



**BROWNSTONE**  
*properties, inc.*

## **BOXWOOD PROPERTY OWNERS ASSOCIATION, INC**

### **MINUTES OF ANNUAL MEETING**

**FRIDAY, MARCH 11, 2022**

#### **1. CALL TO ORDER**

President Andrea Singy called the meeting to order at 6:35 pm. Board members present: President Andrea Singy, Vice President Hannah Bilodeau, Secretary Jeremy Gustafson, and Directors Scott Ray and Amanda Council. Staff present: Marsha Bryant with Brownstone Properties. There were 20 homeowners present at the meeting and 2 proxies received.

#### **2. QUORUM ESTABLISHED**

The Boxwood Property Owners Association successfully established a quorum. Two proxies were received from William & Nancy Schneider (337 Wild Turkey), Robert & Gail Copelan (219 Honey Tree). Proof of Notice of Meeting was established by Marsha Bryant.

#### **3. APPROVAL OF PRIOR ANNUAL MEETING MINUTES**

Motion to approve the minutes of the annual meeting held March 26, 2021, made by Suzanne Corry, seconded by Hannah Bilodeau. Motion carried.

#### **4. PRESIDENT'S REPORT**

- A. The status of the association is strong, several events were held despite ongoing pandemic, and neighborhood events continue to be well attended.
- B. Thanked neighborhood for attending the events.
- C. A lot of good things occurred the past year and will be summarized by the committee members.
- D. Encouraged neighbors to bring up items of concern. Noting that some will be brought up tonight under matters from the floor.

## 5. COMMITTEE REPORTS

### A. Pool Committee – Committee Chair, Cheryl Morris. Hannah Bilodeau reported:

- Pool season was very busy.
- Shade sails were installed but have been problematic ever since due to poor installation. Contractor selected did not complete work and was unresponsive to requests for additional support. Pool committee is working with a new company to help improve the pool area and address issues with shade sails/poles. Scott Ray asked if any news about insurance covering the damage to the leaning pole at the pool? Marsha Bryant took an action to check.
- Replaced the access system at the pool gate.
- Installed Wi-Fi at the pool, work did not complete during the summer, but did finish installation in the fall. A question was asked if the Wi-Fi charge was monthly? Marsha Bryant described the invoice process and paying a monthly fee but trying to work with cable company on a better billing cycle.
- This summer everyone can expect to be able to access the pool via an app on their phone. Neighbors will need to download the app. This is to help also with control of who is at the pool.
- Pool will open May 14th.
- Pool will close September 18th.
- New pool furniture has also been ordered (6 new umbrellas, all new tables).
- Andrea Singy commented also that the pool tile work had also been addressed.
- In future, the paving of the parking lot will also be addressed.
- Andrea Singy gave a big thank you to the pool committee members for all their hard work.

### B. Common Area Committee – Committee Chair, Scott Ray reported:

- The front entrance large trees and plighted boxwood bushes were removed. They were replaced with new trees. Project went well. Following installation were some difficulties with deer and winter. Fences have been put around the tree to offer some protection. They are being monitored.
- Playground area is to be addressed in the future. Specifically, the mulch.
- Pool area drainage issue will be addressed in the future. Marsha Bryant working on obtaining quotes.

- Andrea Singy said thank you to Scott Ray for all his help.

**C. Events and Social Committee - Committee Chair, Amanda Council reported:**

- Thanked those who supported her committee.
- A number of great activities were noted. Including an easter bunny parade, an ice cream/pizza social (actually ran out of food such a great turnout), a corn hole tournament over the summer, a Halloween double feature movie with food, a Halloween house decoration contest, a Christmas house decoration contest, and a Christmas social.
- All activities were well attended.
- Encouraged others to join.
- The welcome committee noted that nine new neighbors were welcomed. A special thanks was given to Suzanne Corry for helping with welcome packages.

**D. Information Technology Committee – Committee Chair, Aaron Traphagen.**

- Andrea Singy thanked Aaron for his time on the board. No other items to report.

**E. Architectural Review Committee – Committee Chair, Andrea Singy reported:**

- Noted some items have come up and some house improvements were made. While improvements have been acceptable, did note that complaints have come in and recommended neighbors communicate their changes with close neighbors in advance of work just to make sure they are informed.

## **6. FINANCIAL REPORTS**

Marsha gave the Treasurer's report. Noted that information is available in the Brownstone portal and that neighbors can look there to see how things are going.

At the end of the year last year, we exceeded our operating budget. The overage was affected by past due property owner fees (\$1500), which had they come in would have put things in the black. The pool contract was also more costly last year, and the news of the pool contract increase occurred after the budget had been set.

Noted that the association has a very healthy reserve and put almost \$10,000 into the reserve in one year.

There are a few people behind in paying POA dues; notices have been sent.

Discussed expenses that are going to increase, including pool supplies, cable fees, and landscaping fees. Noted that 16 owners still owe fees for one quarter or more. Only one property owner is outstanding; they have a lien on their property.

One question was asked by Brian Hartsell regarding the owners' dues and operating budget, wanting to better understand the difference. Marsha Bryant clarified what the numbers were representing. Andrea Singy also indicated that she could provide the more detailed financial information. Marsha Bryant commented that they can also find information on the portal.

