Beechwood Shores Property Owners Association

Monthly Board of Directors Meeting Minutes

Jan 13, 2025

Beechwood Shores Clubhouse

Called to order at 7:00 pm

Determination of Quorum: yes

Board Members Present:

1. Stacy Pronko 6. Sandy Woodall
2. Carolyn Webster 7. Rich Leary
3. Carol Stauffer 8. Connie Smith
4. Ben Spencer
5. Lloyd Weeks

Board Members Absent:

 1.. Terri Wattsman

**Opening Remarks**: Ben Spencer (submitted report)

-Opening remarks and recognition – Will recognize those who coordinated the annual Christmas dinner and those who have worked on the renovation work to date. I will also take a moment to remember Mike Smith who recently passed.

**Approval of the Annual Meeting Minutes -** Stacy Pronko

**Motion to Approve the Annual Minutes as Amended**

Mot**i**on By: Connie Smith

Seconded By: Rich Leary

Vote Called Yeas 8 Nays 0

**Motion Approved**

**Treasurers Report**: Rich Leary (as submitted)

Report Date: 01/13/2025

As of Date: 12/31/2024

Checking Account balances: $33,399.31 (includes Operating $32.3k & Clubhouse accounts $1.1k)

Reserve Account balances: $46,167.89 (includes Reserve Account $37.8k & CD $8.4k)

Total Cash: $79,567.20; **a decrease of** $3,102.56 from 11/30/2024.

\* Decrease is result of typical expense payouts for routine utility, contract, and supply expenses

and minimal revenue collections

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Year-end 2024, all expenses have been typical. There were unplanned expenses ($702) associated with

replacing the pool pump. Pool Refurbishment project finished at $2,475 under budget. Planned $16,000

transfer to Reserve Savings Account occurred 12/30/2024

Year-end Income of $93,548 (including Pool Refurbishment transfer from Reserve Savings) was $1,700

less than Budget and $35 less than the Forecast shared at the Annual Meeting. Both variances are

unfavorable to the Association but are no concern.

Year-end Expense of $86,582 (including Annual Reserve Contribution) was $6,827 less than Budget and

$692 less than the Forecast shared at the Annual Meeting. Both variances are favorable to the

Association and are no concern.

We are entering 2025 is a very stable financial condition. Planned Net Income, including Project transfer

from Reserve Savings and Annual Reserve Contribution, is $4,157 at year end.

Total Accounts Receivable is: $6,994.91**; a decrease of** $248.96 from 11/30/2024

\* >365 days Past Due: $6,154.00**; a decrease of** $300.00 from 11/30/2024

o 3 Property Owners are responsible for $6,972.05 of the Past Due;

\* 1 of these Property Owners has been making monthly payments as agreed

upon; 2 payments were received in December.

\* This Property Owner has been acting in good faith

\* Another Property Owner has a warrant in debt legal action against them

**Motion to Approve the Treasurers Report**

Mot**i**on By: Carolyn Webster

Seconded By: Carol Stauffer

Vote Called Yeas 8 Nays 0

**Motion Approved**

**Building and Grounds Report**: Carol Stauffer (as submitted)

Grounds

– • Thanks to Ben for his ongoing work preparing the parking lot light poles. Ben painted the poles with 2 coats of primer once temperatures rose above freezing then moved the poles into the clubhouse to complete the process with a Matte black paint finish! – they look great Ben! Once the temperatures rise above freezing for an extended time frame they will be installed in the ground

. • Atlee did a great job doing a final leaf clean up surrounding the court area, the walking paths and the clubhouse, which was completed prior to the community Christmas party. I wanted to point out that our landscaper, Atlee, not only does a great job keeping up with beautifying our grounds and keeping up with his scope of work, but he is a terrific communicator. Many times I am notified of his plans to complete a task, as well as, once the tasks have been completed, he texts me, as well as Ben. Such a blessing so I don’t have to wonder or guess on the status of the job. – Makes my job easier.

 • Septic Tank – it has come up that while the bathrooms are out of commission during the clubhouse renovation it would be smart to pump out the septic tank. To the best of our knowledge, it has not been done in a number of years. When calling a number of vendors, we realized there would be additional costs to first, locate the tank and drainage field, then second cost to clean it out based on it’s size. To get these answers, Ben reached out to the Virginia Health Department in Bedford and requested the original paperwork submittals for our clubhouse location. He received the paperwork and gave us more questions which still need clarification. Once we are clear on the location and tank size we will plan to have it cleaned out.

• Pool – Back in the Fall, we had an extended power outage that caused damage to our pool pump. With that we had to order a pool pump and seal kit. However, in the bigger picture, we concluded that the cause was an electrical issue that required repairing. Thanks to John Grantz, for donating his time to correct the problem which stemmed from faulty wiring from the circuit panel to the pump. Also thanks to Jon and Angel for their ongoing oversight of the pool area.

 • Tennis and Pickleball Courts - nothing to report.

Ben thanked Scott for his help with the light pole sleeves.

The pickleball nets will be taken down soon and stored on the back porch of the Clubhouse.

