

BOXWOOD PROPERTY OWNERS' ASSOCIATION, INC

MINUTES OF ANNUAL MEETING

FRIDAY, MARCH 10, 2023

Virtual Via Zoom

CALL TO ORDER

President Hannah Bilodeau called the meeting to order at 6:33 pm. Board members present: President Hannah Bilodeau, Vice President Suzanne Corry, Secretary Jeremy Gustafson (by proxy), and Directors Scott Ray, Kyle Simpson and Ty Bilodeau. Staff present: Marsha Bryant with Brownstone Properties. There were 6 homeowners present at the meeting and 3 proxies received.

QUORUM AND NOTICE ESTABLISHED

Marsha Bryant announced that the Boxwood Property Owners' Association, Inc. (POA) meeting successfully established a quorum. Three proxies were received from Jeremy Gustafson (344 Wild Turkey), Tim Johannsen (355 Wild Turkey) and Henry Hawkins (544 Lady Slipper). Proof of Notice of Meeting was established by Marsha Bryant.

APPROVAL OF PRIOR ANNUAL MEETING MINUTES

Motion to approve the minutes of the annual meeting held March 11, 2022, made by Suzanne Corry, seconded by Scott Ray. Motion carried.

PRESIDENT'S REPORT

Hannah Bilodeau welcomed our newest homeowners to Boxwood. Good things occurred throughout the year and will be summarized by the committee members. Hannah encouraged neighbors to bring up items of concern.

COMMITTEE REPORTS

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

- A new gate entry method was utilized at the pool this summer. Recently the entry system has been vandalized. Scott Ray inquired as to the action taken by the pool committee. The incident was not reported to the police. The committee has not had a chance to review the video surveillance. The damage has not been reported to our insurance company but Marsha Bryant will look into the matter. The lock equipment and it's parts have a lifetime warranty but the cost of service is not covered.
- There are plans for the following work to be completed at the pool before opening day on May 13: repair pool house doors, pressure wash pool deck/bathroom floors, shade sail pole repair and parking lot surface to be re-sealed.
- The pool will open May 13th, 2023 through September 17, 2023.

- The board has put together a team of homeowners who will oversee the process of rehangng the shade sails.
- Hannah Bilodeau thanked the pool committee members for their hard work.

Common Area Committee – Committee Chair, Scott Ray reported:

- The front entrance had new trees planted last year, however, a few of the bushes are now dead.
- Pool area drainage issue has been addressed.

Events and Social Committee - Committee Chair, Ava Trill reported:

- Former Chair and other committee members have recently moved from Boxwood. Ava volunteered to chair the committee in the interim.
- A number of great activities were reviewed, including an ice cream/pizza social, a corn hole tournament, a movie night with food, a Halloween decorating contest, and a Christmas light decoration contest. All activities were well attended. The Easter Egg Hunt is the next event on the Boxwood Social Calendar.
- The Social Committee needs volunteers. They invite you to join the committee or to help plan a specific event. Kim Neczyporuk, Jess Collins, Hannah Bilodeau and Kyle Simpson expressed interest in helping with events.
- The Welcome sub-committee noted thirteen families purchased homes in Boxwood last year. A special thank you was given to Ka Lee Gustafson for delivering Welcome Bags to each of our new neighbors.

Information Technology Committee – Committee Chair, Suzanne Corry reported:

- Suzanne Corry and Cheryl Morris worked together closely to setup a new program that granted access for each homeowner, entry into the pool area. Suzanne thanked the Boxwood community for their patience and help while we worked through the challenges.
- The I/T Committee is looking for a volunteer to create a quarterly newsletter for our neighborhood. Kyle Simpson expressed interest in helping with a newsletter.

Architectural Review Committee – Committee Chair, Ty Bilodeau reported that all requests were reviewed by the committee and granted.

FINANCIAL REPORTS

Marsha Bryant gave the financial report. 30 homeowners are delinquent in paying dues. One **Lien** has been issued, 1 **Lien Letter** sent and 10 **Notices of Lien** sent. 54 homeowners have a credit balance.

13 Homeowner’s paid the incorrect amount of 1st quarter dues. Hannah Bilodeau asked if homeowners were contacted regarding their short payment. Marsha said that all homeowners delinquent in paying dues, were mailed a statement reminding them of their balance.

As of 2/28/23 the current balance in the Operation Account is \$18,118.36. The Prepaid Association Fees are \$14,449.75. The Total current funds are \$3,668.61.

The Reserve Money Market Account balance is \$18,543.83. A CD matures in December 2023 \$77,148.13. The current balance in the Reserve Account is \$111,998.96.

