

Boxwood Property Owners Association
Board of Directors Meeting Minutes
01.09.2023

Call to Order by Hannah Bilodeau at 7:02 pm.

Board Members Present: Hannah Bilodeau, Jeremy Gustafson, Scott Ray, Suzanne Corry,
Ty Bilodeau, Sean Collins, and Kyle Simpson
Brownstone Properties Representative, Marsha Bryant

No comments from Association Members - Other neighbors present were Jimmy Gabany and
Ka Lee Gustafson

Handouts Provided:

Meeting Agenda
Minutes from October 17, 2022 meeting

Minutes October 17, 2022 meeting - Motion to approve was made by Suzanne Corry, seconded
by Scott Ray, unanimously passed by the board.

Moved to staff report.

Staff Report Marsha Bryant:

Financial Report Marsha Bryant	
December 31, 2022 Operating Account Balance	\$ 11,541.35
December 31, 2022 Reserve Account Balance (including CDs)	<u>\$ 93,054.11</u>
Total	\$104,595.46

Marsha Bryant discussed SelectBank special with a 3.5% interest rate as possible better investment than CDs. Discussed CD that matured in December 2022. Two other CDs still maturing (8/2024 and 8/2023). CD rates are not great, not going to lose anything pulling them out early. Something for the board to think about, with \$93,000 would be better to place in something gaining more interest.

In response to a question, Marsha Bryant clarified that operating account will never have reserve account balance within it. Two separate accounts. Some years might have extra in reserve, some less. Noting that in 2022 actually a little tighter than other years. Hannah Bilodeau indicated that Board had talked about the CD that had matured in December (\$16,301.71). Marsha Bryant noted that was moved into the reserve account.

Marsha Bryant indicated that Jennipher Lucado, Brownstone Properties, will also send a message to assist the board in evaluating.

Related to POA payments, one neighbor outstanding with lien, but has been an ongoing case. Four additional neighbors each owe \$90. One neighbor owes \$60. Very good situation right now with only one person technically behind in POA fees.

Boxwood Property Owners Association
Board of Directors Meeting Minutes
01.09.2023

Marsha Bryant reviewed bills with the end of year financial report, noting that during year bills are mostly related to the pool or social activities. Also highlighting some of the expenditures tied to common area (e.g., landscaping). Nothing of concern noted with the end of year report. Commenting that \$93,000 was moved into reserve fund at end of year. Marsha Bryant will note also with the annual report.

Marsha Bryant noted Scott Ray talked to Scott Booth with Duraseal and that the pool shade sails issue will be addressed in March 2023. Noted parking lot near pool paving will occur by May 2023. Need the shade sail work to occur first. Do not want heavy equipment on new pavement.

Reviewed persons that will be coming off the board, Scott Ray and Jeremy Gustafson.

Last item mentioned was a noise complaint. Hannah Bilodeau mentioned that will be covered under new business.

Ended reports from Marsha Bryant.

Committee Reports:

Information Technology Committee Suzanne Corry –

- Suzanne Corry briefed that had an issue with Boxwood Gmail account. Andrea Singy is contact person for Gmail. The board might want to consider changing the contact person if Andrea Singy is not available. Marsha Bryant noted just needs a note in the minutes. Suzanne Corry will take over for Andrea Singy and contact Andrea Singy regarding the change.
- No other updates.

Pool Committee Cheryl Morris –

- Hannah Bilodeau provided update for Cheryl Morris.
- Shade sail action committee had been discussed previously, committee to make sure sails get put up right the first time. Date for installation is March 13, 2023.
- Date pool will open is May 13, 2023 through September 17, 2023.
- Plan to pressure wash the pool deck before opening this year. Marsha Bryant to coordinate getting quotes.
- With the bathroom exterior doors thinking about replacing or otherwise maintaining them as rusted. With the inner stall doors, would like to have them repainted. Suzanne Corry recommended hiring someone to help with painting inner stall doors. Marsha Bryant to reach out for quotes. Hannah Bilodeau to provide Marsha Bryant contact information for painters. With the exterior doors, preference is to just have them replaced. Marsha Bryant to reach out for quotes.
- No other updates.

Architectural Review Committee Andrea Singy –

Boxwood Property Owners Association
Board of Directors Meeting Minutes
01.09.2023

- Ty Bilodeau provided the report. Several applications were reviewed. No outstanding items to bring up to the board at this time.

Common Area Committee Scott Ray –

- No update.

Events and Social Committee Ava Trill –

- Hannah Bilodeau briefed for Ava Trill, noting Ava Trill needs reimbursement for the holiday decorating contest gift cards from Marsha Bryant.
- Ava Trill planning first event for New Year, details to be addressed later.
- On welcoming bags, Suzanne Corry and Ka Lee Gustafson have covered the new residents except for one on Wild Turkey, as haven't been able to catch them yet. Welcome baskets noted as a big positive with new neighbors and having them feel welcome.

Old business. None.

New Business:

- Neighbor concerns with 308 Wild Turkey, complaint regarding noise/behavior issues on multiple occasions were brought up. Marsha Bryant noted that the homeowner needs to contact the police department at non-emergency number, as a noise ordinance issue. Marsha Bryant noted Brownstone can also send a letter. Ty Bilodeau recommended not to send the letter for now, watch for trending in POA meetings. To let the neighbor know to reach out to the police department if noise issue occurs again. The complaint went directly to Hannah Bilodeau.
- On brush and bulk past concern, noted that neighborhood looks better, brush and bulk has been picked up. Thanked Brownstone and Marsha Bryant for help picking up issue items as well related to other furniture/boxes left on street.
- Moved to board member topics, noting some board members leaving as end of term, some returning. Jeremy Gustafson and Scott Ray terms are up and departing from the board. Noted that next meeting will be the annual meeting and will be making member positions for next year. Encouraged board and neighbors to reach out to other neighbors, encourage participation on the board.
- Last the 172 Marguerite signature drive to be added to the POA was discussed. Have 124 lots and going to need 93 signatures. Discussed how to go about gathering signatures as have only verbals right now. The Board didn't collect any signatures back at the Fall event, as forms were not yet available from the lawyer. The annual meeting will also be a zoom meeting, so won't be able to collect signatures then. Kyle Simpson volunteered to make a sign up list, will get it out to the board. Must have main and witness signatures for each house, which equals one signature for that house. Signatures due need to be on the form the lawyer provided, cannot just use a piece of paper. Goal to have all the signatures by February 20th, so the 172 Marguerite residents can attend the annual meeting and use the pool this summer.

**Boxwood Property Owners Association
Board of Directors Meeting Minutes
01.09.2023**

Next board meeting will be the annual meeting, it is scheduled for March 10th at 6:30 pm. Discussed whether in person, zoom, or hybrid for the annual meeting. Board agreed to have this year's meeting as a zoom meeting, then ask at that time about next year's meeting approach preference.

Hannah Bilodeau thanked that board for their work in 2022 and meeting adjourned at 8:00 pm.