

**Boxwood Property Owners Association**

Board of Directors Meeting

Monday April 3, 2023

**Minutes**

**Call to Order:**

David Corry called the meeting to order at 6:30 pm. Present were directors David Corry, Suzanne Corry, Kyle Simpson, Hannah Bilodeau (appeared via Zoom), Ty Bilodeau, Scott Ray, Kevin Struble, Kenan Bell and Ava Trill; staff Marsha Bryant of Brownstone Properties. Absent was director Sean Collins.

**Officer Election/Ratification:**

**Motion to approve slate** of officers as follows, made by Kenan, seconded by Kyle, unanimously approved. President, David Corry; Vice-President, Kyle Simpson; Secretary, Suzanne Corry; Treasurer, Brownstone Properties.

**Comments from Association Members:**

No members were present.

**Handouts Provided:**

Meeting Agenda  
Minutes from January 9, 2023 meeting

**Approval of Minutes:**

**Motion to approve minutes** for January 9, 2023 meeting made by Suzanne, seconded by Kyle, unanimously approved. Future board meetings to be held in person on the 2<sup>nd</sup> Monday of each month except July(July 17), October, December and February at 6:30 pm.

**Staff and Financial Report (Marsha):**

March 31, 2023 Operating Account Balance	\$ 19,520.10
March 31, 2023 Reserve Account Balance (including CDs)	<u>\$ 96,813.34</u>
<b>Total</b>	<b>\$ 116,333.44</b>

Discussion of moving CD 6795 to get a better rate. The board will re-evaluate the allocation of the Money Market account and CD at our November meeting with interest information from Jennipher Lucado. Prepaid association fees have a balance of \$17,754.75. Accounts receivable has a balance of \$2,234.75

The following work has been completed: Russell Landscaping Playground Drainage, Mulch Replacement, Pool Restroom Painting Project per contract, Pole for Sun Sails and extra sail pole remains in place and hinges are still needed for the restroom stall doors.

The status of the following work is as follows, as reported by Marsha:

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- Duraseal Asphalt Coating – date is unknown as to when work will begin. Date of completion needed.
- Exterior cleaning of Pool Deck, Pressure Wash by Chad Rakos – waiting for Marcus to turn on water; target completion date April 30.
- Pool Restroom Doors – in need of new hinges, hardware. Contractor and completion date needed.
- Pool Entry Pad Repair – **Motion to raise the pre-approved amount to \$1,000** for keypad repair was made by Hannah, seconded by Kenan, unanimously approved. Estimate is needed, date work can begin is needed, target completion date is needed.
- Pool Keypad Warranty/Insurance Options – Marsha reported there is no warranty to cover the keypad repair. There is a \$500 deductible with insurance, the policy will be renewed in July, current premium is \$3,715/year. The board will hold off on having a claim filed at this time, pending weighing the actual cost of repairs. Marsha advised that we need to triple our financial malfeasance coverage through Fidelity to meet state standards. Marsha will obtain estimates from additional insurers.
- Pool Security Footage Review – no footage from keypad destruction incident as footage erases after 2 weeks. Kevin offered to look into increasing the video storage space to address this issue.
- Pool Gate Closing Mechanism - Kenan knows a person who can look at the gate spring and timing mechanism. The problem remains unresolved from last pool season.
- Pool Foolin' Contract Execution – Hannah will advise if she received the document. Cheryl Morris and David will sign the contract.
- Pool Baby Gate and Fence Update – The board will not pursue it at this time, as the issue is cosmetic and not a safety or function issue.
- 2022 Income Tax Return - Hannah will check her email to see if she ever received the tax return.

### President's Report:

David introduced himself to the board and requested that they use his

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[dcorry@liberty.edu](mailto:dcorry@liberty.edu) email address to communicate. He is also available by text. The following people have pool keys: Hannah, Cheryl, Sasha, Ava and David. Suzanne and Kevin have a key to the free standing bulletin board(by the driveway).

