

**Boxwood Property Owners Association**

Board of Directors Meeting

Monday December 2, 2019

**Minutes**

**Call to Order:** The meeting was called to order at approximately 6:50 pm at 515 Lady Slipper Lane by David Corry. Present were: directors David Corry, Suzanne Corry, Colene Mosley, Andrea Singy and Aaron Traphagen; and homeowner Hannah Bilodeau.

**Minutes: Motion to approve minutes** for October 7, 2019 meeting made by Suzanne, seconded by Colene, unanimously approved.

**Member Comments:** David called for comments from resident members. No comments were made.

**President's Report (David):** David suggested that current board members personally invite/recruit fellow homeowners to consider joining the board during upcoming elections at our March 2020 Annual POA meeting. Hannah Bilodeau stated that she would like to be nominated. There was discussion that the following people could be nominated to serve if they are interested: Erica Pitzer, Sean and Jess Collins, Hollyday Marks, Sacha Layman, Tracina Penrose, Sarit Johnson, Brian Hartsell and Bev Wilson. The board agreed to discuss the details of the upcoming Annual meeting at our next BOD meeting to be held in January.

**Resident Survey Report (Andrea):** Andrea shared the results of the neighborhood survey. There appeared to be good participation by the homeowners. Andrea will forward the results electronically to the board members for further review.

**Staff and Financial Report (Jennipher):** A representative from Boxwood was not able to attend this board meeting. Brownstone was not aware that the board was meeting; the December 2<sup>nd</sup> date had been listed as a backup date. The following action items for Brownstone will be carried forward to the January 6 meeting: status of delinquent accounts, quote for replacing pool coping and tile, quote for shade sails and installation of sails, contact City of Lynchburg for sidewalk repair, 2020 budget to be discussed as well as preparation for the upcoming annual meeting.

**Architecture Review Committee Report (Aaron):** Aaron reported that a request to add a permanent foundation structure was submitted by the homeowner at 116 Marguerite. The proposed structure did not meet the requirements of the association's restrictions and was thereby denied by the committee. Andrea volunteered to serve as chair of the Architecture Review Committee and Aaron volunteered to assume responsibility for the POA quarterly newsletter next year.

**Common Area Committee Report (David):** David reported that the holiday lights in the entry island have been installed, but an electrical problem exists. Brownstone advised that a bulb is on back order which they will install upon receipt. Consideration of replacement of diseased boxwood plants in the entry island and removal of fallen/dead trees in the common area will remain on the agenda until the committee is able to meet. David will plan to contact an arborist

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and botanist. Note: Andrea requested at the October 7, 2019 BOD meeting, that the gypsy moss be sprayed in Spring 2020.

**Pool Committee Report (Hannah):** Funds of \$22,412.00 remain in the budget for pool furniture. The board is still interested in replacing all tables that are marred or stained with the same style of table. Hannah will research options for replacing tables. Hannah reported that most of the old pool furniture was sold. The remaining pieces are in her back yard for sale when pool re-opens in spring. Hannah reported that the loose underwater light cover has been repaired. Marcus assured Hannah that he would winterize the water fountain. Hannah reported that the pool motor is still under warranty and there was no cost for the recent repair. Hannah will have Cheryl Morris purchase blue trash bags for overflow, when buying pool supplies for the 2020 season. Colene agreed to research and present a plan to the board which would allow for all signage in the pool area to have a consistent appearance with a positive message. Hannah noted that the recent survey results confirmed interest by homeowners to open the pool earlier next year.

**Events and Social Committee Report (Andrea):** Andrea reported that the Chili Cook-off and the Halloween Decoration Contest were a great success this year. Gift cards and trophies were awarded to contest winners. Andrea will drop off the Holiday Light Winner signs at the Corry's house. High Peak is in the process of printing another sign, as one homeowner lost the sign they were given last year. David agreed to oversee the Holiday Light Contest this year. The November 2019 Newsletter was finalized and sent via email to the homeowners. Aaron volunteered to assume responsibility for the POA quarterly newsletter next year and Andrea volunteered to serve as chair of the Architecture Review Committee. Andrea will update the board on the status of permanent event signage at our next meeting. David will obtain pricing from a painter upon additional sufficient interest in the mailbox campaign. Brownstone will forward names of new homeowners to Andrea. She will forward the names to the welcoming committee, to Suzanne for updating the directory and to Aaron for use in the newsletter.

**I/T Committee Report (Aaron):** The committee did not meet. The following actions will carry forward. Aaron will plan for the committee to meet and install the new equipment.

**New Business:** There was no discussion of new business.

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**Adjourn: Meeting was adjourned** at 8:45 pm by David.

Submitted by

Suzanne Corry  
Secretary

**Future 2019-2020 Meeting Schedule, held at 6:30 p.m.**

Monday, February 17, 2020 6:30 pm

Friday, March 6, 2020 6:00 pm

Friday, March 20, 2020 (back-up date)

Members Annual Meeting

Members Annual Meeting