The following Reserve Projects are approved and will be completed in 2023. The Total Reserve Projects for 2023 - \$9,850.00

- Littens Residential Services, repair pool house doors \$2,200.00.
- Chad Rakos Exterior Cleaning, pressure wash pool deck/bathroom floors \$815.00
- DuraSeal, Shade Sail Pole Repair \$2,850.00
- DuraSeal, Parking Lot Sealing \$3,985.00 - Scott Ray asked if Mr. Booth from DuraSeal has our parking lot job on his schedule. Marsha said that the ground needs to be dry before the work can be done. Mr. Booth is planning on completing the job by late April or early May before the pool opens.

ELECTION OF NEW DIRECTORS

Scott Ray and Jeremy Gustafson have completed their term in service to the board. Amanda Council has moved and is no longer serving on the board. Board members Hannah Bilodeau, Suzanne Corry, Ty Bilodeau, Sean Collins and Kyle Simpson have one year remaining of their term. Open Floor for Nominations.

- Hannah Bilodeau nominated Kenan Bell, seconded by David Corry, Kenan accepts via email submitted earlier today.
- Suzanne Corry nominated David Corry, seconded by Scott Ray, David accepts.
- Hannah Bilodeau nominated Ava Trill, seconded by David Corry, Ava accepts.
- David Corry nominated Kevin Struble, seconded by Scott Ray, Kevin accepts.
- Hannah Bilodeau nominated Scott Ray, seconded by Kevin Struble, Scott accepts.

Motion to approve the slate of nominees, made by David Corry, seconded by Hannah Bilodeau, slate approved by unanimous vote. The board of directors has 5 new members with each serving a 2-year term: Kenan Bell, David Corry, Ava Trill, Kevin Struble and Scott Ray.

VOTE FOR NUMBER OF PERSONS TO SERVE ON COMMITTEES

Motion to set the number of persons to serve on committees as no less than three and no more than five members made by David Corry, seconded by Suzanne Corry, motion carried.

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

Motion to set the next annual meeting as Friday, March 15, 2024, at 6:30 pm, with March 22, 2024 as the back-up date should it need to be rescheduled, made by Hannah Bilodeau, seconded by Kim Neczyporuk, motion carried.

MATTERS FROM THE FLOOR

- William Schneider inquired as to where he can purchase a new mailbox post. Scott Ray provided name of vendor, Rivermont Mailbox Company, 434-528-1700 or 434-660-8575(cell).
- Kim Neczyporuk volunteered to serve on the Social Committee.
- Matt Cathone volunteered to serve on the Pool Committee.

- Suzanne Corry encouraged fellow association members to ask questions and to consider joining a committee.
- Suzanne Corry read an email submission by Carter Tatum dated February 22, 2023. Carter would like the POA to consider revising the Boxwood Restrictions that prohibit chicken hens. Carter proposes that Boxwood POA release the restrictions on hens, allowing residents to have a limited number of hens, as permitted by Lynchburg Zoning Ordinance. Carter provided a link to the City Ordinance for Land Use Standards. Suzanne Corry will forward Carter’s email to the board of directors for their consideration.
- Hannah Bilodeau brought up the topic of vehicles speeding in the neighborhood. Hannah would like to remind families to adhere to the 25 mph posted speed limit. Marsha Bryant provided the phone number to the Lynchburg City Traffic Safety Unit, 434-455-6047 for concerned members to let the city know about the need for enforcement.
- Hannah Bilodeau shared information about a request made by the property owners of 172 Marguerite, to join the Boxwood POA. An amendment to add 172 Marguerite to the Declaration of the Covenant has been drafted by our legal counsel. The board of directors are in the process of acquiring signatures from homeowners to amend the documents. Kim Neczyporuk asked if there is any reason to believe that 172 does not meet the requirements of our association. William Schneider provided background information regarding previous ownership of the property. Ty Bilodeau spoke with regards to the existing fence around the property. Ty said the Architectural Review Committee will continue to review all requests submitted to the committee. David Corry said that the Boxwood Restrictions do not indicate a problem with regard to adding the property at 172 Marguerite to the POA in accordance with the Declaration but the ARC may have to decide if the non-confirming fence can be approved as “grandfathered”.

DOOR PRIZE DRAWINGS

The following people were present and won gift cards in random drawings: Melanie Marks, Kim Neczyporuk, Ava Trill, William Schneider and Douglas Gatz. Ava Trill will deliver 5 gift cards in the amount of \$25.00 each to our winners.

ADJOURNMENT

The meeting was adjourned by Hannah Bilodeau at approximately 7:30 p.m. and an informal discussion was had by the board of directors to discuss the date of the next BOD meeting and solicit interest in officer positions on the incoming board.

David Corry volunteered to serve as President, members suggested Suzanne Corry as Secretary and Kyle Simpson as Vice President, and both agreed they would be willing to serve. They discussed a potential schedule for Board meetings and decided the first meeting would be April 2, 2023 at 515 Lady Slipper Ln. whereupon the election of officers would be formally decided.

Submitted by Suzanne Corry, Secretary