

BOXWOOD GREEN HOMEOWNERS' ASSOCIATION
Board of Directors Meeting Minutes
March 10, 2022
6:00 PM

ATTENDEES:

Pete Kauffman (Pres); Ronnie Gordon (VP); Sam Bready (Treasurer); Nadine Moore (Asst Treasurer); Victor Evans (Neighborhood Watch); Carolyn Gordon (resident)

Call to Order **Meeting started at 6:04 p.m.**

Secretary's Report - N Evans, presented by Victor Evans

Approval of Minutes from Previous Meeting **Minutes approved as written (Motion: Ronnie Gordon; Seconded: Sam Bready/unanimously approved)**

Treasurer's Report – Bready **Annual dues to be collected by March 31. Balance will be around \$80K. Expected expenditures will be for dock repairs and entrance sign.**

Committee Reports

- Maintenance - Kauffman submitted to Secretary **(1) Entrance sign refresh is near completion. The security camera has been reinstalled and the sign is being repainted. (2) Snow plows damaged the turf along shoulder of roads.**
- Finance – Schaffer **Not present, no report.**
- Hospitality - Denise Korynta **Not present, no report.**
- Neighborhood Watch - V Evans **(1) No incidents to report. (2) The boat ramp cable was dismantled and damaged. Repairs were made to make it more difficult to vandalize.**
- ARC - Cocklin **Not present, no report.**

Old Business

- Approval of all interim actions - Kauffman
 - HOA Credit Card Solicitation **Motion approved to apply for application of credit card in the name of BGHOA with the Assistant Treasurer as the sole authorized user. Treasurer will draft policy for approval at next Board meeting in May. (Motion: Ronnie Gordon; Seconded: Sam Bready/unanimously approved)**
- Status of Cliff's Concert Venue Rezoning **Update provided by Pete Kauffman. The Franklin County Board of Supervisors (BOS) tabled the rezoning request at its Feb. 15 meeting. The BOS will review the request during its Mar. 15 afternoon meeting.**
- Covenant Changes - approvals (may require homeowners' approvals)
 - **Changes to the HOA covenant requires 65% approval by all property owners. The Board decided to table proposed changes (all of which are minor) to first work on changing zoning BGHOA from A-1 to R-1.**
 - Zoning Change from A-1 to R-1 - initiate letter to homeowners to garner approval and signatures as per deed **Pete Kauffman will draft an email to homeowners to garner their support/agreement to have BGHOA rezoned from A-1 to R-1. To get approval from Franklin County Planning Commission to**

rezone, a super majority of the home owners need to agree. The cost to finalize the rezoning is \$1,425.

- **Policy Changes – approvals** **The following policies were approved as reviewed (i.e., no changes needed) or revised:**
 - Investment Policy (reviewed)
 - Community Management Policy (reviewed)
 - Complaint Policy (reviewed)
 - Sign Policy (reviewed)
 - Temporary Storage Policy (revised)
 - Disclosure Package (revised)
 - Email Policy (revised)
 - Bereavement Policy (revised)
 - Internal Controls Policy (revised)
 - Rebate Policy – (reviewed)
 - Collection Policy – (reviewed)
 - **The following were postponed to the June 9 Board meeting:**
 - Credit Card Use Policy
 - Solar Energy Policy
 - Architectural Review and Community Standards Policy
 - ARC Application
 - Covenant Enforcement
 - Maintenance Policy
 - **The following as special action, as stated:**
 - Petty Cash Fund Policy (eliminated)
 - Insurance Policy – pending Bready **NOT A POLICY ISSUE**
- **Speeding** **Tabled to next meeting**
- **Dock – Bready** **Four proposals provided and similar. The Board authorized Sam Bready and Leo Zevlas to select the most responsible bidder with a budget not to exceed \$10K. (Motion: Ronnie Gordon; Seconded: Pete Kauffman/unanimously approved)**
- **WVWA Holdback - use of funds** **Tabled to next meeting**
- **Beautification**
 - Benches - Board approval for x benches **Board approved purchase of two benches (approximately \$300 each) to be placed along Richards Way. (Motion: Ronnie Gordon; Seconded: Sam Bready/unanimously approved)**

- Position Descriptions
 - Member-At-Large **New description approved (Motion: Ronnie Gordon; Seconded: Sam Bready/unanimously approved)**
- Committee Description
 - Maintenance - new description for approval **Tabled to next meeting**
 - Neighborhood Watch **Tabled to next meeting**
 - Hospitality - postponed to May meeting **Tabled to next meeting**
 - ARB - postponed to June
 - Finance - approved
- Maintenance Chair – Kauffman **Tabled to next meeting**
- Corporate Documents Storage and Retention - board approval **Tabled to next meeting**
- Website Go Live approval **Board authorized Pete Kauffman to GO LIVE when new policies are in place. (Motion: Sam Bready; Seconded: Ronnie Gordon/unanimously approved)**

Type	Storage	Website	Official	Responsibility
Articles of Incorporation	Bank	Yes	Yes	Secretary
Covenants & Restrictions	Bank	Yes	Yes	Secretary
Bylaws	Bank	Yes	Yes	Secretary
CICB Complaint Procedures		Yes	Yes	Secretary
Policies		Yes	Yes	Secretary
Meeting Minutes		Yes	Yes	Secretary
Annual Meeting Minutes			Yes	Secretary
Audits		Yes	Yes	Treasurer
Position Descriptions		Yes	Yes	Secretary
Committee Responsibilities		Yes	Yes	Secretary
Disclosure Package		No	Yes	Asst Treasurer
Receipts and Expenditures		No	Yes	Treasurer/Asst
Confidential Records*		No	Yes	Secretary
Budgets		No	No	Treasurer

Monthly financial		No	No	Treasurer
Annual financial		Yes	Yes	Treasurer
Committee Duties/Responsibilities		Yes	Yes	Secretary

New Business

- Electronic Records - Adopt G-series **Tabled to next meeting**
- Board Training **Tabled to next meeting**
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Executive Session **N/A**

Adjournment **Meeting ended at 7:49 p.m.**

Postponed Business to June 9 Meeting

- Remaining Policy's to be reviewed
 - Architectural Review and Community Standards
 - ARC Application
 - Covenant Enforcement
 - Solar Energy
 - Maintenance
 - Credit Card Use
- Zoning Change Approval - Results from Homeowners
- Property Acquisition
- Storage and Retention of Documents
- Speeding
- Maintenance Chair
- **Website Launch Approval**
- **Board Training**
- **Electronic Records (Google Docs)**