

BOXWOOD GREEN HOMEOWNERS ASSOCIATION

Board of Directors Meeting Agenda

February 11, 2021, 6:00 p.m.

ATTENDANCE:

Board Officers: Eric Cheney (Pres) Ronnie Gordon (VP) Sam Bready (Treasurer)
 Nancy Evans (Sec) Norm Schaaf (at-Large) Nadine Moore (Asst Treasurer)

Committee Chairs:

Architectural: Randy Conklin **Finance:** Randy Conklin **Maintenance:** *Alan Detrick/Pete Kauffman*
Hospitality: *Denise Korynta/Elaine Murdock* **Neighborhood Watch:** vacant

Italicized names were absent

HOA Members and Guests:

Victor Evans (member and attended to take minutes)

Call to Order: President Eric Cheney at 6:01 p.m.

Review of Minutes for November 12, submitted by secretary, Nancy Evans (presented by Victor Evans)

Motion to approve by Sam Bready; seconded by Ronnie Gordon

Treasurer's Report: Sam Bready

- The 2021 budget for January through December is undergoing final review of recent input from Finance Committee.
 - The budget revenue is based on a level assessment charge to homeowners.
 - Completion of the budget is scheduled to be done soon so the annual homeowner assessment bills can be mailed by the end of February.
- The Finance Committee will work with the Treasurer to devise a Plan of Action and Milestones (PAM) chart to ensure next year's budget is finalized prior to January 2022. A draft PAM will be presented at the next Board meeting in May.

Secretary's Report: Nancy Evans (Victor Evans)

The minutes of the Board of Directors Assignment meeting, held November 12, 2020, were emailed/mailed to homeowners. The email/mail included the time/date of the next meeting, February 18 (amended to February 11, 2021), at 6:00pm, at 86 Prince Phillips Court.

Committee Reports:

- Maintenance: Pete Kauffman. Four topics, as follows:
 - Regular on-going maintenance.
 - The semiannual (Fall and Spring) weed control and leaf removal for the storage lot is going as planned.
 - Area beautification.
 - A new planning group of homeowners is being created to propose a multi-year list of beautification projects.
 - Volunteers are sought to provide input on short- and long-range projects.
 - The project list will be presented at the next Board meeting in May.
 - Security cameras.
 - Efforts are underway to outfit the entrance camera with a modem to eliminate the need to physically download information from the entrance camera. The approximate cost is \$100 to purchase and a \$500 annual fee. This will be discussed and voted on before funds are committed.
 - Plans are underway to purchase and install cameras to monitor the boat ramp and storage lot. The approximate cost for each camera is \$500 to purchase and a \$125 annual fee. This will be discussed and voted on before funds are committed.

- Boat ramp docks.
 - Due to the amount of projected cost (roughly \$10,000) plus the need to advertise and review vendor proposals along with oversight of the dock replacement, a special oversight committee should be created. Sam Bready will facilitate the creation of this committee by seeking homeowners with skills for such a project.
- Hospitality: Elaine Murdock. Elaine previously submitted comments of no new items to report.
- Architectural: Randy Conklin.
 - New projects approved in this quarter included exterior house painting and replacement of a warped front door.
 - Homeowners are reminded of the requirement that all exterior house modifications be approved by the Architectural Review Committee (ARC) prior to commencement of work.
 - Randy will soon send to homeowners an email explaining the ARC application process.
- Neighborhood Watch: n/a
- Finance Committee: Randy Conklin.
 - The committee completed their review of the 2021 budget and provided the Treasurer with suggested improvements.
 - The current committee "Duties and Responsibilities" is under review for update. These were not updated since the Water Company was divested from BGHOA in 2010. This review will include budget development procedures to ensure annual budgets comply with Virginia statutes.

Old Business:

- Budget process/progress on 2021 budget: Sam Bready, Nadine Moore and Randy Conklin. This topic was addressed during the committee reports, above.
- Western Virginia Water Authority (WVWA) sale holdback -- \$10,000: Sam Bready, Nadine Moore
 - Sam provided a review of the origin of the \$10,000 holdback. When the WVWA assumed responsibility of BGHOA's water supply in 2010, they purchased it for \$100,000. However, due to legal matters of specific BGHOA property, WVWA withheld \$10,000, to be paid to BGHOA once those legal matters were resolved. Unfortunately, titling complications were extensive and not resolved.
 - We are in the last year to seek the holdback payment from WVWA. The final action by the Board will be to submit a letter to WVWA explaining what occurred and ask that the \$10,000 be paid.
 - Sam Bready will draft the letter in the next couple of weeks.
- Ronnie Gordon would like BGHOA to contact the WVWA and have them replant grass seed where they dug up the ground to install the water line leading out of the neighborhood from our water treatment facility. This install occurred two years ago. Sam Bready will review the original work contract and follow through with WVWA to request that they comply with the contract's scope of work.

New Business:

- Online bank accounts/access: Sam Bready, Nadine Moore.
 - Nadine will contact the Finance Committee to review procedures for internal controls as they relate to online banking.
- 2021 Virginia State Corporation Committee (SCC) Annual Report and Registration Fee Assessment Notice.
 - Eric Cheney and Nadine Moore completed the paperwork and the fee to maintain our annual HOA Board license.
- Active Complaints:

- Speeding. A variety of incidents of cars and busses speeding through our neighborhood was discussed. This is not a new issue. Homeowners and not visitors seem to be the biggest abusers. All are reminded to keep their speed under 30 MPH. Regarding school buses, when speeding occurs, the School Board is informed. Eric will send everyone an email reminder of the need to keep our community safe for pedestrians and pets.

Date of next meeting: Wednesday, May 5 at 6:00 p.m. at Eric Cheney's house (86 Prince Phillips Court).

Adjournment at 7:24 p.m.