Andrea Singy also clarified the importance of the reserve fund, the study tied to improvements, and making sure money is present for the future improvements.

Moved to the next topic of raising the dues to ensure the reserve fund appropriately funded. Marsha Bryant noted again that the POA was in the negative last year with our budget. Based on what is required to be included with the reserve account based on the reserve study, a need exists to raise the dues. A comment was made that it is also expected in the future that the state of Virginia will require a certain level of funding with POAs. Another comment was made that with inflation other expenses also expected to increase (e.g., electric and water). Focus is to increase the dues to help cover fees and reserve.

Commented on recent large projects as examples of items covered through the reserve fund. This included tile replacement at the pool, landscaping and maintenance of the front entrance, hot water heater replacement. Next large projects noted were sealing the parking lot near the pool, the playground mulch, and fixing the pool area drainage issues. Repairs/replacements come from the reserve fund.

The dues are currently \$30 per month. There was a discussion about raising the dues by \$5 per month to \$35 per month.

Scott Ray asked how much the raise was, whether \$5 or \$10. It was clarified only \$5 per month increase. Andrea Singy addressed the reason for the raise in response to questions from Brian Hartsell. Please note: the board is in the discussion phase of raising dues. The issue of dues will be later discussed by the incoming board members when the new budget for 2023 is planned in the fall.

## **7. ELECTION OF NEW DIRECTORS**

Andrea Singy, Hannah Bilodeau, and Aaron Traphagen have completed their term in service to the board. Scott Ray, Jeremy Gustafson, and Amanda Council have one year remaining of their term.

### **A. Open Floor for Nominations**

- Hannah nominated Kyle Simpson, seconded by Scott Ray, Kyle accepts.
- Scott Ray nominated Hannah Bilodeau, seconded by David Corry, Hannah accepts.
- Hannah Bilodeau nominated Ty Bilodeau, seconded by Scott Ray, Ty accepts.

- David Corry nominated Suzanne Corry, seconded by Scott Ray, Suzanne accepts.
- David Corry nominated Sean Collins, seconded by Scott Ray, Sean accepts. (Occurred via motion after initial vote)

**B. Announce Election Results**

- Andrea Singy moved to approve the initial slate, seconded by David Corry, slate approved.
- After the initial vote, an additional motion was added for nominating Sean Collins. This was included in the above list. Andrea Singy moved to approve the modified slate. Seconded by David Corry, slate was approved as modified.
- The board of directors has 5 new members serving a 2-year term: Kyle Simpson, Hannah Bilodeau, Ty Bilodeau, Suzanne Corry, and Sean Collins.

**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 Suzanne Corry: 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 10, 2023, at 6:30 pm, with March 24, 2023, as the back-up date, made by Ty, seconded by Hannah, motion carried.

**10. MATTERS FROM THE FLOOR**

- A. Andrea Singy has received multiple complaints regarding speeding. Feedback received included requests that the board consider putting more children at play signs up. People are driving too fast through the neighborhood, and it is not okay to speed in the neighborhood. The biggest complaint that is provided is speeding.
- B. Brian Hartsell pitched an idea. Requested that when looking at finances, also need to strongly consider expenses. Noting that landscaping company was the largest expense during his time on the board. Marsha Bryant clarified that landscaping remains one of the top expenses for the association. Brian Hartsell pitched an idea of lawn mowing teams to help mow common areas and reduce the landscaping expense. Martha Johnson asked how many common areas do we have? Scott Ray noted that there are two common areas (at the front entrance and at the pool area). Andrea Singy clarified that ideas will be reviewed and addressed by the board, they may or may not be approved, but are listed and assessed.

- C. Suzanne Corry asked the date when we start paying the new dues amount. Marsha Bryant answered the dues increase as of January 1 of the year.
- D. Suzanne Corry asked about the website and who had addressed. Katie had addressed that website update. Jeremy Gustafson noted that board has an action still to review website as updated.
- E. Suzanne Corry thanked the board for the service.
- F. Tracina Penrose noted thanks to social committee for all great events. Also commented that they will be moving in case anyone wants to share the word to help find a buyer. Her house is 308 Wild Turkey. Andrea Singy gave a big thank you to Tracina Penrose for helping with events/activities. Tracina Penrose noted more volunteers to help with social events are needed.
- G. Andrea Singy gave a lot of compliments to the neighborhood and gave remarks regarding sadness in her departure as President of the board.
- H. David Corry asked if board was looking for committee area members and volunteered to be on the on the common area committee.

#### **11. DOOR PRIZE DRAWINGS**

The following people were present and won gift cards: Harold and Margaret Schmitt (#8), Hannah Bilodeau (#7), Erica (#15), Brian and Virginia Hartsell (#4), Jason and Wendy Vranes (#9), Dave and Suzanne Corry (#5), Walter and Barbara Bristows (#20), Eva Ricca (#6), and Kenneth and Melanie Marks (#12)

#### **12. ADJOURNMENT**

The meeting was adjourned by Andrea at 7:56 pm.

Submitted by

Jeremy Gustafson