

## **BGHOA Board of Directors Meeting Minutes October 7, 2021**

### **ATTENDANCE:**

**Board Officers:** Pete Kauffman (Pres) Ronnie Gordon (VP) Sam Bready (Treas)  
Nancy Evans (Sec) Linda Detrick (At Large)  
Nadine Moore (Asst Treas)

**Committee Chairs/presenters:** Architectural: Alan Detrick Finance: Bob Schaffer  
Maintenance: Pete Kauffman Neighborhood Watch: Victor Evans

### **Call to Order**

6:40 PM by President Pete Kauffman

### **Secretary**

Minutes approved (Motion to approve by Ronnie Gordon/seconded by Linda Detrick)

### **Treasurer**

Report by Treasurer Sam Bready: expenses line with budget

### **Committee Reports**

- Finance – Bob Schaffer
- Maintenance – Pete Kauffman (acting)
  - \*Motion to ban chainsaws for use on community property by committee members/volunteers: motion by Pete Kauffman/seconded by Linda Detrick/unanimously approved
  - \*Email received from Sheila Clarke by secretary, Nancy Evans, to consider placing more benches in the neighborhood/follow up by committee
  - \*3rd round of weed control; aeration, lime, seeding completed on BGHOA property along

BoxwoodGreen and back side of owners properties on Richards Way

- ARC – Randy Cocklin  
Presented by Alan Detrick
- Hospitality and Welcoming – Elaine Murdock and Denise Korynta  
No report
- Neighborhood Watch--Victor Evans  
Motion made by Pete Kauffman/seconded by Linda Detrick/unanimously approved--  
To spend \$260 to purchase nanostation and \$531 for quarterly monthly contract

### **Old Business**

- Annual Budget Preparation: active process pursuit by Finance Committee and Board
- Auditor: cost, risk (financial/procedural), scope, frequency under consideration
- WVWA Holdback Resolution: face to face meeting produced tentative approval for payment of \$10,000 holdback subject to legal review on conditions
- Dock Reconstruction: Sam Bready pursuing estimates
- Beautification: Pete Kauffman proposed/Nancy Evans seconded/unanimously approved the formation of a committee to create a long term community beautification plan. Homeowners to be solicited to serve on committee
- Speeding
  - \*Concerns presented by Royal Court resident Irene Edwards
  - Suggestions included lowering the speed limit from 30MPH to 25MPH and adding a speed bump on Boxwood Green Drive.

--group established to brainstorm solutions (Pete Kauffman, Victor Evans, Ronnie Gordon)

- Covenant Review (tabled until next meeting, Ronnie Gordon heading)
- Maintenance Chair replacement: - Solicitation to go out to membership to get volunteer.

## **New Business**

- Approve Resolutions on the following items:
  - Welcome Letter: discussion--need to provide updated Welcome Letter to include prevalent questions/concerns
  - Zoning Change to R-1: proposed by Pete Kauffman/ seconded by Ronnie Gordon/unanimous approval
  -

Resolved, that the BGHOA subdivision be re-zoned from its current A-1 status to R-1; and

Be it further resolved, that the BGHOA submit to the Franklin County Board of Supervisors, at the next meeting of the Supervisors, a letter requesting that Franklin County Planning Commission to comprehensively re-zone the BGHOA subdivision From its current status of A-1 to R-1, and stating reasons supporting such action.

On this 7<sup>th</sup> day of October, 2021, the BGHOA Board of Directors unanimously adopted the foregoing resolutions.

Peter Kauffman, President

- Website reconstruction: in process--Margee Kauffman using Word Press
- Postponed until next meeting are the following::
  - Electronics Records – We have many records from years of operations located in boxes with no inventories. Recently, Randy was in his boxes to find past ARC applications and the corresponding paperwork. I have slowly pulled together documents on the budget request for the Maintenance Committee. What were the complaints that the board dealt with over the past years? I use Microsoft Notes to record all my activities with the HOA. Nancy is using Google Documents for her records. We all use email. We need a plan for Electronic Records so that our work over the next year can be passed in an orderly manner to our successors.
  - Board Training – there are several programs that I believe Board members would benefit from. These include those sponsored by our legal firm, Chadwick, Washington, Moriarty, Elmore & Bunn. They periodically have seminars. Also,

Community Association International, CAI, whose local chapter has some good seminars from time to time and SMLA which has some good programs and the opportunity to network with other HOAs around the lake. Additionally, the Franklin County Sheriff's Office has the Sheriff's Academy, a program which I attended many years ago that helps keep our community safe aka Neighborhood Watch and other programs. How can we foster participation in these programs? No action at this meeting.

- Roles and Responsibilities and Job Descriptions – We need to complete this task for BOA members and our Assistant Treasurer as well as document recurring actions so that new board members can follow a proven approach rather than reinvent the wheel every three years. Finance Committee; Maintenance Committee, ARC, Hospitality, etc.
- Finances – We are fortunate to have Bob Schaffer back in the loop to work with Nadine on this area. Documenting the process and in concert with Electronic Records, will help people like me in my role as Maintenance Chair be able to create my budget etc.
- Dues – For years dating back to when I was president in 2010, we instituted and adhered to a Dues Rebate program with no consideration of our needs. Each year we refund thousands of dollars, last year, it was over \$8000. Yet we have done nothing to adjust our reserves to fund our needs. Today, we have several projects, Beautification, Dock Reconstruction, drainage along Richards Way, etc. and limited funds to address these issues. We need a Dues policy to keep our dues at a reasonable level, but a level that allows the BOD to fund necessary activities to improve the appearance and meet the needs of our community.
- Maintenance plan – One of our biggest expenditures is maintenance. We need a plan on what is to be done. Embrace volunteerism but limit it.
- Remove Sprinkler prohibition - It is no longer our water to worry about. We should also consider removal of the swimming pool limitation.
- Covenant Review
- Policy Review – We need a general review of the Policies.
- **Other New Business**
  - Meeting Calendar revision: the April 7, 2022, meeting has been moved to March 10, 2022, to meet covenant required timelines. This is to comply with our Covenants that state that we must have a meeting every fiscal quarter.

**Adjournment: 8:36 PM**

Motion by Linda Detrick/seconded by Ronnie Gordon/unanimously approved

Thanks,

● **Pete Kauffman**

Peter Kauffman  
President  
BoxwoodGreen Homeowners Association

