

Boxwood Property Owners Association

Board of Directors Meeting
Monday November 13, 2023

Minutes

Call to Order: The meeting was called to order by Vice-President Kyle Simpson at 6:30 pm at 515 Lady Slipper Lane. Present were directors Suzanne Corry, Scott Ray, Ava Trill and staff Marsha Bryant of Brownstone; Hannah Bilodeau and Ty Bilodeau attended via Zoom. Absent were directors David Corry, Kevin Struble, Kenan Bell and Sean Collins. Steve Duiser, a representative from Ambassador also attended via Zoom.

Comments from Association Members: The following comments were submitted prior to our meeting. Four complaints were submitted via email from a resident at 208 Honey Tree Lane regarding recent Bear sightings in Boxwood. The resident was displeased with the Wildlife Brochure we sent to him. No further comments from the resident since October 25, 2023. A complaint was submitted anonymously via email to report that Halloween décor has not been removed at 154 Marguerite Drive. The Halloween décor has been removed as of November 13, 2023.

Minutes: Motion to approve minutes for September 25, 2023 meeting made by Suzanne, seconded by Scott, unanimously approved.

President's Report: David was not present. The following information will remain for the next meeting. The board will focus on the issue of chickens for the purpose of surveying the neighborhood. David will revisit the wording regarding chickens and forward any changes to Hannah. Hannah will create the survey using Survey Monkey.

Financial Report (Marsha):

October 31, 2023 Accounts Receivable Balance	\$3,859.65
October 31, 2023 90 days Delinquent Balance	\$1,390.25
October 31, 2023 Operating Expense Overage	\$4,303.20

Marsha will continue to hold payment to Allied Security Systems for the May 8, 2023 invoice, until the board can determine our cost to repair the mistakes made by Allied. One delinquency warrant in debt has been issued by Brownstone. Marsha will reach out to the other homeowners who are delinquent in paying their fees. Marsha terminated our contract with Comcast, per the Board's decision. Suzanne returned the router as requested by Comcast. Steve at Sign Works has the Child at Play sign and it is completed. Marsha will contact Steve so the sign can be installed. Hannah reported that the pool salt system is 3 years old. The salt cells were to be replaced after 2 years. The cost to replace 2 salt cells is \$3,000. This will be an upcoming expense in 2024. **Motion to move CD 6795 to a money market account upon expiration in December 2023**, made by Hannah, seconded by Ava, unanimously approved. The board finalized the 2024 Budget. **Motion to approve the 2024 Budget**, made by Hannah, seconded by Ava, unanimously approved. A notice to the property owners will be mailed by Brownstone by December 1, 2023, to include the Budget increase and the Annual Meeting details.

Architectural Review Committee: Ty reported a request, by 201 Honey Tree regarding a fence and garage, is in the process of being approved.

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Common Area Committee (Scott): Scott reported that the entry fence will be painted in the Spring of 2024. Scott is continuing to collect bids for a new pool fence. The cost(estimate of \$16,725) to replace the fence with another chain link would exceed the amount(\$12,500) in the reserve fund. The estimated cost to use black aluminum fencing is in the \$25,000 range. David agreed at our last meeting to set up the Holiday Light Display at the entry. The following topics will be reserved for a later discussion: replacing the pool fence, improving entry landscaping, trimming a sun channel, placing a chain at the parking lot entry, and purchasing/installing a new basketball hoop at the pool.

Pool Committee (Hannah): Cheryl Morris recommends the Board purchase 2 additional boxes of Access Cards to be used for the 2024 pool season. This would allow the pool committee to issue one Access Card per household. The cost for 2 boxes of cards is \$150. Steve from, Ambassador Enterprises, gave a presentation with regard to our current pool security system. Ambassador has technicians in Montvale, VA. Our current system allows us to use access cards and codes, but the cards will need to be programmed while at the pool house. We need to have a static internet IP address to send email invites and to program cards from a location other than the pool house. Steve provided an estimate of \$1,770 to install and set up a new exit button. The board will take into consideration the information provided. The sunshades have been taken down and are being stored in the pool house. A future project includes updating various pool signage to be cohesive and aesthetically pleasing.

Events and Social Committee (Ava): Ava reported a good turnout at the Halloween Party. Prizes have been awarded to winners of the Halloween Decorating Contest. The Social Budget has a current balance of \$1,189. Our Holiday Decorating Contest will take place in December. A future project to include Permanent Event Signage for use inside the black sandwich board.

Information Technology Committee (Suzanne): Suzanne reported the 4th Quarter Boxwood Newsletter was circulated in October via email and the neighborhood Facebook page. The newsletter has been hung on the community bulletin board by the pool driveway. The Mailbox Paint Project has been completed. Forty-eight homeowners took part in having their mailbox posts painted. Future projects include updating the Bulletin Board by the parking lot and updating the Boxwood Website by organizing Historic Minutes, Newsletters and Photos.

New Business: No new business at this time.

Adjourn: Meeting was adjourned by Kyle at 7:57 pm.

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

Monday, February 5, 2024	Board of Directors Meeting
Friday, March 15, 2024	Members Annual Meeting
Friday, March 22, 2024 (back-up date)	Members Annual Meeting