



BROWNSTONE
properties, inc.

BOXWOOD PROPERTY OWNERS ASSOCIATION, INC

DRAFT - MINUTES OF ANNUAL MEETING

FRIDAY, MARCH 26, 2021

1. CALL TO ORDER

President David Corry called the meeting to order at 6:37pm. Board members present: President David Corry, Vice President Andrea Singy, Secretary Suzanne Corry, and Directors Aaron Traphagen, Hannah Bilodeau and Erica Johnson. Staff present: Marsha Bryant with Brownstone Properties. There were 24 homeowners present at the meeting and 3 proxies received.

2. QUORUM ESTABLISHED

The Boxwood Property Owners Association successfully established a quorum. Three proxies were received from Warren Vandell(519 Lady Slipper), John Guenthner(223 Honey Tree) and Robert Simonton(569 Lady Slipper). Proof of Notice of Meeting was established by Marsha.

3. APPROVAL OF PRIOR ANNUAL MEETING MINUTES

Motion to approve the minutes of the annual meeting held March 6, 2020 made by William Schneider, seconded by Erica. Motion carried.

4. PRESIDENT'S REPORT

- A. The status of the association is strong and neighborhood events continue to be well attended.
- B. The board acted upon many of the suggestions made in the neighborhood survey.
- C. Updates have been made at the pool and the landline phone has been removed.
- D. Ivy Elizabeth Mann built/donated A Little Library as her Girl Scout Silver Award Project.
- E. Action has been taken to enforce property setbacks.

5. COMMITTEE REPORTS

- A. Pool Committee – Committee Chair, Hannah Bilodeau reported:
 - The committee has been highly active since last year's annual meeting.
 - Pool season was extended by 2 weeks last year due to Covid.
 - New tile has been installed; shade sails will be installed soon.
 - The gate entry system to the pool is being replaced.
 - Cheryl Morris has agreed to be the new pool committee chair.
 - We will be hiring teens to help at the pool – applications are available.

- Jeremy Gustafson volunteered to serve on the pool committee.
- B. Common Area Committee – Committee Chair, Hannah Bilodeau. David Corry reported:**
- Meter covers have been replaced.
 - Bids have been received on drainage chip issues in the playground area.
 - A holding can for basketballs has been purchased.
 - Ivy Elizabeth Mann proposed to the board, her plans to build a Little Library as her Girl Scout Silver Project. Her plans were approved, and she did a wonderful job in building the Little Library and installing it near the pool parking lot. Be sure to **say thank you to Ivy Elizabeth** when you see her! She worked extremely hard in completing her project and the board appreciates her beautiful contribution to our neighborhood.
 - Bids were received to correct lighting at the Boxwood entry. This is a 25-year maintenance issue. We are now using LED bulbs.
- C. Events and Social Committee - Committee Chair, Andrea Singy reported:**
- The committee needs a new chairperson going forward.
 - The committee thanks all who stepped up to serve in our community.
 - We began our together-apart season with a super fun Chalk Drawing Contest.
 - The Easter Bunny was a great addition and will be appearing again this year.
 - In June we had a wonderful Neighborhood Gathering for Peace and Unity which had our biggest turnout ever, even in the pouring rain!
 - We had a 4th of July Parade and a Scavenger Hunt.
 - With the arrival of Fall we had a Halloween Contest and a Jack O'Lantern Contest.
 - In November we celebrated with a Thanksgiving Gratitude Contest.
 - Our Boxwood Winter Lights Competition was a huge hit this year. Thank you to all who participated. Thanks to David Corry and his helpers for the festive display of lights at the Boxwood entry. Boxwood was even mentioned on lighting sites as a neighborhood to visit.
 - Thank you to Missy Cunningham for her role as Mrs. Claus complete with a firepit, cocoa and cookies. It was cold, but a fun time was had by all who attended.
 - Thanks to Suzanne Corry for distributing welcome baskets and maintaining the neighborhood directory. Erica Johnson, Tracina Penrose and Amanda Council have volunteered to help on the welcome committee. Andrea will reach out to them.
- D. Information Technology Committee – Committee Chair, Aaron Traphagen. Andrea reported that security cameras have been installed at the pool. It was a big project, and we appreciate Aaron's hard work. We also thank Andrea for her assistance.**
- E. Architectural Review Committee – Committee Chair, Andrea Singy reported:**
- Approval of submitted plans is usually given within 24 hours of receiving the request.
 - Homeowners can download the association restrictions from the Boxwood website.
 - Complaints have been received regarding placement of trashcans.

