjourn by Terry Scholten, seconded by Kathy Knight, motion carried. Meeting adjourned at 2:52 pm.


Maggie Baker
703-926-3058
Secretary, WVOHOA

*msb
approved
11-22-2022*

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