

BOXWOOD GREEN HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes
May 20, 2021, 6:00 PM

ATTENDANCE:

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

Committee Chairs:

Architectural: Randy Conklin **Finance:** Randy Conklin **Maintenance:** Volunteer needed
Hospitality: *Denise Korynta/Elaine Murdock* **Neighborhood Watch:** Victor Evans

Italicized names were absent

HOA Members and Guests: None

Call to Order: President Eric Cheney at 6:00 PM .

Review of Minutes for February 11, submitted by secretary, Nancy Evans (prepared by Victor Evans)

Motion to approve by Sam Bready; seconded by Norm Schaaf

Treasurer's Report: Sam Bready

Update presented. Question raised/discussed about mandatory minimum reserve (reserve history discussed).

Secretary's Report: Nancy Evans

The minutes of the Board of Directors Assignment meeting, held February 11, 2021, were emailed/mailed to homeowners. The email/mail included the time/date of the next meeting, May 5 (amended to May 20, 2021), at 6:00 PM, at 86 Prince Phillips Court.

Committee Reports:

- Maintenance: Volunteer needed. Four topics, as follows:
 - Regular on-going maintenance.
 - Area beautification: Volunteers maintain entry sign.
 - Security cameras: The "store-at-your-own-risk" wording in the covenant will be reviewed/confirmed. Nancy made a motion to not add additional security cameras to the storage lot and boat ramp at this time. The motion was supported 5-0.
 - Boat ramp docks:
"Private" signs are currently in place at the ramp.
Proposal was made to have the Dock Committee list near term and long term maintenance options and report at the August meeting.
 - Weed control in the storage lots (update from Gene McGuire): weed treatment was applied in mid-March.
- Hospitality: Elaine Murdock communicated prior to the meeting that Hospitality will support/help coordinate the annual meeting and community picnic when the date/place/time is finalized.
- Architectural: Randy Conklin
Update on projects presented by Randy Conklin (committee chair)
- Neighborhood Watch: Victor Evans presented an update on the activation of the Neighborhood Watch program.
 - Online access capability of security camera data to be researched by Victor Evans

- Finance Committee: Randy Conklin.
 - Thanks to Nadine Moore and Sam Bready for their work on the budget
 - A list of appointees will be distributed to the board electronically for approval.
 - Audit Process:
 - Every two years
 - Internal process/report
 - Financial report
 - Randy Conklin will research auditor references.

Old Business:

- **Finance Committee:** The current committee "Duties and Responsibilities" is under review for update. These were not updated since the Water Company was divested from BGHOA in 2012. This review will include budget development procedures to ensure annual budgets comply with Virginia statutes.
- Budget process: A draft PAM (Plan of Action and Milestones), developed by the Finance committee (Randy Conklin), the Treasurer (Sam Bready), and Nadine Moore (Asst. Treasurer) to ensure next year's budget is finalized prior to January 2022, was presented. The budget timeline was approved (motion made by Sam Bready and seconded by Norm Schaaf). The timeline will now be distributed to all committee chairs for informational use.
- 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 January 3, 2012, 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. BGHOA has until January 2022 to resolve the issues concerning the specific lot.
 - 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 write a letter to follow through with WVWA to request that they comply with the contract's scope of work.
- Online bank accounts/access: Sam Bready, Nadine Moore.
 - The proposal to use online banking was withdrawn.
- Active Complaints: None

New Business:

- Annual community meeting: Date/time chosen is August 21, 2021/10:00 AM to 12:00 PM, pending availability of church facility. Two new board members are needed--Norm Schaaf's (Member-at-Large) and Eric Cheney's (President) terms (three years) will expire in August. Eric Cheney, President, will use email and direct recruiting to find volunteers to fill the board positions.
- The community picnic will be held in the Richards Way cul-de-sac beginning at 5:00 PM.
- Audit process for year ending 12/31/20. Randy Conklin, Sam Bready, Nadine Moore: research will be done to find/contact an auditor
- Discussion on RV and boat house usage--this issue was resolved during committee reports. A covenant review committee, headed by the Vice President, Ronnie Gordon, will be established to review policy.

Date of next meeting: 10:00 AM, August 21, 2021, SML Community Church of the Brethren
Adjournment at 8:55 PM. (Motion made by Sam Bready, seconded by Norm Schaaf.)