

Boxwood Property Owners Association
Board of Directors Meeting Minutes
08.15.2022

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

Board Members Present: Hannah Bilodeau, Jeremy Gustafson, Scott Ray, Suzanne Corry,
Ty Bilodeau, Sean Collins, and Kyle Simpson
Brownstone Properties Representative, Marsha Bryant

No comments from Association Members - Other neighbors present were Collin Trepanitis and
Ka Lee Gustafson

Handouts Provided:

Meeting Agenda
Supplement to Declaration to Add 172 Marguerite Dr. (Boxwood)

Minutes June 13, 2022 meeting - Motion to approve was made by Suzanne Corry, seconded by
Hannah Bilodeau, unanimously passed by the board.

Moved to staff report.

Staff Report Marsha Bryant:

Financial Report Marsha Bryant	
July 31, 2022 Operating Account Balance	\$ 11,606.01
July 31, 2022 Reserve Account Balance (including CDs)	<u>\$ 94,681.91</u>
Total	\$106,287.92

Marsha Bryant discussed funds in the CDs highlighting the movement of the funds tied
to the July fund maturity that occurred. Jennifer Lucado will let the board know some-
time in September when funds are available in reserve account. Other CDs status were
discussed.

Related to delinquent accounts, everyone who owes \$90 or more has been notified.
Twenty two total neighbors have unpaid association fee's (one that has a lien, most one
quarter).

Marsha Bryant commented that have spent ~\$24,000 from reserve account on projects.
The funds went to projects such as front entrance landscape renovation and work at the
pool such as a new gate.

Briefed there are still items outstanding. First mentioned is work related to the shade
sails, specifically the movement of the other pole, but only a problem due to material
availability leading to a hold up. Storm water drain work for area beside the road was
mentioned next. Discussed whether or not to hold off on the drain as well beside the
playground area. Challenge is all is linked from the playground down to the storm water
drain. Ty Bilodeau also asked if the water drain could create a liability, Marsha Bryant

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noted its wall could cave in and pose a concern. Marsha Bryant shared the prior quote again for the board to consider, covering the two projects. Noting contractor noticed and provided a quote. Various board members expressed support for fixing. Hannah Bilodeau requested Marsha Bryant get another quote before proceeding. Scott Ray expressed view that pricing not too bad. Suzanne Corry recommended also getting another quote. Scott Ray indicated he could contact another vendor to quote. Then with that, both quotes will be sent out, so vote by email can occur (or not) by board members. Email voting requires unanimous voting.

Marsha Bryant commented that she addressed a couple neighbor concerns, not aware of any outstanding issues.

Ended reports from Marsha Bryant.

Committee Reports:

Information Technology Committee Suzanne Corry –

- Suzanne Corry briefed that ten key cards were issued to neighbors who had issues with accessing the pool from their phones.
- Suzanne Corry ordered 25, so 15 remain.

Pool Committee Cheryl Morris –

- Hannah Bilodeau provided update for Cheryl Morris.
- Shade sail pole correction has been completed, still need to move other pole on far side. Pool committee decided not to put up shade sails this summer. For next year, the pool committee does want to work on a process for putting the shade sails up and taking them down.
- Pool closes September 17th.
- Recapped that there were a couple issues with umbrellas being left up during the summer, one resulting in a broken table, but have had zero issues since then as Cheryl Morris provided a note to the community. And community has helped better maintain the pool area since.

Architectural Review Committee Andrea Singy –

- Ty Bilodeau provided the report. There were a couple requests, an approval for a fence is being reviewed. No other updates.

Common Area Committee Scott Ray –

- Briefed that had to repair fence panels at the front of the neighborhood a couple times. Likely caused by folks hitting them with mowers and loosening the panels.
- Suzanne Corry briefed that on side opposite Scott Ray's house and behind the wall at the entrance is really over grown. Visible weeds are growing up. Can we ask our landscaping company to clean up and address? Marsha Bryant will check on the issue.

Events and Social Committee Amanda Council –

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- Hannah Bilodeau briefed that Amanda Council is moving and decided to step down.
- Cheryl Morris and Hannah Bilodeau helped organize the end of summer ice cream party, notice went out to neighborhood. Will occur on August 27th.
- Cheryl Morris and Hannah Bilodeau will be getting together with the remaining committee members (Joshua Payne and Erica Johnson) for fall and winter event discussion.
- Suzanne Corry noted she has three welcome packages ready for new neighbors. Ka Lee Gustafson volunteered to help hand out the welcome bags.

Old business. Prior topics addressed already under Marsha Bryant discussions, no new discussion points.

Neighbor Concerns:

New neighbor concerns were mentioned by Marsha Bryant and have been resolved.

Suzanne Corry had a follow-up related to the prior neighbor tree stump removal topic. No other concerns were raised. The neighbor did do something to clean up the tree stump, the grass will be watched.

New business: Related to house at the top of Marguerite that wanted to join the POA, Marsha Bryant did receive the lawyer's input and sent it to the board. The agreement paper provided must be signed so they can formally join the community. Marsha Bryant to check on the topic of how many neighbors can vote, as delinquent owners can't vote and questions were asked whether or not it was one vote per household. For the new neighbors to join, 75% of the 125 lots need to sign is Marsha Bryant's understanding. One vote per lot.

Suzanne Corry asked if the Heller family needed to sign first. Marsha Bryant recommended to explain to neighbors before asking them to sign. The document can be sent out to the neighborhood via email as well, so neighbors can review. Jeremy Gustafson indicated as an example he wouldn't sign it without reading. Marsha Bryant took action to send a note out to the community to allow review and noting the paper will be at the ice cream social for signatures. Once all is in writing, then a done deal. Kyle Simpson recommended also posting on Facebook, Hannah Bilodeau will take care for posting to the Facebook page. Board members Kyle Simpson and Scott Ray also offered support with going door to door. Ty Bilodeau recommended a master tracking list as well, so not contacting same neighbors again and again. Just want to avoid repeatedly knocking at same doors. Hannah Bilodeau will make the google document for master tracking. Then will make plans to divide and obtain signatures. Board members will also staff a booth at the ice cream social.

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Hannah Bilodeau asked if any remaining issues. Marsha Bryant indicated she pulled a listing from the Lynchburg GIS and will share that to Hannah Bilodeau to help with the master tracking list google document creation.

Kyle Simpson asked the last question, when will dues increase? Jeremy Gustafson recapped from the March 2022 annual meeting notes that discussion is ongoing. To be revisited in the Fall at the next board meetings in preparation for increase in 2023.

Next board meeting is scheduled for October 17th at 7:00 pm. Meeting adjourned 7:55 pm.