

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

January 19, 2018
32 Prince Phillips Ct.
Wirtz, VA 24184

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

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

Review of the Minutes: The review of the minutes of November 15, 2017 was previously conducted via e-mail. Dick Heck made a motion to accept the minutes as written. Mark Thompson seconded the motion. The motion passed unanimously.

Additional Business

Policy recommendations:

The Internal Controls policy is now on the website. There has been some difficulty with the ability to print out the Finance Committee Duties and Responsibilities policy but it will be available on the website as soon as this is remedied.

Update on unimproved property:

Randy Conklin has received the memo from Chadwick, Washington, Moriarity, Elmore and Bum, PC regarding the legal ability of the Boxwood Green Home Owners Association to address the issue of a debris pile on an unimproved lot.

Treasurer's Report: Bob Temple

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

Retained Earnings 12/31/2016	\$27,049.53
Income 2017	+ 15,181.49
Expense 2017	- <u>12,997.59</u>
Retained Earnings 12/31/2017	\$29,253.43
Accumulated Reserves	<u>7,666.68</u>
Total Equity 12/31/2017	\$36,920.11

Assets are maintained in the following:

American National Checking Account	\$ 3,752.27
American National Money Market	22,876.11
American National CD	<u>10,291.73</u>
Total Assets 12/31/2017	\$36,920.11

Items of Note:

1. Income for the year included dues (less rebates), interest on the checking and money market accounts and interest on the \$10,000 CD, all held in American National Bank and Trust. Actual income came in very close to the \$15,220 budget for the year.
2. Expenses for 2017 included routine and budgeted items with very few surprises. Only one category exceeded budget (by a few dollars) and two major categories (landscaping and repair/maintenance) came in well below budget. Resulting from projects that were budgeted and not needed and some that were postponed, the unused budget dollars in these areas resulted in a positive net operating result (\$2,203.90) rather than the budgeted loss (-\$2,626.67) – a difference of \$4,830.57. This will result in a substantial rebate for the 2018 invoices.
3. One invoice received in 2017 for legal services is not reflected in these figures. This invoice was received in 2017 and questioned. The formal response to a board inquiry prepared by an associate rather than the customary emailed advice from our attorney resulted in charges that exceeded \$1000.00. As a result, it is not included in the 2017 numbers. A correction to this invoice is expected and will be paid as soon as the adjustment is known. The 2018 budget includes an amount to cover the anticipated expenditure.
4. 1099's for 2017 have been prepared and mailed to vendors and the 1096 has been mailed to the IRS.
5. With a change in policy approved by the Board at its November 15th meeting, 2018 invoices will be issued February 28th with a March 31st due date.

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 November 15th, 2017 board meeting were sent to the Boxwood Green community via email on December 14, 2017. They were mailed to the two homeowners without email addresses on the same date.

The notice to the community advising them of the January 19, 2018 board meeting was sent via email on January 4th, 2018. The notice was mailed to the homeowners without email on the same date.

Committee Reports

Hospitality: Elaine Murdock

All Boxwood Green Homeowner's were invited to the Christmas dinner held December 14, 2017 at the Blackwater Café. Forty-three residents attended and were treated to entrees of Prime Rib, Salmon or Chicken marsala.

Participants were very complimentary about the venue and the food, and many recommended we hold it there in 2018.

Twelve residents got together for dinner at Napoli Cowboy's on New Year's Eve.

Denise Korynta joined the hospitality committee, replacing Donna Csolak. She and Elaine Murdock met on January 16th 2018, to discuss the role the committee plays in the community. Elaine agreed to stay on the committee through August 2018 to assist Denise.

Elaine Murdock suggested that the Welcoming and Hospitality committees be combined into one committee. She will work to recruit newer residents for the committee.

Dick Heck made a motion that the Welcoming Committee and the Hospitality Committee be officially combined into one committee. Bob Temple seconded the motion. The motion was approved unanimously.

Old Business

Position Descriptions:

In accordance with the recommendations of Bob Schafer, updated job descriptions for the board members were sent to each board member to review. Each officer approved the description of his/her position via email.

Dick Heck made a motion that the position descriptions be adopted by the board and placed on the website. Mark Thompson seconded the motion. The motion was approved unanimously.

Revision to the Boxwood Green Homeowners Collection policy:

A revision to the existing Collection policy was prepared for approval based upon the Board's decision at the November meeting to move the timing of mailing dues invoices and the due date for payments. On or before the last day of February, the treasurer will mail invoices for annual Association assessment fees to Lot Owners at their mailing address of record. If payment is received by the association on or before March 31st, the rebate (if one is offered on the invoice) will apply. After this date, the full amount of the assessment is due and any rebate no longer applies. (Other dates in the policy were adjusted to correspond to the new billing dates.)

Dick Heck made a motion that the revised Boxwood Green Home Owners Collection Policy be adopted by the board and placed on the Boxwood Green website. Elaine Murdock seconded the motion. The motion was approved unanimously.

Security Camera Update:

The board was not in favor of placing a security camera on the Boxwood Green entrance. They felt it would be expensive, difficult to maintain and would potentially open Boxwood Green Home Owners Association to liability issues if an adverse event were to occur and the system was not functioning properly. Dick Heck will write a statement to the neighborhood watch committee expressing the board's concerns and inviting the committee to the next board meeting if they would like to continue the discussion.

Solar Energy:

Margee Kauffman began the review of the online solar energy policies used by different homeowner associations. Mark Thompson suggested that any language used in a solar energy policy be taken from the state of Virginia laws. He offered to study the issue further and report back to the board.

NEW BUSINESS

2018 Boxwood Green Home Owners Reserve Study Approval:

The reserve study is reviewed and/or revised every year. At the present time, the boat ramp reserve and storage lot reserve are fully funded at \$1,500.00 and \$2,000.00 respectively. The entry sign reserve is partially funded at \$4,166.68 with \$833.32 still required to fully fund this reserve. The annual accrual amount is \$166.67, done each January.

Dick Heck made a motion to accept the Reserve Study as presented. Mark Thompson seconded the motion. The motion was unanimously approved.

2018/2019 Budget Approval:

Because the security camera will not be included in the budget at this time and because approving the 2018 budget is a time-sensitive issue, Dick Heck made a motion that we ask the assistant treasurer to create a realistic budget that nets the 2018 dues amount at \$170.00 (the same amount as 2017 that was more than enough to cover expenses). Margee Kauffman pointed out that because the usual schedule for other projects (mainly the landscaping and maintenance areas) was pushed forward to accommodate the initial setup for the camera, and because the target is \$15 less than that originally proposed for 2018, the changes are expected to be straightforward and will be made over the weekend for board approval.

Mark Thompson seconded Dick Heck's motion. The motion was approved unanimously.

New construction on Lot 55:

The ARC is concerned about debris removal and burning during new construction in a developed area. Dick Heck will write a note to Randy Conklin suggesting he speak directly with the builder about any construction debris or tree removal during the new construction.

The next board meeting is scheduled for Friday, April 13, 2018 at 6:30 pm at the home of Dick Heck.

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

Respectfully submitted,
Linda C. Detrick, BGHOA secretary