

## Boxwood Property Owners Association

Board of Directors Meeting

Monday February 5, 2024

### Minutes

**Call to Order:** The meeting was called to order by President David Corry at 6:30 pm at 515 Lady Slipper Lane. Present there were directors David Corry, Kyle Simpson, Suzanne Corry, Scott Ray, Kevin Struble, and Kenan Bell. Staff Marsha Bryant of Brownstone, Hannah Bilodeau and Ty Bilodeau attended via Zoom. Absent were directors Ava Trill and Sean Collins. Visitors present were Missy Raines (616 Susannah), Cindi Seng (607 Susannah) and Andrea Singy (352 Wild Turkey).

#### Comments from Association Members:

- Cindi objects to the newly installed flagpole at 129 Marguerite. The pole is out of scale with the small parcel of land and is the size pole found on business properties, she said. Cindi requests the Boxwood POA Restrictions be amended to address flag poles.
- Missy objects to the flagpole at 129 Marguerite. The pole is too large, it doesn't look nice, and it does not fit in with the neighborhood, she said. Missy also objects to the trailer parked on the road at 129 Marguerite.
- Andrea spoke on behalf of herself and other homeowners who voiced their objections to the flagpole. Virginia law protects flags and poles within reason but the size and location of the pole can be addressed in the POA Restrictions. Andrea requests that the Restrictions be updated to address the various flagpole issues being raised by homeowners.
- Kenan, who lives at 129 Marguerite, stated that he had no ill intent when installing the flagpole. The pole is 27 feet high, which is within the legal limits for a residence. Kenan also responded regarding his trailer parked on the street. He is concerned that cars speeding in the neighborhood put his children at risk while playing in the front yard. He has purposely parked the trailer on the street to protect his children, he said.
- A resident submitted a complaint: she objects to the loud music being played in a neighbor's car as it passes by her house at 611 Susannah.
- David received inquiries from homeowners with regard to the fee increase. The owner suggested putting out large contracts for landscaping maintenance and pool service out for bid more regularly. David said he will address the fee increase at the Annual Meeting.
- David stated that contractor signs are not allowed to be posted in the neighborhood. Marsha stated that there has been a law change in 2023 allowing political signs to be posted. David said it is does not seem clear whether fabric flags are included under the "sign" restriction in the declaration.

**Minutes: Motion to approve minutes** for November 13, 2023 meeting made by Hannah, seconded by Kevin, unanimously approved.

**President's Report:** David will add the flagpole issue to the survey questions being drafted. He will revisit the wording regarding chickens and forward the updates to Hannah. Hannah will create a survey using Survey Monkey. David received a response from our insurance broker indicating that our policy only covers 3<sup>rd</sup> party individuals who make claims for injuries on the common property, not homeowners as they are considered part of the association that is itself insured under language of the policy. He requested the broker obtain estimates for insurance that includes coverage for homeowners.

**Financial Report (Marsha):** Annual delinquent notices were mailed in November 2023. Reminder delinquent notices were mailed in January 2024. Lien letters will be mailed in March 2024.

- December 31, 2023 had an operating balance of -\$4771.31.

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- January 31, 2024 had an operating balance of \$5089.31.
- There are 25 delinquent accounts in the amount of \$4,456.98, one for many years of delinquency and 5 for more than two quarters.

2024 Budgets and payment letters were mailed on November 16, 2023. The Child at Play Sign is supposed to be installed. CD 6795 was rolled over into a 6-month CD with 5.35% interest. CD matures in June 2024 and will earn \$2100.00 unless we make an early withdrawal, which will result in forfeiting the interest. The Annual Meeting Notice must be postmarked by February 8, 2024.

**Architectural Review Committee (Ty):** Andrea reported on a request by 201 Honey Tree regarding a fence and a garage which was approved as not violating any restrictions.

**Common Area Committee (Scott):** Scott reported that the entry fence is scheduled to be painted with a target date of April 1, 2024. Scott received bids from three vendors to replace the pool fence, all with a chain link option and some with other options like aluminum and vinyl. Given the expected replacement cost built into the reserve study, the non-chain link options were deemed too expensive in discussions. Some of the bids included using posts and other parts of the existing fence but did not include repainting. **Motion to accept the bid from Garber Lowe Fence, not to exceed \$12,500.00, to replace the pool fence with a new black chain link fence and gate, using old posts and painting them black,** made by Kevin, seconded by Suzanne, unanimously approved. The board agrees that the landscaping at the entry needs to be replaced. David asked the Common Area Committee to obtain quotes for redesigning the landscape using a budget of \$7,500.00. All agreed by **consensus**, to ask CLC to replace the barrier/netting behind the entry walls to deter the deer from causing further damage to the trees, spending not more than \$300.00. The following topics will be reserved for a later discussion: 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 for the 2024 pool season. The board will decide regarding access cards once the new gate is installed. Hannah reported in November 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. The committee will meet in March to update the Pool Rules and Letter for the 2024 season. The date to hang the Sunshades is to be determined. The pool furniture is in good condition; no replacements are needed at this time. Cheryl handed \$80.00 to David for money unspent in 2023 to pay pool attendants. This money will be given to Marsha for deposit. Cheryl has agreed to move forward with updating various pool signage to be cohesive and aesthetically pleasing by gathering information on costs.

**Events and Social Committee (Ava):** Ava submitted her update via email. Prizes were awarded to the winners of the Holiday Decorating Contest in December. The committee will meet at the end of February to begin planning the Easter Egg Hunt, with a tentative date of March 30, 2024. The board suggested that the Neighborhood Yard Sale date coincide with "The Woods" subdivision yard sale and try to avoid local college graduation weekends. There is one welcome bag to be given to the new family at 421 Harvest Court. A future project to include Permanent Event Signage for use inside the black sandwich board. Suzanne agreed to purchase a sign insert to be used for the Annual POA Meeting.

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**Information Technology Committee (Suzanne):** Suzanne reported that the 2<sup>nd</sup> Quarter Newsletter is planned to be released by April 1. The committee did not produce a newsletter for the 1<sup>st</sup> Quarter. 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:** The annual POA meeting will be held at 515 Lady Slipper Lane at 6:30 pm on March 15, 2024. David will forward the annual meeting documents to Marsha by February 7, 2024. The board will host a Social with light snacks and drinks, to commence at the close of the meeting. Signage for the meeting will be obtained by Suzanne and placed at the neighborhood entry, posted on the bulletin board and the Facebook page and sent via email. Reports will be given by the President and Committee Chairs and Marsha will present the financial information. There will be 4 seats open for potential board member nominees. The following terms will expire: Hannah, Suzanne, Ty, Sean and Kyle. The following terms will have one year remaining: David, Ava, Scott, Kevin and Kenan. Hannah and Kyle have expressed interest in remaining on the board for another term. David encouraged board member to try and recruit others to serve on the board and on committees. The board agreed to recommend to the members the following dates for the Annual Meeting next year: March 14, 2025 with March 21, 2025 as the backup date. There will be a drawing and 3 prizes awarded in the amount of \$25.00 each, with one prize per household. Ava will purchase the door prizes.

**Adjourn:** Meeting was adjourned by David at 8:57 pm.

Submitted by Suzanne Corry, Secretary

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

Friday, March 15, 2024	Members Annual Meeting
Friday, March 22, 2024 (back-up date)	Members Annual Meeting