

Boxwood Property Owners Association

Board of Directors Meeting

Monday, January 4, 2021

Minutes

Call to Order: David Corry called the meeting to order via Zoom conference at approximately 6:30 pm at 515 Lady Slipper Lane. He announced the meeting was being convened via Zoom based on the COVID-19 Health Emergency declared by Governor Northam which makes it impracticable or unsafe for the governing board to assemble in a single location to transact the business that is necessary to continue operations of the property owner's association and to discharge the board's lawful purposes, duties and responsibilities. Present were directors David Corry, Andrea Singy, Hannah Bilodeau, Aaron Traphagen, and Erica Johnson; staff Marsha Bryant and Jennipher Lucado of Brownstone Properties, and guest homeowners Dean and Kim Anderson (523 Lady Slipper) and Richard Kingsley (163 Marguerite). No other homeowners were present. Absent was director Suzanne Corry.

Comments from Association Members: David called for comments from resident members. No comments were offered.

Minutes: Motion to approve minutes for the October 5, 2020 meeting as presented made by Hannah, seconded by Erica, and motion was unanimously approved.

Staff and Financial Report (Marsha): Marsha gave a brief overview of financials with nothing out of the ordinary. Ten owner/members still owe for October 2020 fees and the largest one is in the process of selling which should bring that account current. Marsha reported that the post on the kiddie pool fence was fixed and the claw lock on the main gate was properly installed by Lynchburg Fence and the invoice was paid. She reported that Litton Maintenance fixed and realigned the entry box to meet the magnet on the locking mechanism but has not yet invoiced for work. There was discussion of moving to a FOB, swipe pass or other newer technology to upgrade the pool access method but these options was rejected for a variety of reasons. Instead, there was a **motion to have Marsha contact vendors and receive estimates to replace the existing style of keypad access code gate entry for the pool, circulate these estimates to the Board and see if we couldn't have unanimous approval so the replacement equipment can be ordered and repairs could be completed ASAP** made by Hannah, seconded by Aaron, and the motion passed unanimously. Marsha reported the deposit was placed to secure a schedule slot for National Pools to replace the pool tiles and coping before May 16, 2021. Marsha agreed to change the deadline date given to May 9. The installation of the Shade Sails has been delayed due to weather conditions, but Marsha said that she will meet with the company in February to confirm the location of the posts and they will be scheduled to complete the work in March. Marsha confirmed that Marcus has winterized the pool water fountain. The Brownstone portal for communicating with Brownstone and paying dues is up and running. Marsha says its use needs to be promoted.

Architecture Review Committee Report (Andrea): There were no new developments to report.

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Common Area Committee Report (Hannah): Marsha agreed to get a quote from CLC on how to address the muddy conditions around the wood chips in areas in the playground. Hannah suggested getting another estimate. David reminded the Board that Affinity Landscaping did the ship install work after the playground was installed. Perhaps the land needed to be re-graded after the playground was installed and before the chips were spread. The following action items will remain on the agenda until the committee meets: diseased Boxwood landscaping plan, dead/fallen trees in pool/common area, and inspection of dead/fallen trees on private property.

Pool Committee Report (Hannah): Replacement of signage in the pool common area and the replacement of small/large tables will remain an action item on the agenda. Hannah reported that she was working with a vendor to purchase replacements for the white resin small and large tables that need to be replaced, as well as umbrellas. She was trying to get brown or tan small tables and white large tables, and same color umbrellas. However, the vendor seems understaffed and slow to respond. It was discussed to revise the pool rules to clarify the legal principle that persons are responsible for the costs to replace or repair damage they cause to the common area property and that owners are responsible for the costs to replace or repair the damage caused by their guests. The pool committee will put this in the 2021 Pool Rules draft to be considered by the Board before the Pool opens along with the notice that security camera footage will be reviewed to determine cause of loss or damage to association property. There was discussion about dropping land line telephone service at the pool. **Motion was made for the Association to stop paying for telephone service at the pool and remove its land line telephone installed there** by Andrea, seconded by Erica, and the motion was unanimously approved by the Board.

Events and Social Committee Report (Andrea): Andrea reported that she is excited about the social events despite COVID-19 pandemic. Since our last meeting, there was a Holiday Light Contest (92 of 120 houses participated), decorations of the entry island, a Mrs. Clause Cookies and Cocoa visit (heartwarming participation by precious kids), a Santa Clause parade (huge hit), a Thanksgiving Gratitude Contest, a Halloween Decorating Contest (lots of participation), and a Pumpkin Carving Contest. She reported that she used committee funds to put a basketball and basketball holding can at the hoop in the pool parking lot. Andrea will be looking for contests to distribute remaining gift certificates and feels certain there will not be an Easter Egg Hunt this year. She reported that Suzanne had distributed most of the Welcome Baskets to new homeowners. Andrea reported that she will not chair the Events and Social Committee next year.

I/T Committee Report (Aaron): Aaron had no new items to report, and the agenda items will carry forward. No newsletter has gone out.

Old Business

The board handled the old business earlier in the pool committee report.

New Business

There was lengthy discussion of planning and preparation for the annual meeting. It was decided by consensus that the annual meeting needed to be held virtually due to the COVID-19 pandemic,

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would start at 6:30 pm, would have no social, and the money budgeted for refreshments would be used on more door prizes. It was also decided by consensus that the door prizes in a virtual meeting needed to be one prize per household and winners needed to still present at the end of the meeting to be eligible. The meeting would be advertised via email, in the notice via mail, neighborhood Facebook postings and signage with QR code at the neighborhood entrance. There was discussion about recruiting new board members for the six slots that will be available. One idea was to ask new neighborhood residents to be part of the board in their first or second year to plant the seed and perhaps end up with board members or committee volunteers. Aaron agreed to circulate to the board member the names of the 15 most recent owners to move into Boxwood. The agenda was agreed to and was generally like the last year's meeting except for the addition of 'reviewing procedures for a Zoom meeting' at the opening and dropping the 'adjourning for social' at the end. How to best carry out a Zoom annual meeting was getting the Board meeting bogged down so the Board delegated the rest of the Annual Meeting details to an ad hoc sub-committee made up of Andrea, Aaron and David.

Adjourn: Meeting was adjourned at 8:12 pm by David.

Submitted by

David Corry (supplemented with notes from Marsha Bryant)
Acting Secretary