The 172 Marguerite Petition is ready for signatures. Kyle will redistribute the signature pages to all board members. David will send an email to inform the community of the petition and to be aware that a board member will visit each homeowner to obtain signatures on the Petition. Ava will canvas Honey Tree; Ty, Scott, Kevin and Kenan will canvas Marguerite; Kyle will canvas Wild Turkey and Harvest Court; David and Suzanne will canvas Lady Slipper; and Hannah will canvas Susannah.

Committee Appointments were unanimously approved as follow:

- Architectural Review(ARC) – Andrea Singy as Chair, Ty Bilodeau, Tim Johannsen, Brian Hartsell and Tad Hardin.
- Common Area - Scott Ray as Chair, Ty Bilodeau, David Corry, Kenan Bell and Kevin Struble.
- Pool – Cheryl Morris as Chair, Hannah Bilodeau, Sasha Layman and Matt Cathone.
- Social – Ava Trill as Chair, Kyle Simpson, Jessica Collins. Sub-committee to Welcome – Suzanne Corry and Kalee Gustafson. Melanie Marks, Kim Nezpork and Rachel Stratton have volunteered to help with individual events as well.
- Information Technology – Suzanne Corry as Chair, Cheryl Morris, Ty Bilodeau, Kevin Struble and Kyle Simpson.

\*\*Hannah- will contact Matt Cathone\*\*

### Committee Reports:

Architectural Review Committee – (Ty) No updates reported.

Common Area – (Scott) He will meet with his committee and provide an update. Scott is interested in replacing at least part of the entry fence. He will get an estimate for vinyl and wood options. Kenan will call Lynchburg City regarding the sidewalk hazard. Marsha will obtain the cost for a new Children at Play Sign, if it can be reinstalled. Scott will contact the installers of the plants that did not survive the first year for replacement. He is interested in working on a plan to upgrade landscaping at the entry, also.

Pool – (Hannah) The pool is scheduled to open on May 13, 2023. Key cards will be issued when the keypad is repaired. Kenan will have a man look at the keypad. Hannah will bring an updated Pool Rules to the May BOD meeting for approval. No additional pool furniture is needed as new furniture was purchased last year. A sub-committee of David, Ty, Scott and Kyle will meet to hang the sails. Ty has requested a laminated how-to document be made for future hanging of the sails. The Committee plans to hire teenagers again for nightly cleaning.

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Events and Social – (Ava) The Annual Easter Egg Hunt will be held on April 8, 2023 at 10 am. Ava will conduct a poll to determine the best date for the Neighborhood Yard Sale. The Committee will also plan the summer pool social events.

Information Technology – (Suzanne) Kyle offered to create a quarterly newsletter. Future projects include updating the Boxwood website by organizing the Minutes, Newsletters and current photos. We will also be assisting the pool committee with issuing and managing keycards for pool entry.

**Old Business:** There is no old business to discuss at this time.

**New Business:** A request was made at the annual meeting to allow property owners to have chickens. A request was also made to allow ducks. In light of the time, the issue of chickens and ducks will be tabled for discussion at the next meeting.

**Adjourn:** Kenan motioned to adjourn the meeting at 8:15 pm, seconded by Ty Bilodeau, all in favor.

**2023-2024 Future Meeting Schedule (6:30 pm)**

Monday, May 8, 2023	Board of Directors Meeting
Monday, June 12, 2023	Board of Directors Meeting
Monday, July 17, 2023	Board of Directors Meeting
Monday, August 14, 2023	Board of Directors Meeting
Monday, September 11, 2023	Board of Directors Meeting
Monday, November 13, 2023	Board of Directors Meeting
Monday, January 8, 2024	Board of Directors Meeting
Friday, March 15, 2024	Members Annual Meeting
Friday, March 22, 2024 (back-up date)	Members Annual Meeting