6. FINANCIAL REPORTS

Marsha gave the Treasurer's report. Finances are in good shape. There are a few people behind in paying POA dues; notices have been sent. Brownstone has a new portal in which you can check your dues balance and see the community financials.

- A. 2020 Year End –came in under budget (due to Covid).
- B. 2021 Budget – included in the annual meeting packet.

7. ELECTION OF NEW DIRECTORS

Suzanne Corry, David Corry and Erica Johnson have completed their term in service to the board. Hannah Bilodeau, Andrea Singy and Aaron Traphagen have one year remaining of their term.

- A. Open Floor for Nominations
 - Andrea nominated Amanda Council, seconded by Hannah, Amanda accepts.
 - Hannah nominated Jeremy Gustafson, seconded by Andrea, Jeremy accepts.
 - David nominated Scott Ray, seconded by Andrea, Jeremy accepts.
- B. Announce Election Results
 - **Marg Schmidt moved to approve the slate**, seconded by Hannah, slate approved.
 - The board of directors has 3 new members serving a 2-year term: Amanda Council, Jeremy Gustafson and Scott Ray.

8. VOTE FOR NUMBER OF PERSONS TO SERVE ON COMMITTEES

Motion to set the number of persons to serve on committees is as follows, made by Andrea: Each committee shall have no less than three and no more than five members, seconded by Hannah, motion carried.

9. APPROVE DATE OF NEXT ANNUAL MEETING (with back-up date)

Motion to set the next annual meeting as Friday, March 11, 2022 at 6:30 pm, with March 25, 2022 as the back-up date, made by Hannah, seconded by Erica, motion carried.

10. MATTERS FROM THE FLOOR

- A. Jeremy Gustafson asked if a suggestion has been made to build a pavilion by the pool. Pavilion deemed unfeasible in the past because of drainage but may be possible to have a raised deck or pavilion. There has been interest, but we need someone to champion the idea. The idea has never been ruled out.
- B. Andrea asked about the status of parties being held at the pool. Parties have been suspended and the committee will revisit the issue pending future orders issued by the Governor.
- C. Scott Ray mentioned that the trees in front of the neighborhood are beautiful but are taking over his front yard. Another neighbor had same concern. David asked the new board to address the matter. An arborist may be needed to recommend appropriate action. Hannah asked if CLC can give an estimate. Marsha will get bids; matter to be discussed at the next board meeting.

- D. Erica Johnson asked if you need permission to change the color of your front door; no, you do not permission. Jeremy Gustafson asked about replacing windows; no, you do not need permission.
- E. Dean Anderson thanked the board, for those who have served in that past and those who are new to the board. The community appreciates the time and commitment made by each board member. He recognized their hard work and the wonderful job they have done. Boxwood continues to be a beautiful and sought-after neighborhood.
- F. Erica Johnson inquired about having a garage sale in Boxwood. Andrea noted that Cindy Seng will be organizing a garage sale; Missy Cunningham will post a message on the Boxwood Facebook page.

11. DOOR PRIZE DRAWINGS

The following people were present and won a \$25.00 gift certificate to downtown Lynchburg: David Corry, Jeremy Gustafson, Andrea Singy, Missy Cunningham, Barbara Bristow, William Schneider, Scott Ray, Joey Lane, Erica Johnson and Dean Anderson.

12. ADJOURNMENT

The meeting was adjourned by David at 7:58pm.

Submitted by

Suzanne Corry