**Architectural Report**: Connie Smith

3 Tree removal requests approved

**Clubhouse Report**: Carol Stauffer (as submitted)

• The Association enjoyed a successful Christmas party which took place on Sunday, December 8th. It included a Charcuterie Platter, Iced tea, Coffee and a Holiday Punch, and many delicious appetizers and desserts were shared by all the attending residents. The clubhouse was transformed with gorgeous decorations along with multiple tables for eating and conversing with neighbors. It concluded with an active gift exchange that was full of laughs, challenges and fun! Thanks to the committee for all their hard work, in planning, getting news out, decorating and overseeing a memorable event for our community! Thanks to Sandy Woodall, Lisa Smith, Connie Smith, Cindy O’Connor, and Stacy Pronko

 • Beechwood Shores Caroling – took place on Friday night, December 13th and brought lots of joy, good cheer and fun to many residents! Thanks to all those who participated that cold evening with decorated golf carts and merry voices! The carolers included hot foods and drink at the clubhouse as part of their event.

 • One rental took place soon after on December 14th .

 • The current fund balance is now $1,059.19

 Due to the current renovations taking place there are no reservations for the Clubhouse.

Effective Sunday, December 15th, the Clubhouse officially closed for renovations through March 1.

Clubhouse Renovation Project

- The Clubhouse renovation team, including Gordy, Jojo, Susan and myself is progressing on schedule and on budget. A big thanks goes to each of them for all their ongoing time, ideas, and help and most of all for doing it with such a positive attitude and cheerful hearts! Also want to thank John Grantz for all his electrical contributions and Ben for his many and ongoing contributing hats! The work is moving along at a rapid pace. Demo took place beginning December 21st with the contractor HDZ and since the following as taken place.

 • The front counter was removed

 • the kitchen cabinets were removed

 • The ceiling tile in the foyer has been removed, replaced and reinstalled with drywall and repainted

• The kitchen light was replaced with recessed lighting

 • The foyer lighting was reconfigured with three pendent lights and additional recessed lights

 • The kitchen door has been removed and the kitchen opening has been expanded

 • New cabinets and forecasted appliances have been ordered and should be in end of January. Painting is ongoing and the flooring for the foyer, main room and bathrooms has been replaced.

 • The bathroom toilets, urinal and vanities were removed and toilets as of today were installed and we are waiting for the purchased vanities to arrive.

As part of the scope and to stay within budget, the flooring was to be installed only in the foyer area, kitchen and bathrooms. The remaining floor of the clubhouse would remain as is until we got the next phase of the renovation in 2026. There would be a transition between the new and old floors in the interim.

After further discussion and review, the additional funding to purchase and install a uniform floor throughout the clubhouse seemed to make sense while being in the renovation stage. The estimated cost for the material and labor was $3,700. This would include the main area flooring and hallway to the bathrooms. After Ben proposed this to the Board, it was approved.

As part of the process, we are using a contractor who helped with some of the demo process, widening the kitchen entrance behind the front counter, toilet setting, and laying of all flooring. The rest of the work and purchasing of materials has been done by volunteers.

 Again a super big thanks goes out to all the clubhouse renovation volunteers who have contributed ample time and talent! Including trips to Lowes, Home Depot, CAPPs, actual demo and installs and Rich who has had to take time to process all the receipts.

The kitchen, entryway and bathrooms are being revived! with updated appliances, countertops, lighting, cabinets and flooring.

 It is being transformed into a vibrant, appealing and more functional amenity! and clearly will be an enjoyable environment to interact and entertain.

You will be very proud of our up and coming community clubhouse!

.**Web Site Report**: Ben Spencer(as submitted)

 -Website : will discuss a proposal to remove this line item as a standing report going forward. Any need to discuss an issue related to the website can be addressed in new business.

The website is being well maintained by Jojo.

 Ben proposed that we eliminate this report on a monthly basis.

**Motion to Drop Repost from Monthly Meetings**

Mot**i**on By: Sandy Woodall

Seconded By: Rich Leary

Vote Called Yeas 8 Nays 0

**Motion Approved**

**Unfinished Business- Ben Spencer (from submitted report)**

1. Lights in Parking lot-

 -Lights for the parking lot (poles painted, sleeves prepared, and working to install),

1. Gate Closer for the Pool gate- gate closer status (to be added when warmer),
2. Deer Culling- deer culling (two to date),
3. Walking trail bridge signage- trail/bridge walking signage (not installed to date)

**New Business –**

1.- (From Ben’s report) -A question has been raised on need to perform a 5-year asset study as was done in May 2021. The reason for the question is the cost (previously ~$3k) would need to be placed into an upcoming budget if required. Our insurer and legal counsel indicate this is not needed. We also do not have a mandatory minimum reserve level but do need to publish it as we have been doing. I will propose we do not perform a 2026 asset study but continue our 5-year planning process as we have been doing using the 2021 study as the basis for it.

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2. Summary of Exec. Meeting- Ben reviewed what was discussed at our Exec. Meeting held before the current meeting. The Board discussed what to do about the long term outstanding dues owed by a few owners. We have a plan for how to proceed with the object to encourage payment in full.

**General Information from the Floor-**

Lisa Smith announced that there will be an Open House at the Clubhouse at the end of the remodeling to let the neighborhood see the results. It will probably be in March TBD.

**Meeting Adjourned at 7:35 pm**