

**Boxwood Property Owners Association
Board of Directors Meeting Minutes
04.04.2022**

Call to Order by Hannah Bilodeau at 7:00 pm.

Board Members Present: Hannah Bilodeau, Jeremy Gustafson, Amanda Council, Sean Collins, Suzanne Corry, Kyle Simpson, Ty Bilodeau
Brownstone Properties Representatives, Marsha Bryant

Comments from Association Members - None, two neighbors attended.

Handouts Provided:

Meeting Agenda

Minutes January 17, 2022 meeting - motion to approve by Amanda Council, seconded by Kyle Simpson, unanimously passed by the board.

Marsha Bryant provided an overview of the Boxwood portal to assist Board members with knowing where to find information. Moved to staff report.

Staff Report Marsha Bryant:

Financial Report Marsha Bryant	
March 31, 2022 Operating Account Balance	\$ 19,668.37
March 31, 2022 Reserve Account Balance (including CDs)	<u>\$102,574.23</u>
Total	\$122,242.60

Jeremy Gustafson asked about why was the operating account balance so much higher than prior end of year. Marsha Bryant clarified that is because a lot of folks pre-paid, \$16,739. Expect that will slowly disappear as the year goes through as quarterly bills take place.

Marsha Bryant noted there is \$10,100 in reserve account, board will need to decide if that might be used for near term expenses for projects. Other funds are in CDs.

By the June meeting, board will need to also make a decision on CDs, particularly asset #1200-227 coming up in July. whether that moves within reserve or moves to a new investment. Marsha Bryant took an action to work with Jennifer Lucado to provide options to the board in advance of the June meeting.

Related to delinquent accounts, seven total neighbors have unpaid association fee's (six are two quarters behind, the other has a lien).

Follow Up on Brownstone Action Items and outreach related to projects discussed with prior reserve study:

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Pool Related - Marsha Bryant performed a walk through of pool area with DuraSeal. For the pool looking at fixing the poles and shade sails (\$5,700 full quote for both post locations was focus of discussion). Various discussion occurred on price and what was considered/options proposed. Also through DuraSeal, cleaning the gutters and pressure washing the sides of the building was proposed. Fixing the side gutter issue and addressing an underground extension was addressed (\$2,190 full quote). The underground extension is to assist with getting the water away from the building as right now not draining properly. Amanda Council asked if they would cover the cost of seeding for any digging issues. Marsha Bryant indicated they will fix any disturbances created.

Common Area/Drive Area - Tree trimming along the pathway and parking lot area, as well as two trees near the play area included. Quote from Scott Booth was \$1,570.

Suzanne Corry asked about a downed tree up on the hill visible from the pool area. Marsha Bryant asked if it was our property. Tree is located behind the pool up on the hill. Needs to be determined if it is on our property. Provided that preference is to have Scott Booth address when working on the other tree trimming. Marsha Bryant is going to include on the list for Scott Booth. Kyle Simpson noted offer that he would try to chop up and drag down to make easier to dispose of.

Playground Work - Marsha Bryant gave update on mulch replacement and improvement of the playground area. Quote from Scott Booth was \$2,375. This includes an improvement to the layout to allow for better drainage at the front left side (looking from the area closed to parking area). Commented also on the back left side (looking at the swing set, near the grill). That is also in the drainage area and Marsha Bryant will reach out to Scott Booth to consider improving layout to look at bringing the boundary also up a couple feet similar to the front. Ty Bilodeau relayed concern that this may not be a long term fix. Hannah Bilodeau mentioned that the railroad ties may have been linked to regulations and just asked Marsha Bryant to also check.

Marsha Bryant clarified that Scott Booth understands fixes won't fix all issues as whole area is like marsh, but short term would help for next few seasons. Underlying issues will remain. Scott Booth recommended as a long term fix (larger expense) to consider French drains to hold and channel the water away. As well as additional three lines selectively placed under the playground to route the water. That long term fix estimated roughly around \$5,000 to \$7,000, but not official quote so could be more.

Amanda Council requested the second option be further considered to provide long term solution. Moved to the next item.

Marsha Bryant addressed action to clean playground area equipment. That quote came in at \$750.00 from Scott Booth. Did note that table at the front with rubber coating may

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introduce some difficulty to regular cleaning. Quote does not include any painting of that table. Hannah Bilodeau clarified that interested in replacing that table.

