

Boxwood Property Owners Association

Board of Directors Meeting

Monday October 5, 2020

Minutes

Call to Order: David Corry called the meeting to order via Zoom conference at approximately 6:39 pm at 515 Lady Slipper Lane. He announced the meeting was being convened via Zoom based on the COVID-19 Health Emergency declared by Governor Northam which makes it impracticable or unsafe for the governing board to assemble in a single location to transact the business that is necessary to continue operations of the property owner's association and to discharge the board's lawful purposes, duties and responsibilities. Present were directors David Corry, Suzanne Corry (both physically present in the same location), Hannah Bilodeau, Aaron Traphagen, and Erica Johnson; staff Marsha Bryant of Brownstone Properties; and guests homeowners Teresa Christian (572 Lady Slipper) and Tatiana Payne (201 Honey Tree). Absent was director Andrea Singy.

Minutes: Motion to approve minutes for August 3, 2020 meeting made by Hannah, seconded by Suzanne, unanimously approved.

Member Comments: David called for comments from resident members. No comments were made.

Staff and Financial Report (Marsha): Marsha gave a brief overview of delinquent homeowner accounts. One lien and one late notice has been sent to homeowners. Erica inquired about paying dues online. Marsha explained that dues may be paid online and will send the link to Erica via email. Marsha reported that Brownstone pays the Boxwood insurance invoice in one lump sum to save the association money. Marsha reported that Marcus overcharged for pool expenses. She will contact Marcus to inform him that we will give him a raise beginning with next year's pool season but will need to true up his pay this year to be within the budget by underpaying his next invoices. After discussion, Marsha said that she would continue to push for the post on the kiddie pool fence to be repaired for free along with the claw lock install on the main gate by Lynchburg Fence as decided at the last meeting by the board. She left a voicemail with the repair company and is waiting for a return call. Litton Maintenance is scheduled to come on October 7 to fix and realign the entry box to meet the magnet on the locking mechanism. The pool committee recommends that we install an FOB/Access Card System. The current system can accommodate FOB access and it was suggested that one code be provided per family. David shared his experience while serving on a prior board of directors that the access cards were cost prohibitive and labor intensive to maintain and that FOBs would be even more expensive. While there is currently no internet service at the pool, if there was, one access method allows you to use your cell phone to gain entry. Marsha will research the matter and forward her findings to Hannah. Board will postpone until next meeting the decision on replacing the broken existing access method or upgrading it, depending on this research. **Motion to approve pool tile selection #C00636** made by Hannah, seconded by Aaron, unanimously approved. Marsha will meet with the tile installer on October 6. **Motion to approve Marsha choosing pool coping that most closely matches the existing coping**, made by Suzanne, seconded by Aaron, unanimously approved. The installation of the Shade Sails has been delayed due to weather conditions, but

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Marsha said that she will follow-up with the representative for a new install date. Marsha reported that the electrical work at the entry to Boxwood has been completed and the invoice was paid in August. Brownstone received a complaint that a home on Wild Turkey is missing flashing on the home's exterior. The missing flashing can be seen from an adjacent lot. The cost to repair the flashing is extremely high, due to the location of the repair and the homeowner is not interested in paying for the repair. Marsha will write a letter to the complainant to explain that the homeowner is not willing to incur the cost to repair the missing flashing and the board is not willing to incur the cost of enforcement of the deed restriction in this case due to it only being visible to one other lot but that the homeowner is free to pursue enforcement on their own.

Architecture Review Committee Report (Andrea): Andrea reported via email that a newly constructed shed at 329 Wild Turkey had received approval from the board in a prior year.

Common Area Committee Report (Hannah): Marsha reported that the broken covers for the water meter and the broken cover for the drain have been repaired by CLC. Brownstone received a complaint about the wood chips on the playground. It was a muddy mess at the bottom of the slide. No action taken at this time. The following action items will remain on the agenda until the committee meets: diseased Boxwood landscaping plan, dead/fallen trees in pool/common area, and inspection of dead/fallen trees on private property.

Pool Committee Report (Hannah): Replacement of signage in the pool common area and the replacement of small/large tables will remain an action item on the agenda. Hannah reported that committee members took note of broken umbrellas and will get bids to purchase new umbrellas. **Motion to approve building the pool budget around paying Marcus \$165/week** made by Hannah, seconded by Erica, unanimously approved. Hannah reported that homeowners were happy that the date of pool closing had been extended. Hannah suggested that next year the pool open one week earlier and close one week later instead of extending the closing date by 2 weeks. Marcus put the pool furniture in storage. Marsha will ask Marcus to winterize the drinking fountain. There was discussion about having a procedure for reviewing pool video. It was suggested that 2 people should be present to view video footage, except in an emergency. There needs to be a complaint made or visible loss or damage to association property before reviewing video footage. Footage should not be reviewed in search of unknown problems. Andrea and Hannah will provide a document with a protocol to follow when a pool complaint has been made and place it next to the video playback equipment. It is not the obligation of the board to automatically pursue criminal charges on behalf of the association when it becomes aware of criminal activity, but it certainly can decide to do so if and when it decides the activity is sufficiently serious. **Motion to approve the following policy for conduct problems at the pool: If a pool complaint is made to the board or there is evidence of loss or damage, the video footage will be reviewed by 2 people, at least one of which is a Board member. If there is loss or damage to association property and the perpetrator is identified, the owner of the lot connected with perpetrator will be responsible for the cost to replace or repair the damage,** made by Suzanne, seconded by Hannah, unanimously approved. This can be added to the pool rules next year.

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Events and Social Committee Report (Andrea): Andrea reported via email that Welcome Baskets have been distributed to new homeowners. (After meeting discovered this was incorrect.) Due to Covid-19 restrictions and social limitations as set by the Governor, there will not be a Halloween Parade or Chili Cook-off this year. The following events will occur: Halloween Decorating Contest, Pumpkin Carving Contest, and the Holiday Light Contest. David volunteered to put up Christmas lights at the entry to Boxwood.

I/T Committee Report (Aaron): Aaron will begin working on the Boxwood newsletter. He will include a schedule of upcoming board meetings. David sent an email to Aaron to discuss the newsletter content.

Old Business

The board greatly appreciates Ivy-Elizabeth for her Little Library Installation Project. Suzanne will contact Andrea to inquire if she will write a letter to the Girl Scouts and the board will send a wonderful Thank You to Ivy-Elizabeth. Missy Cunningham is the administrator of the Neighborhood Facebook Page with current residents only, listed on the page. Andrea is the administrator of the old Facebook page. There is no interest by the Board to re-launch a Boxwood Facebook page run only by the Association at this time.

New Business

The Board tackled some of the remaining discussion items from the resident survey. Based on the survey responses, the Board decided there was insufficient interest in making restrictions on short term rentals as part of the documents or rules so the Board will not pursue it. There was discussion about how to make board service more attractive. The biggest take away was shorter meetings (90 minutes maximum), even if that means more meetings, so that working people with children could manage fitting a board meeting in. It might involve rotating committee reports and not trying to review everything each meeting. The neighborhood concerns about streets are outside the control of the association board so no action will be taken. Regarding neighborhood concerns about neighborhood nuisances, generally, we can try to not take on every neighbor issue but only those involving the enforcement of document restrictions and rules. The budget is currently being revised and reviewed. There will be no increase in association dues at this time. The board will meet on December 7, only if necessary. A decision will be made toward the end of November, whether a meeting is needed in December.

Adjourn: Meeting was adjourned at 8:24pm by David.

Submitted by

Suzanne Corry
Secretary