

Boxwood Green Homeowners Association
Board of Directors Meeting
January 18, 2019
56 Prince Phillips Ct.
Wirtz, VA 24184

Eric Cheney called the meeting to order at 6:00 pm. He opened the meeting thanking the volunteers who removed the leaves on Richards Way and Boxwood Green. He also thanked Margee for all the work she does.

Present: Eric Cheney, Randy Conklin, Linda Detrick, Alan Detrick,, Margee Kauffman, Pete Kauffman, Norm Schaaf, Bob Temple, Mark Thompson and Leo Zevlas.

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

Treasurer’s Report: Presented by Margee Kauffman for Bob Temple

The final numbers for the just completed year are as follows:

Retained Earnings 12/31/2017	\$29,253.43
Income 2018	+ 15,754.07
Expense 2018	- <u>14,236.94</u>
Retained Earnings 12/31/2018	\$30,770.56
Accumulated Reserves	<u>7,833.35</u>
Total Equity 12/31/18	\$38,603.91

Eric Cheney made a motion to accept the treasurer’s report. Mark Thompson seconded the motion. The motion passed unanimously

Secretary’s Report: Linda Detrick

Any inquiries regarding specific properties were acknowledged and referred to the board if further action was needed.

Committee Reports:

Maintenance Committee: Pete Kauffman and Alan Detrick

- The fall leaf clean-up on Boxwood Green and Richards Way was completed by Sam Bready, Alan Detrick, Ken Hitchcock, Pete Kauffman and Richard Wiles.
- Pete Kauffman is investigating a less costly and more easily maintained system for the security camera to be placed at the front entrance. A camera with a large memory chip with direct access that does not require an internet connection or hosting would lower the cost of operation by approximately \$1,000 per year.

- Different ways to remove the unsightly tree on Richards Way are being considered. VDOT previously cut down the branches overhanging the road but just left all the logs where they fell.
- In preparation for the 2019-2020 budget process, members of the Maintenance Committee inspected all HOA assets including the community dock. They found that the dock and floater are in need of new decking and have recommended that the wood be replaced in 2021 with (virtually) maintenance-free composite material. The supports will also need replacement to handle the heavier material. An estimate was obtained and referred to the Finance Committee.

Hospitality Committee: Elaine Murdock and Denise Korynta

- Forty-six residents enjoyed the annual Christmas Dinner, December 13th at the Blackwater Café. As in the past, the restaurant closed to the public and did a great job accommodating our group.
- Photos of the event were posted to the Boxwood Green Facebook page.
- No date has been reserved for December 2019 yet. Any comments from those who attended or recommendations for a different venue would be appreciated.

Architectural Review Committee: Randy Conklin

- Lot 18 has received ARC approval for an attached garage providing they receive a Franklin County building permit.
- Lot 59 removed trees with the approval of the ARC

Neighborhood Watch: Ken Hitchcock

- All is status quo in the neighborhood with nothing new to report.

New Business:

2019 Boxwood Green Homeowners Reserve Study Approval:

- The Reserve Study was originally prepared in 2004 and is reviewed and/or revised every year. Based upon the Maintenance Committee's assessment and recommendation for the community dock, the annual reserve funding for the boat ramp reserve was increased by \$1750.00 annually for the years 2019, 2020 and 2021, increasing the reserve from \$1500 to \$6750 to cover necessary repairs in 2021. This represents \$20 per lot for each of the three years starting in 2019. The storage lot reserve is fully funded at \$2000. An additional \$667 is needed to fully fund the entry sign replacement reserve at \$5,000.

2018/2019 Budget Approval:

- The 2019 and preliminary 2020 budget materials were provided to the board early in the week. The Finance Committee chair, Randy Conklin, indicated his committee's approval of the Reserve Study and Budget. Two versions of each were provided to the board with detailed notes – one with the revised reserve fund and one without.
- With the \$70 rebate based on 2018 operations, the net assessment for \$2019 will be \$200. This represents a net \$30 increase.
- The \$70 rebate resulted from increased volunteer work for maintenance and landscaping as well as projects held over from 2018 to 2019. With the purchase and installation of the security camera and the increase in the reserve for the boat ramp, the gross dues amount increased \$45 from 2018 to \$270.

Mark Thompson made a motion to accept the 2019 Boxwood Green Homeowners Reserve Study and the 2019/2020 Budget including the boat ramp work in 2021. Linda Detrick seconded the motion. The motion passed unanimously.

OLD BUSINESS:

Storage Lot:

- The existing policy will be reviewed and amended as necessary at the next meeting. Linda Detrick and Margee Kauffman will present a draft policy revision after consultation with Maintenance Committee members familiar with the space issues that have surfaced.

Solar Energy Policy: Mark Thompson

- The discussion was tabled until the next meeting. Mark and Randy Conklin, ARC chair, will review and revise the policy draft.

Fee Rebate and Collections policies:

- The proposed changes to the wording of the two policies do not change current practices. They are intended to eliminate redundancies and conflicts between the two policies, removing collection-related policy statements from the fee rebate policy and vice versa. This is intended to better reflect the procedures currently in place and facilitate any future edits.

Mark Thompson made a motion to accept the changes as written and presented by Margee Kauffman. Linda Detrick seconded the motion. The motion was approved unanimously. Revised policies will be posted on the Web site within the week.

Bookkeeper Position:

- There is a possible candidate for the position, recommended by Gene McGuire, who is sending her resume for consideration. Margee will forward it to the board. The candidate is very experienced and the chief drawback after a preliminary conversation appears to be the logistics of having an individual outside the community perform the day-to-day bookkeeping tasks.
- Margee has provided the board with a plan for turnover that includes returning some responsibilities to the Treasurer and other positions that have migrated to the bookkeeper's desk – a necessary step to keep the salary constant and possibly interest a member of the community in the job.
- While the current applicant is considered, the position will also be advertised again internally prior to commencing the engagement policy established in 2010 when Margee was hired.

Active Complaints:

- Commercial use of the community dock for construction purposes is permitted only if the work is being done for a property owner in Boxwood Green. To protect all parties, lot owners are urged to ensure that their contractor is properly insured. Requesting a Certificate of Insurance is recommended and is likely to be required with the ARC application in the near future. The HOA carries property and liability insurance covering the boat ramp facility; however, the primary responsibility for use of the ramp and docks and navigation in the cove falls with the contractor.
- Homeowners are reminded state law dictates that only licensed vehicles driven by a licensed driver can be driven on state or county roads.
- Unsightly trees and loose shingles on the boathouse of Lot 21 will be addressed.
- Fences need to be maintained or removed if they become unsightly in accordance with the ARC requirements.

The next board meeting is scheduled for Friday, May 3, 2019 at 6:00 pm at the home of Marita and Eric Cheney, 56 Prince Phillips Court.

Being no further business, the meeting was adjourned at 8:00 pm.

Respectfully submitted,
Linda C. Detrick, secretary