Marsha Bryant then addressed the storm water box issue toward the bottom of the common area by the pool. Various erosion issues need fixed and features needed to assist in preventing future erosion added. Multiple board members commented that this goes along with larger drainage issue discussion. Quote to assist with storm water box issue was \$2,285. Hannah Bilodeau asked if this could be tied in with the other drainage items.

Marsha Bryant has an action to talk with Scott Booth about just a drainage issue fix and one quote. As walk through and status above highlighted multiple issues and board agrees it would be best to just fix the long term issue.

Hannah Bilodeau conveyed the driveway seal work quote was accepted and needs to be kept separate from the other projects. Suzanne Corry asked if when voting by email, is a unanimous vote required? Marsha Bryant conveyed that a unanimous vote is required by email, or could also have a special topic meeting also to vote if urgent. Marsha Bryant did indicate she would hold the driveway seal work approval until some of the other project work completed with the boards approval.

Ty Bilodeau asked if we should vote on the things we did agree upon. Suzanne Corry asked if items are part of the budget. Marsha Bryant conveyed these are all part of reserve fund, but that available funds from that are limited. Two projects were voted on.

First was \$5,700 quote for both shade sail project and post location fixes in the pool area. Motion by Ty Bilodeau. Seconded by Suzanne Corry. Discussion occurred to make sure total was \$5700 (\$2850 x 2). Called for vote, was approved. Shade sail project approved.

Second was \$2,190 quote for fixing the gutters, addressing underground extension, and cleaning at building near pool area. Motion by Suzanne Corry, seconded by Amanda Council. Called for vote, was approved.

Ended reports from Marsha Bryant.

Committee Reports:

Pool Committee Cheryl Morris –

- Hannah Bilodeau provided update for Cheryl Morris.
- Briefed on shade sails (covered in above), pool gate, and internet. On the internet, each member of the community will need to have a phone app to access.
- Pool will open May 14th, close September 18th.

Architectural Review Committee Andrea Singy –

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- Andrea Singy noted she is able to keep performing as committee chair for this year.
- Ty Bilodeau indicated he would help as the board member on the architectural review committee.
- No other updates.

Common Area Committee Scott Ray –

- Not present for the meeting. Need to confirm he is okay with staying in charge. Hannah Bilodeau going to reach out to Scott Ray.
- Other common area topics were discussed under Marsha Bryant action item review.

Events and Social Committee Amanda Council –

- Easter egg hunt on Saturday, 4/10/22.
- A neighborhood triathlon is scheduled for 6/4/22 around when pool opens. Will be needing a lot of volunteers for that activity.
- More activities to come as the year progresses.

Information Technology Committee Suzanne Corry –

- Suzanne Corry replaced Aaron Traphagen. Hannah Bilodeau noted Cheryl Morris will work closely with her tied to rolling out the pool information.
- Noted that we also need to revise the website for the homeowners association.

No old business. Prior topics addressed what might have been considered old business (e.g., pool sails and website review).

Neighbor Concerns:

Various complaints have come in about a speeding car on Lady Slipper. Suzanne Corry asked Marsha Bryant if a letter could be sent notifying persons of concern on a Brownstone letterhead to make more official. Marsha Bryant highlighted that as it is a public street, Boxwood HOA board has no ability of enforcement or authority. A letter can be sent to make sure resident understands neighborhood would like people to slow down.

In terms of the new board positions as voted on at the end of the Annual Meeting via a special discussion after the annual meeting ended, the following were elected.

- Hannah Bilodeau, President
- Suzanne Corry, Vice-President
- Jeremy Gustafson, Secretary

In recap, the board of directors has 5 new members serving a 2-year term: Kyle Simpson, Hannah Bilodeau, Ty Bilodeau, Suzanne Corry, and Sean Collins. Returning members include Scott Ray, Jeremy Gustafson, and Amanda Council that each have one year remaining of their term.

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Next board meeting is scheduled for June 13th at 7:00 pm.

Board meetings after that are August 15th, October 17th, and January 9th. All at 7:00 pm. If for some reason the Board is unable to approve the budget at the October 17th meeting, a special November meeting can be held. The next annual meeting date is Friday, March 10, 2023 at 6:30 pm, with March 24, 2023 as the back-up date.

Meeting adjourned 8:35 pm.