

**Boxwood Green Homeowners Association  
Board of Directors Meeting**

April 13, 2018  
32 Prince Phillips Ct.  
Wirtz, VA 24184

Dick Heck called the meeting to order at 6:30 pm.

Present: Randy Conklin, Linda and Alan Detrick, Dick Heck, Margee and Pete Kauffman, Elaine Murdock, Bob Temple and Mark Thompson

Review of the Minutes: The review of the minutes of January 19th, 2018 was previously conducted via e-mail. Elaine Murdock made a motion to accept the minutes as written. Mark Thompson seconded the motion. The motion passed unanimously.

**Additional Business**

The revised budget was read and approved by the board via e-mail. The letter to the owner of Lot 55 was also approved via email. The record of these votes is on record.

**Committee Reports:**

**Neighborhood Watch: Pete Kauffman**

Pete Kauffman, representing the Neighborhood Watch/Neighborhood Care Committee, presented its request to place a camera adjacent to the entranceway. The committee's research indicated a camera at the gate (even a dummy camera) would act as a deterrent and assist the Sheriff's department in the event there is an incident.

The board is in favor of the request. A motion was made to make a proposal to the community asking for their input, in a timely manner, in case anyone has a serious issue. The proposal will explain the concept, include the annual cost per household and note that while the camera will act as a deterrent or provide a lead should there be an incident, it is not a guarantee to protect the homeowner if anything happens at his/her residence.

Bob Temple made a motion to send the proposal to the community. Mark Thompson seconded the motion. The motion was unanimously approved.

**Maintenance Committee: Alan Detrick**

Last year, Seven Oaks provided a quote of \$5300 to remove everything at the entranceway. Howard Witcher will charge \$500.00 to remove the two holly trees at the entrance sign. Alan will follow up to see how much it will cost to complete the job including grinding the stumps and trimming the rest of the shrubbery.

The large tree that fell on Richards Way is not on Boxwood Green property. Pete Kauffman will contact VDOT to see if it is in the right-of-way and if they will remove it. If that doesn't work, we will contact the property owner. It is not HOA property, so we cannot do anything.

**Water Company: Pete Kauffman**

The water in one of the communities down the road is not good. Western Virginia Water Company is putting in water lines that will allow them to pump water up to our treatment plant and then back down to that community.

With all the work being done by the water company, Margee said we need some certification that the work being done presently is not impacting our wells. Pete Kauffman said Gene McGuire has a contact and that he is the best person to pursue this.

He also mentioned that Western VA paid Boxwood Green \$90,000 to purchase the wells years ago but withheld \$10,000 to be sure of the quality of the wells. There was also a lien on a homeowner. Margee will check to see the status of the lien and the remaining monies.

**Architectural Review Committee: Randy Conklin**

All the proper documents for the construction of the new home on Lot 55 were received and approved by the ARC.

The issue of a loose dog seems to be resolved.

Since many houses are going on the market, Randy suggested we remind the community of the ARC review requirements to be sure a house is in compliance and can be sold. As soon as the homeowners decide to sell their house they should contact the ARC so the proper paperwork can be prepared in a timely manner.

Randy is looking for volunteers to help on the ARC.

**Hospitality: Elaine Murdock**

Elaine is looking for volunteers to help on the welcoming and hospitality committees. She and Denise will work on the plans for the potluck dinner that was so successful last year.

**Treasurer's Report: Bob Temple**

The change in Retained Earnings in 2017 indicates a positive net operating result:

Retained Earnings 12/31/2017	\$29,253.43
Income 2018	+ 15,192.71
Expense 2018	- <u>3,182.52</u>
Retained Earnings 04/13/2018	\$41,263.62
Accumulated Reserves	<u>7,833.35</u>
Total Equity 04/13/2018	\$49,096.97

## **Year-to-date Summary**

As is true virtually every year, most of the 2018 income and only a few of the annual expenditures fall in the first quarter of the year. The Retained Earnings and Equity shown at this stage of the year are almost \$17,000 higher than will be seen at the end of the year because it is almost exclusively all expenses from here. 2017 taxes have been paid and the Annual Report has been distributed to owners. Our response to the Workers Compensation audit request by Chubb is in progress and will be completed on time.

### **Detail:**

1. First quarter income – including net dues, two disclosure packets and interest on the CD (quarterly) and the checking and money market accounts – totaled \$14,972.71. Income shown through today adds to this amount four lost rebates due to late payment of dues.
2. Accounts receivable remain at \$335, representing \$225 for one owner who has not paid at all and two who have been invoiced for the lost rebate (\$55 each). The fourth late payment arrived with the full amount paid.
3. Other than the typical monthly expenses for bookkeeping, utilities, postage and supplies, the expenses cited above include one of the \$150 donations budgeted for 2018, the annual reserve accrual of \$166.67 for replacing the wood sign at the entrance, the \$553 for Workers Comp Insurance, \$100 costs for the two disclosure packets, annual registration with the Corporation Commission (\$25) and the \$300 annual retainer for our attorneys. A “bank charge” (\$22) was incurred to replenish checks for the checking account.
4. The total legal fees (\$720 before the April payment for the retainer) include ARC-related charges: \$124 consulting regarding new construction and payment of the 2017 adjusted invoice (\$596) regarding the unimproved lot maintenance complaint. The 2018 budget anticipated the delayed payment (while the charges were being reviewed),

A motion was made by Dick Heck to accept the report as presented. Mark Thompson seconded the motion. The motion was approved unanimously.

### **Secretary’s Report: Linda Detrick**

The minutes from the January 18th, 2018 board meeting were sent to the Boxwood Green community via email on February 1<sup>st</sup>. They were mailed to the two homeowners without email addresses on the same date.

The updated directory, prepared by Margee Kauffman, was emailed to the community on February 13<sup>th</sup>. Margee mailed the printed directory to the two homeowners without email addresses.

The notice to the community advising them of the April 13th board meeting was sent via email on April 9<sup>th</sup> and mailed to the homeowners without email on the same date.

A request from a homeowner to place a “house for sale” announcement on the community email list was referred to Denise Korynta and placed on the Boxwood Green Facebook page.

Dick Heck will write a letter to the community explaining the email list is only to be used for official HOA business and public service announcements (e.g. lost and found items).

### **Old Business**

Solar Energy: Mark Thompson

In terms of policy, a community association may establish reasonable restrictions as to the size, place and manner of placement or installation of any solar energy collection device. An installation can be denied if it creates a condition that harms or interferes with other peoples "use and enjoyment of the land". Mark will work with Randy to establish more specific language for the covenants.

### **NEW BUSINESS**

Annual Meeting: Linda will check with the church to see if August 11<sup>th</sup> or 18<sup>th</sup>, 2018 is available.

The next board meeting will be scheduled by email. Dick will send something out asking for volunteers to fill the positions of board members whose terms have expired.

Being no further business, the meeting was adjourned at 7:30 pm.

Respectfully submitted,  
Linda C. Detrick, BGHOA secretary