

Boxwood Property Owners Association
Board of Directors Meeting Minutes
8.16.2021

Call to Order Andrea Singy at 6:32pm.

Board Members Present: Andrea Singy, Jeremy Gustafson, Amanda Council, Scott Ray, and Hannah Bilodeau
Brownstone Properties Representative, Marsha Bryant

Comments from Association Members - None, no neighbors were in attendance.

Handouts Provided:

Meeting Agenda - Agenda 08.16.2021.docx
July 2021 Financial Report - Accountant Reviewed Financial Statements.pdf
Boxwood Meeting Minutes 6.21_Not Approved.docx

Minutes June 21, 2021 meeting - motion to approve by Amanda Council, seconded by Hannah Bilodeau, unanimously passed by the board.

Staff Report Marsha Bryant:

Financial Report Marsha Bryant	
July 31, 2021 Operating Account Balance	\$ 14,679.25
July 31, 2021 Reserve Account Balance (including CDs)	<u>\$108,863.21</u>
Total	\$123,542.86

Some abnormal items noted by Marsha Bryant for July included the baby pool motor and salt switch replacement. These were captured in the pool miscellaneous section of the financials. Also the rodent issue at the pool was addressed. Andrea Singy asked if anyone was aware of the pool replacements and maintenance. Concern expressed over how the pool motor replacement occurred due to cost involved. Pool maintenance contact, Marcus, executed the motor repair, but had not consulted with the pool committee or board. Board appreciates Marcus' work, but asked Marsha Bryant to reach out to Marcus to request that he contact the board (any member) or pool committee (any member) in the future before performing work.

Follow Up on Brownstone Action Items:

Pool Gate - Sent out estimates related to the new gate. Was looking for input from the pool committee. Item is to be further discussed under pool committee report.

Pool Sails - Written letter went out on 8/16/21 from Marsha Bryant. It was sent certified and also sent via email to Robert's Awnings tied to pool sails. Will see if a reply will be given. If no reply by deadline, choice will be made to work with another vendor to address the shade sail relocation issue. Clarified that the baby pool sail will be left as installed.

Pool Grass - Marsha Bryant gave update that CLC mowers had been re-trained. Board noted that no grass in the pool has been observed since last meeting. Issue considered closed.

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Comcast - No new update available. Marsha Bryant continues to stay engaged and in contact with Comcast for internet connection completion.

Pool Building Leak Issue - Marsha Bryant to get a pool committee member in contact with Marcus to see the issue. When trying to find the leak with Marcus, nothing could be identified.

Marsha Bryant noted that Brownstone will be going to a conference in Las Vegas and will be unavailable from Wednesday 18th until following Wednesday.

Follow Up on Delinquent Accounts:

There are 4 homeowners for which liens had been sent out. One of the home owners has already paid. Still three liens outstanding. Marsha Bryant called personally before liens went out. More than one notice was sent by either Marsha Bryant or Jennipher Lucado.

Committee Reports:

Pool Committee Cheryl Morris –

- Hannah Bilodeau provided update for Cheryl Morris.
- Discussed pool gate, that it was discussed with Cheryl Morris and Amanda Council. Recommendation amongst pool committee is for replacement of the gate. Total cost quoted is \$695 for whole gate replacement with mechanism.
 - o Motion for replacement of the gate made by Hannah Bilodeau
 - o Second by Amanda Council
 - o All approved.
- Discussion occurred regarding also the pool gate magnetic locking mechanism, replacing the heavy mechanism with a lighter locking feature. That magnet feature will continue to cause issues with the gate replacement if not corrected. Board members encouraged the gate replacement, but also making sure the magnetic locking mechanism/cover considered. Marsha Bryant noted she can do a work order to Allied at additional expense.
 - o Motion for fixing of the magnetic lock system and cover was made by Hannah Bilodeau
 - o Second by Amanda Council
 - o All approved.
- Related to gate system work completed earlier in the summer, all work completed except for the internet, where Marsha Bryant is tracking completion of work by Comcast.
- Pool schedule closing date was discussed. Whether the second or third week in September. Aiming for the weekend of the September 20th. Pool committee to let Marcus know.
- Andrea Singy asked about how pool parties have been. Amanda Council indicated that so far all parties have gone well and no issues.

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- Marsha Bryant requested a copy of the pool key from Hannah Bilodeau. Amanda Council indicated she can provide a key.

Architectural Review Committee Andrea Singy –

- One request for a shed was made by 309 Wild Turkey. Shed was all approved and no issues.

Common Area Committee Scott Ray –

- Approved work for addressing the overgrown trees at the entrance and work for boxwoods was discussed by Scott Ray. Will be addressed later this Fall. But everything ready to go and CLC will address the work.
- Andrea Singy requested folks ask and see who may want to be responsible for Christmas lights this year and keep in mind for October POA meeting.
- Marsha Bryant is still looking into replacement of the light pole that is no longer working. Issue is not due to the pole itself, but likely how it was hit by an item (maybe limb). Canada Electric is who had installed. Marsha Bryant to reach out to Canada Electric for the repair.
- Andrea Singy asked if any comments had been sent to Scott Ray regarding pool area. Scott Ray noted he wasn't aware of any.

Events and Social Committee Amanda Council –

- End of summer bash is Saturday, 8/21, from 2 to 4 pm. Will have a corn hole tournament with chips, drink, and fruit. Amanda Council will be sending out a message for participants and sign-up instructions. Amanda Council will provide an email to Andrea Singy for sending to the neighborhood regarding the event.
- Harvest party gathering to be discussed at a future meeting date.
- Fall movie nights and dates are to be determined.
- Halloween event is also coming up. Discussed awards for that event. Andrea Singy noted that is a really fun neighborhood event that needs a notification put out by end of September. Andrea Singy noted she can work with Jeremy Gustafson to have Halloween event information sent out to help Amanda Council. Related to Covid19 concerns, board will adhere to State/Federal requirements as applicable.
- Noted that related to new residents, two new neighbors. One new neighbors email address has been provided, still seeking the other residents email address.

Information Technology Committee Aaron Traphagen –

- None

Old Business:

Reviewed under Brownstone actions.

New Business (& final discussion items):

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Marsha Bryant asked about budgets for the next year. Andrea Singy requested the board and committee members think about budgets in time for the October meeting. Goal to have budgets approved also at the October meeting.

Andrea Singy requested that Jeremy Gustafson check the Boxwood POA email more frequently if possible.

Andrea Singy noted she will be out from Wednesday August 25th to the September 12th.

Next board meeting schedule for October 18th at 6:30 pm.

Adjourned 7:50 pm