

Boxwood Property Owners Association

Board of Directors Meeting

Monday August 14, 2023

Minutes

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

Comments from Association Members: The following comments were submitted by association members prior to our meeting. It was suggested that a traditional gate latch be added to the pool gate in addition to the existing magnet mechanism. Board members were not interested in adding an additional latch to the pool gate. An anonymous complaint was submitted regarding the trailer parked in the street on Marguerite Drive. The board noted that the subdivision restrictions apply to lots and common property but not the city streets, that properly licensed vehicles are allowed to park on city streets and the trailer has a Virginia tag. Marsha will notify the complainant that parking on city streets is not a violation of the law.

Minutes: Motion to approve minutes for July 17, 2023 meeting made by Suzanne, seconded by Kevin, unanimously approved.

President's Report: David prepared the questions for a neighborhood survey and Hannah will create the survey using Survey Monkey. David will review the city ordinance on poultry to be sure the drafted survey questions accurately describe the ordinance. David scheduled a Chainsaw Gang Work Session for August 26, 9am to noon, to remove dead and fallen trees around the pool area. Suzanne has forwarded the message via email and Hannah will post the work session on Facebook.

Financial Report (Marsha): Accounts receivable has a balance of \$4,113.15. There are 7 properties 90 days delinquent (\$1,606.25). The Association is over budget in the amount of \$3,072.00 in the following categories: Professional/legal fees (\$545), Insurance (\$577) and Pool maintenance (\$1,950). **On July 22, 2023, a motion to add required Employee Dishonesty insurance at the cost of \$164.00 per year to our existing policy with Nationwide was made by Suzanne, seconded by Kyle. A vote was taken via email with unanimous approval on July 29, 2023 of all board members.** Marsha has asked Nationwide to add the additional coverage. Marsha has not paid the Allied Security Systems invoice of \$1,127.04 for work done on May 8, 2023 (part 2 of gate access repair); she will hold off payment until the board advises. Marsha has not received an invoice for the work done on June 3rd (to repair app entry program). The pool gate exit button has not been replaced. The board is dissatisfied with the work and will not approve payment because the work was not satisfactory and because the work needs to be redone and may cost money to have the system reset properly. Marsha shared information regarding the work Ambassador performed at nearby association pools regarding the pool gate entry app. One association paid \$225.00 for their visit and the battery was replaced. Another association paid \$1300.00 for more comprehensive work. Although Ambassador appears to have provided adequate service to local associations, our board is not able to hire them at this time due to limited funding. Steve at Sign Works has still not provided a completion date for the sign we ordered for installation. Marsha stated that "Rivermont Mailboxes" is the vendor who builds and repairs mailbox posts for Boxwood residents. Suzanne will share that information with the neighborhood as well as names of painters willing to re-paint existing mailboxes once she receives any bids. The board is not interested in purchasing mailbox posts in advance to stockpile them as it has previously. Homeowners can contact the vendor directly.

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Marsha presented a preliminary budget for 2024 and a discussion about the Reserve Study ensued. David asked Marsha to send a copy of the Reserve Study to board members via email. David asked Scott to use his C/A committee to prioritize and make a recommendation to the board for future reserve projects. It was noted that our current pool gate was replaced last year but the pool fencing replacement was postponed indefinitely. Marsha will obtain estimates for a different style of pool fence. The board is not interested in pursuing a fenced area for dogs in the common area at this time. David asked all board members to consider any future projects and related costs, to be presented at our next board meeting as we finalize next year's budget.

Architectural Review Committee: Nothing new to report.

Common Area Committee (Scott): Scott applied for a refund of the claw hinges attached to the pool gate that snapped. The entry fence replacement/painting project remains on target for September. The following topics will be reserved for a later discussion: replacing the pool fence, improving entry landscaping, trimming a sun channel through the woods, placing a chain at the parking lot entry, and purchasing/installing a new basketball hoop at the pool.

Pool Committee (Hannah): Hannah will ask Cheryl to issue a new 4 digit code for gate access to the pool. Suzanne will send the new code to the Boxwood community on August 15 via email. Hannah confirmed that we are still able to program gate access cards for interested homeowners. There was a discussion of having the association pay for one pool gate access card per household for next year's pool season. Access cards cost \$3.72 which would be affordable compared to the expense of repairing or replacing the existing gate access program. It was noted that we do not need internet access to program the pool cards. Scott stated that we could also save money by not paying for Wi-Fi. Discussion of pool gate access for 2024 to be continued. A future project includes updating various pool signage to be cohesive and aesthetically pleasing.

Events and Social Committee (Ava): Four Welcome Bags are assembled and ready for delivery. Currently Boxwood has one sale pending and one new property listing. The Family Movie Night was held August 12th and Ava said there was a great turnout at the event. The Social Budget has a current balance of \$1,264.41. Remaining events for 2023 are the Halloween Parade, Halloween Decorating Contest and the Holiday Decorating Contest. A future project to include Permanent Event Signage for use inside the black sandwich board.

Information Technology Committee (Suzanne): The Boxwood Quarterly Newsletter was created and sent via email to the neighborhood on August 1. The next newsletter will be issued on October 1. The repainting of mailbox posts was promoted in the newsletter. Suzanne is obtaining quotes from painters and will share the information when received. Future projects include updating the Bulletin Board by the pool parking lot and updating the Boxwood Website by organizing Historic Minutes, Newsletters and Photos.

Old Business: Declaration Amendment to remove the chicken restriction was discussed. A survey is in the works which will address the level of interest by homeowners, to amend the declaration regarding chickens.

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Adjourn: Meeting was adjourned at 8:06 pm by David.

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

Monday, September 25, 2023

Board of Directors Meeting

Monday, November 13, 2023

Board of Directors Meeting

Monday, January 8, 2024

Board of Directors Meeting