

Boxwood Property Owners Association

Board of Directors Meeting

Monday August 3, 2020

Minutes

Call to Order: David Corry **called the meeting to order via Zoom conference** at approximately 6:52 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 owners 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), Andrea Singy, Hannah Bilodeau, and Erica Johnson; staff Marsha Bryant of Brownstone Properties; and guests homeowners Jeremy Gustafson (344 Wild Turkey) and Hachem and Rola Hachem (516 Lady Slipper).

Minutes: Motion to approve minutes with edits (to correct the date) for June 1, 2020 Board meeting made by Andrea, seconded by Hannah, unanimously approved. **Motion to approve minutes as presented for June 6, 2020 Special Meeting** made by Andrea, seconded by Erica, unanimously approved.

Member Comments: David called for comments from resident members.

- Andrea - She was approached by numerous homeowners with inquiries about pool parties considering the recent increase in Covid-19 cases. To be Addressed during Pool Committee Report.
- Jeremy – He inquired as to protocol regarding homeowner requests for information. All homeowners are encouraged to contact Brownstone Properties with POA questions or concerns. He also is not a fan of pool parties and reported seeing overflowing trash can at the pool. To be Addressed in Pool Committee Report.
- Hachem – He suggested homeowners be given the option of paying dues online as a recurring transaction. Marsha reported that Brownstone is in the process of updating their website capabilities. Homeowners can currently pay online via their banking or credit card website.

President's Report (David): David thanked the board for having a positive attitude. He recognized that there has been more work handled virtually and by email than in the past which, in addition to the added volume, can make for difficult communications without all the personal communication cues we use to gauge tone and intent.

Staff and Financial Report (Marsha): Marsha gave a brief overview of delinquent homeowner accounts. Two lien letters and two delinquent letters have been sent to homeowners since the last board meeting. Marsha will ask Brownstone staff to give homeowners a courtesy call before sending out lien letters. Marsha will ask Teresa to add Suzanne to her email list when sending out financial information to the board. Marsha updated the board regarding the pool exit gate. She contacted Lynchburg Fencing and they have recommended a crab claw locking mechanism be installed on the gate. LF also noted the kiddie pool has a pole which needs to be stabilized

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with concrete and they will do that at no additional charge if we hire them to install the new lock. **The board agreed for LF to do the install for \$325 which includes the cost of 3 claws and labor to install.** The board is not interested in additional work as the fence has reached its useful life. The board will consider replacing the fence next year using the reserve budget funds. Marsha will schedule the work with LF and also contact Litton Maintenance to repair the poor fix they recently made on the gate. She will also contact LF to perform the claw lock install and to fill one pole with concrete on the kiddie gate. Hannah will narrow down the Pool Tile and Coping choices and send an email to the board for their input. Marsha will request 4 sample tiles for the board to view in person and a final selection will be made at that time. Marsha will then ask that Brownstone be added to the contractor's schedule. The board discussed color choices for Shade Sails at the pool. **Motion to approve the color Ocean Blue for Shade Sails** made by Hannah, seconded by Suzanne, unanimously approved. Marsha will communicate this to the contractor and schedule the work. Marsha obtained a quote of \$1750 from Canada Electric to perform electrical work at the entry to Boxwood. The board had discussion comparing an earlier quote of \$3,700 provided by Vance Driskel along with the new quote provided by CE. **Motion to hire Canada Electric to perform the scoped electrical work** made by Hannah, seconded by Suzanne, unanimously approved. Marsha will work with CE to schedule the work. Marsha will discuss with Jennifer Lucado the status of the missing siding on a Wild Turkey home and advise the board via email.

Architecture Review Committee Report (Andrea): Andrea reported that a homeowner request (105 Marguerite) for an addition added to their home of a garage with living space above and matching brick exterior has been approved by the ARC and paperwork will be forwarded to Brownstone for inclusion in the file for the lot.

Common Area Committee Report (Hannah): Hannah reported that the water meter cover has been repaired. (After meeting this was clarified to be mistaken.) The stormwater drain cover near the entrance to the pool driveway still needs repair. CLC told Marsha the repair is not their responsibility. Marsha will speak with the City about the repair. Most likely CLC will have to pay for the drain cover since it was damaged by their landscaping work. If the city chooses to perform the repair, CLC will need to pay the city for material and labor costs. The following action items will remain on the agenda: diseased boxwood plants landscaping plan, dead/fallen trees in pool/common area, inspection of dead/fallen trees on private property, and the mailbox project.

Pool Committee Report (Hannah): Hannah reported that the clock and the lifesaver at the pool have been replaced. After discussion about COVID-19 concerns by homeowners, Andrea raised the issue of pool parties. **Motion to amend the pool rules to suspend pool parties for the remainder of this year's pool season** made by Andrea, seconded by Hannah, motion carries. David abstains. Homeowners have expressed concern about trash at the pool. Marsha will inquire about large rubber bands to go around the rim of the trash can to hold the liner bags in place. Andrea reported that trash had been thrown into the pool. She is requesting that Aaron show her how to review video footage to identify the person(s) responsible and have a conversation with appropriate homeowner(s). Hannah reported that Marcus is planning to sign

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the 2020/2021 pool contact. Marcus has requested a raise for his pool services. Marsha will allocate additional funds in the 2021 pool budget to give Marcus a raise next year. The pool is tentatively scheduled to close on September 13, 2020. Replacement of signage in the common area and the search for new tables will remain an action item on the agenda.

Events and Social Committee Report (Andrea): Andrea reported that the social committee has resumed distributing Welcome Baskets. Andrea reported a huge success at the Neighborhood Gathering for Peace & Unity, with more participation than any other event held by Boxwood. Amanda coordinated the July 4 Parade with 10 families in attendance. The board appreciates Lou Best and his continued efforts to bring Food Truck Pop Ups to our neighborhood. Andrea reported that an Ice Cream Event at the pool is in the planning stages for before the pool closes. Yoga classes may be offered in the pool parking lot in addition to the exercise classes. She is also looking for creative ideas to have a scavenger hunt. Board members made suggestions. The Halloween Parade and House Decorating Contest will be taking place in October. Erica inquired about a Yard Sale in Boxwood. Andrea explained that any homeowner is encouraged to plan the event. They can contact Andrea with questions, and she will be glad to assist.

I/T Committee Report (Aaron): Aaron will begin working on the Boxwood newsletter. He will include a schedule of upcoming board meetings. Consideration for changes to the POA website will remain on the agenda. Jennifer previously suggested a website service that would cost \$300 per year.

New Business: Andrea recommended that a new Facebook page be created for Boxwood residents by the Association. There are concerns that one operated privately by neighbors can, through deletion of group members, deletion of posts and prior approval of posts, not reflect the broader interests of the neighborhood. Andrea will explore the possibilities of how to do this. She will report back to the board with a suggestion as to how to proceed. The following items will remain on the agenda. The Board will retain the following issues for evaluation and in future business:

- Proposals for restrictions on short-term rentals
- Making board more attractive for service
- Neighborhood concerns about streets
- Neighborhood concerns about neighbor nuisances
- Neighborhood concerns about common areas
- Neighborhood concerns about execution of Board service and duties

Adjourn: Meeting was adjourned at 8:47pm by David.

Submitted by

Suzanne Corry
Secretary

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2020-2021 Future Meeting Schedule

Monday, October 5, 2020 Board of Directors Meeting

Monday, December 7, 2020 (on hold) Board of Directors Meeting

Monday, January 4, 2021 Board of Directors Meeting

Friday, March 26, 2020 Members Annual Meeting

Friday, April 9, 2021 (back-up date) Members Annual Meeting