

**Boxwood Green Homeowners Association
Board of Directors Meeting
January 31, 2020**

Eric Cheney called the meeting to order at 6:00 p.m.

Present: Eric Cheney, Linda Detrick, Sam Bready, Margee Kauffman, Nadine & George Moore, Alan Detrick, Tim & Wynne Woodson, Victor Evans

Review of Minutes: The review of the minutes for the November 21, 2019 meeting was previously conducted via e-mail. Eric Cheney made a motion to approve the minutes as presented. Sam Bready seconded the motion. The motion was approved unanimously.

Treasurer's Report: Sam Bready

The December 2019 figures are as follows:

Retained Earnings 11/30/2019	\$32,279.82
Income December 2019	+ 35.12
Expense December 2019	- <u>650.11</u>
Retained Earnings 12/31/2019	\$31,664.83
Accumulated Reserves	<u>9,750.02</u>
Total Equity 12/31/2019	\$41,414.85

Linda Detrick made a motion to accept the treasurer's report as presented. Eric Cheney seconded the motion. The motion was approved unanimously.

Secretary's Report: Linda Detrick

- The date, time and location of the January 31, 2020 meeting was sent to all homeowners.

Committee Reports

Maintenance: Alan Detrick

- The rebate amount applied to the annual dues increased thanks to the many community volunteers taking on landscaping projects such as leaf removal, weed control at the storage unit and trimming of shrubs at the entrance sign.

Architectural: Alan Detrick for Randy Conklin

- Construction continues at several locations in Boxwood Green.
- The new home on the corner of Boxwood Green Drive and Royal Court has received ARC approval and is under construction.
- The renovation at 370 Richards Way is approved with an anticipated January start date.
- A concrete driveway, sidewalk and two pads in the rear of the house at 519 Boxwood Green received ARC approval in January. Approval is pending for a dock addition with an anticipated start date of September 2020.
- A home inspection prior to potential sale was conducted at 566 Boxwood Green Drive. Homeowners are reminded that Virginia law requires that prospective buyers receive the HOA packet with all the important community information including information on the covenants before the closing. The HOA packets are available from Nadine Moore.

Hospitality: Margee Kauffman

- The Monday luncheons at the Old Oak Cafe have resumed. Emails with all the details are sent each month to all homeowners. This is an informal and inexpensive way to get to know your neighbors!

Finance: Margee Kauffman

- The 2020 Budget and Reserve study was reviewed and approved by all members of the Finance Committee. It was sent to the Board to review before the meeting.

New Business:

- Budget & reserve study: A new change this year in the State law for homeowners associations states the budget needs to be published before the start of the fiscal year. The Board may have to have a special meeting to approve budget. This should be done in November 2020 for the 2021 fiscal year.
- After clarification of a few points and with the approval of the Finance Committee as well as the opportunity for the Board to review the information before the Board meeting, Eric made a motion to approve the Budget and Reserve study as presented. Sam Bready seconded the motion. The motion was approved unanimously.
- This was Margee Kauffman's last meeting in the position of Assistant Treasurer. Eric made a motion to name Nadine Moore Assistant Treasurer replacing Margee Kauffman effective February 1, 2020. Linda seconded the motion. The motion passed unanimously.
- Eric made a motion that Nadine Moore replace Margee Kauffman as a signer to enter the BGHOA safety deposit box effective February 1, 2020. Linda seconded the motion. The motion was approved unanimously.

The Board welcomed Nadine in her new position and look forward to working with her. Margee's service and dedication to the community will be recognized at the annual meeting. In the meantime, Eric asked the following be included in the minutes: "The Board and residents of Boxwood Green want to thank Margee for her long and exceptional service and dedication to the community. She has been the driving force behind the actions that have made Boxwood Green the special community it is today. Her counsel and advice will be sorely missed."

- Due to an increase in the estimate for the anticipated improvements to the Community dock and floater as well as the likely need for new computer equipment and updated software, the annual HOA fee will increase \$10.00 to \$210.00 for 2020. Detailed information will be included with the Annual Report and dues letter. It was noted that the increase is less than one-half of that required to support the required annual increase in the reserve for the dock for the 2021 project.
- Insurance: the BGHOA insurance policies were last reviewed in 2016. Sam will contact the insurance company to see if and when a review is needed.
- Website maintenance: Margee will continue hosting the website.
- Directory update: Margee and Linda will update the directory as necessary.
- Eric will send a letter to the homeowner on Richards Way with recommendations for removing the downed tree on the property across from the community dock.
- Active complaint procedure: If there is a problem, the Board suggests addressing the issue directly with the people involved. If that action is not successful, the Board will attempt to resolve it.

Old Business:

- Alternative Energy Policy: After legal review, the Board received wording for an alternative energy policy that is in accordance with the laws of the State of Virginia as well as the BGHOA covenants. Eric made a motion to approve the Alternative Energy Policy as written and reviewed by the attorney. Sam seconded the motion. The motion was approved unanimously. Margee will place the new policy on the website.
- Mission and Visions statements: Eric asked for more suggestions for BGHOA mission and vision statements. The next Board meeting will be held May 8, 2020 at 6:00 pm. Being there no further business, Eric Cheney adjourned the meeting at 7:25 pm.

Respectfully submitted,
Linda Detrick, secretary BGHOA