

Boxwood Property Owners Association

Board of Directors Meeting

Monday June 5, 2023

Minutes

Call to Order:

David Corry called the meeting to order at 6:33 pm. Present were directors David Corry, Suzanne Corry, , Scott Ray, Kevin Struble, Kenan Bell and Ava Trill; staff Marsha Bryant of Brownstone Properties, Hannah Bilodeau, Ty Bilodeau and Sean Collins attended via Zoom. Absent was director Kyle Simpson.

Comments from Association Members:

No association members were present.

Handouts Provided:

Meeting Agenda

Minutes from May 8, 2023 meeting

Approval of Minutes:

Motion to approve minutes for May 8, 2023 meeting made by Suzanne, seconded by Ava, unanimously approved.

Staff and Financial Report (Marsha):

May 31, 2023 Operating Account Balance	\$ 14,530.93
May 31, 2023 Reserve Account Balance (including CDs)	<u>\$ 90,295.70</u>
Total	\$ 104,826.63

Marsha reported prepaid association fees have a balance of \$12,319.95. Accounts receivable has a balance of \$2,672.50. Brownstone called all homeowners with an outstanding balance. Four lien letters have been issued in the past month. The Duraseal Asphalt invoice (\$3,985.00) has been paid. Marsha reported that Professional Fees are over budget by \$205.00, but \$100.00 was saved in the Social/Events category. Pool maintenance expenses are also over budget by \$1,793.00.

There was discussion and a suggestion was made to contact Comcast and request our contract be adjusted. Comcast is known for adjusting contracts when a phone call is made. The current expense of \$165.00 per month sounds high.

Marsha is waiting to receive quotes from Fidelity Insurance. We need to triple our financial malfeasance coverage through Fidelity. Our current policy for does not meet the state standards. David asked Marsha to not renew our policy until the Board reviews the options.

Marsha has not received an invoice for the work done by Allied on June 3rd but she believes it will not be billed at the higher weekend hourly rate. Her estimate is around \$200.00. Marsha will obtain the cost for a new Children at Play Sign. Steve at Sign Works is in the process of creating a new sign.

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President's Report:

David reported that we obtained more than the required number of signatures for the 172 Marguerite Petition. David hand delivered the Petition to our attorney and the document will be filed with the Lynchburg City Clerk of Court. David thanked the board for their hard work in canvassing the neighborhood to collect the signatures. The owners of 172 Marguerite have paid their association dues and were given the information regarding pool use. Future board meeting dates were confirmed as follows: July 17, August 14, September 11, November 13, 2023, January 8, 2024. All meetings are scheduled to begin at 6:30 p.m.

Committee Reports:

Architectural Review Committee – (Ty) The committee members inspected the property at 172 Marguerite and approved the existing black chain link fence as a committee-approved exception to our association documents effectively grandfathering that pre-existing condition in place before the lot was added to the subdivision controlled by the declaration of restrictions. Marsha has received an email from the Architectural Review Committee noting the fence approval. The email and the minutes from the June 5, 2023, board meeting will be added to Brownstone's file for 172 Marguerite Drive.

Common Area – (Scott) Scott reported that Lynchburg City has repaired the uneven sidewalks along Marguerite Drive. The entry fence replacement/painting project is planned to be completed in September of 2023. CLC has not been responsive to Scott's calls. He continues to send friendly reminders. Scott will ask the landscapers to add netting to the beds as deer have been eating the flowers. Scott ordered four claw hinges for \$125.46. He and Kyle will install the hinges on the pool entry gate. Ty has offered to help with the install.

Suzanne will track down the key to the bulletin board by the pool driveway and arrange for it to be given to Ava. The key to the pool bulletin board is inside the pool utility closet. The pool committee has plans to update the pool bulletin board. It was noted at our last meeting that there are 6 dead trees in the pool area that need to be removed. The board discussed planning a Tree Chopping Party. Several board members have offered to use their chainsaw to chop up the fallen trees located around the pool area. David will send an email regarding the removal of the dead trees. Kenan will head up the project, shooting for the last week of the month since the city does their bulk pick-up during that week. The following topics will be reserved for a later discussion: replacing the pool fence, improving the entry landscaping, creating a dog area near the pool, trim a sun channel through the woods, placing a chain or access gate at the parking lot entry and purchasing/installing a new basketball hoop at the pool.

Pool – (Cheryl) Cheryl provided an email update. The bench in the ladies restroom has been replaced. **The pool rules have been updated for 2023 and were approved by our board members with a unanimous vote via email on May 11, 2023.** The gate technician

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from Allied said he would replace the Exit Button with a 30 Second Timer at no cost to us. Marsha agreed to call the technician tomorrow (June 6). There is a damaged round table on the pool deck. The board decided to place the damaged table into the utility closet and to replace the old, damaged umbrellas with the new umbrellas, saving old ones in case they are needed due to damage. Scott offered to repair the damaged round table.

The smartphone gate entry app was upgraded on June 2 for Android phones. Cheryl has been dissatisfied with the work of Allied. There was a discussion about the need for an I/T specialist when diagnosing our current gate problems; Kenan and Keith Mann may know someone who can help. The gate program was purchased in 2021. Cheryl and Brownstone have a copy of the contract with Allied. There is a 3 year warranty for the keypad and a 5 year warranty for the hardware per Cheryl's conversation with the software developer at "E-Access by Continental". The following questions were raised in the discussion:

- Does fault lie with Allied or Continental or Open Cesamee?
- Can the router take other software?
- Shall we return to using a 4 digit code or stay hi-tech?
- Can Brownstone hold Allied accountable for their lack of service?

David indicated that no decision needed to be made tonight. We can use the current system for the remainder of this year, but we will need to make a decision regarding the Pool Gate System for 2024. A future project to include updating various signage at the pool to be cohesive and aesthetically pleasing was tabled for later discussion.

Events and Social – (Ava) The Annual Ice Cream Social was a success. The Neighborhood Yard Sale had good participation. Ava is considering having a Family Movie Night in place of a Summer Picnic. 2 Welcome Bags were delivered in June. We have an additional 3 Bags to deliver. There are also 4 properties with contracts pending and one home for sale. A future project to include Permanent Event Signage for use inside the black sandwich board was postponed for later discussion.

Information Technology – (Suzanne) Most of Suzanne's time has been spent monitoring the Boxwood Gmail Account, resolving issues with pool codes and issuing pool cards. Creating a quarterly Newsletter remains a priority. Suzanne will ask Kyle to assist with creating a newsletter template. Future projects include the newsletter, updating the Boxwood website by organizing the Minutes, Newsletters and photos.

Old Business:

Declaration Amendment to remove the chicken restriction. Hannah offered to create a survey using Survey Monkey. David will forward the survey questions to Hannah if we

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decide to do the survey. CD 6795 matures in December and will be discussed at our November meeting. A reminder for Marsha to bring relevant CD information so that a decision can be made at the November 13, 2023, meeting.

New Business: None

Adjourn: Scott motioned to adjourn the meeting at 7:58 pm, seconded by Ava, all in favor.

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

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