

## Boxwood Property Owners Association

Board of Directors Meeting

Monday July 17, 2023

### Minutes

**Call to Order:** The meeting was called to order by the President at 6:39 pm at 515 Lady Slipper Lane. Present were directors David Corry, Kyle Simpson, Suzanne Corry, Scott Ray, Kenan Bell and Ava Trill; staff Marsha Bryant of Brownstone and Hannah Bilodeau attended via Zoom. Absent were directors Ty Bilodeau, Sean Collins and Kevin Struble.

**Comments from Association Members:** No association members were present for comments.

**Minutes: Motion to approve minutes** for June 5, 2023 meeting made by Hannah, seconded by Scott, unanimously approved.

**Financial Report (Marsha):** Accounts receivable has a balance of \$1,858.75. There are 11 properties 60 days delinquent and 4 properties 90 days delinquent. Comcast told Marsha it would not offer a lower rate because our remote pool access security system requires a “static I.P. address.” Professional and legal fees account is over budget by \$205. Suzanne noted that we have not received a final invoice from our attorney for the 172 Marguerite petition. Pool maintenance account is over budget by \$1,905.40. Marsha renewed our insurance policy. Marsha is waiting for quotes to increase our financial malfeasance coverage to \$100,000.00. The Children at Play Sign will cost \$279.00. Steve at Sign Works has not provided a completion date.

Marsha received an invoice from Allied Security Systems in the amount of \$1,127.04 for work done on May 8, 2023 (part 2 of gate access repair). The May 8 invoice has **not** been paid. Marsha called but has not received an invoice for the work done on June 3<sup>rd</sup> (to repair app program). The board is dissatisfied with the work and David would like to consider adjusting the May 8 invoice depending on how we are billed, to account for work that was not satisfactory and work that caused us to have another contractor repair what Allied messed up. Marsha clarified that an earlier invoice from Allied was paid in April (part 1 of gate access repair).

**President’s Report:** David has a scheduling conflict with the September board meeting. The board agreed to move the meeting to September 25, 2023 at 6:30 p.m.

**Architectural Review Committee:** Nothing new to report.

**Common Area Committee (Scott):** Scott reported that the bushes that did not take when planted last year have been replaced at the entry to Boxwood. There was a 30% improvement to the pool gate after Scott and Kyle installed 4 claw hinges. Scott will look for a spring to provide additional tension for the gate. Scott confirmed that the entry fence replacement/painting project is on target for September and netting has been added to the entry flower beds. David will send an email regarding the removal of dead trees in the common area. 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 entry landscaping, creating a dog area near the pool, trim a sun channel through the woods, placing a chain at the parking lot entry and purchasing/installing a new basketball hoop at the pool.

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**Pool Committee (Hannah):** Marsha reported that a new company, Ambassador, serviced 2 other Brownstone properties. This company is familiar with our Gate Access Program. One property required 2 days to fix their system but have not been invoiced. Another property was serviced by replacing a battery and was billed \$1,000.00; however, Marsha believes the amount is incorrect. Our board does not have enough information to proceed with hiring Ambassador to repair our gate system at this time. The board agreed to issue a 4 digit code to the entire Boxwood community to ensure all residents have easy access to the pool. A new code will be issued on August 15. Hannah confirmed that we are still able to program gate access cards for interested homeowners. The gate technician from Allied has not replaced the Exit Button with a 30 Second Timer as requested (no cost to us). Allied has not responded to Marsha’s calls. A future project includes updating various pool signage to be cohesive and aesthetically pleasing.

**Events and Social Committee (Ava):** Ava will post a list of future board meetings on the bulletin board. Five Welcome Bags have been distributed this year. Ava is considering a Family Movie Night on August 12. The Social Budget has a remaining balance of \$1,461.62. The board supported her using social budget for popcorn for the movie night. A future project to include Permanent Event Signage for use inside the black sandwich board.

**Information Technology Committee (Suzanne):** Kyle presented a draft Newsletter to the board. The committee plans to issue the first newsletter for August/September and the second newsletter for the 4<sup>th</sup> quarter. The board agreed to update the community with the current password for internet access at the pool. Future projects to include 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.

**Adjourn: Motion to adjourn meeting at 7:45 pm** made by Scott, seconded by Ava, all in favor.

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

Monday, August 14, 2023	Board of Directors Meeting
Monday, September 25, 2023	Board of Directors Meeting
Monday, November 13, 2023	Board of Directors Meeting
Monday, January 8, 2024	Board of Directors Meeting