

Boxwood Property Owners Association
Board of Directors Meeting Minutes
01.17.2022

Call to Order Andrea Singy at 6:34pm.

Board Members Present: Andrea Singy, Jeremy Gustafson, Amanda Council, Scott Ray,
and Hannah Bilodeau

Brownstone Properties Representatives, Marsha Bryant

Comments from Association Members - None, no neighbors were present at meeting.

Handouts Provided:

Meeting Agenda

Minutes October 18, 2021 meeting - motion to approve by Hannah Bilodeau, seconded by Scott Ray, unanimously passed by the board.

Staff Report Marsha Bryant:

Financial Report Marsha Bryant

December 31, 2021 Operating Account Balance	\$ 2,645.29
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December 31, 2021 Reserve Account Balance (including CDs)	<u>\$113,120.62</u>
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Total	<u>\$115,766.21</u>
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End of Year Statement Comments:

The end of year annual report was addressed by Marsha Bryant. Marsha Bryant commented that the budget was exceeded in 2021. This came from a number of factors including some items that were not directly budgeted, but that had to be covered during the course of the year. Andrea Singy noted importance of getting what is known in the budget each year. Towards end of the year, there are certain invoices that won't get paid until the following calendar year due to end of year cut off dates to allow for separation between prior year and new year.

Related to accounts, at end of December had \$1,522 that had not yet paid in association fee's. Prepaid association fees were \$3,659.00.

Marsha Bryant walked through the administrative expenses. Clarifying the meeting/venue item (6100-140) was for the annual meeting.

Common area expenses were reviewed and nothing significant noted in terms of overage.

Pool service and maintenance did go over budget due mainly to the pool contract line item (6600-010). There was a lot of work done around the pool this past year and the pool was open longer. Hannah Bilodeau asked questions of Marsha Bryant on the pool

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contract overage and Marsha Bryant indicated she would send Hannah Bilodeau the information on the pool contract as the amount over budget (~\$1300) seemed large. Pool cleaning also went over budget, but by a smaller amount.

Utilities were reviewed, every single area went up in costs (~\$1750 over budget). Internet installation at the pool was noted as a cause. Related to water and sewer, budget was also exceeded. Water and sewer believed linked to the pool activities tied to tile work, water heater work, and pool emptying/filling.

On social activities, ended up near the budget (~\$70 over budget).

Our reserve contribution decreased during 2021.

On reserve fund - common area expenditures, noting that they did go under on the topic of pool awnings, but that was due to issues with the contracted party and decision ultimately to not pay them the full amount as they didn't satisfactorily complete the work.

Follow Up on Brownstone Action Items:

Boxwood CLC Invoice - Marsha Bryant commented that the invoice for work on trees/front area was more than the contracted price. Requested that Scott Ray speak with CLC and make sure amounts were correct. Then let Marsha Bryant know what should be paid, the contracted amount or the invoiced amount.

Internet and Pool Gate Access - Marsha Bryant was not able to adjust the payment for the cable going to the pool for internet to align to time period only when open. The arrangement was no longer available. Options were looked at in terms of minimum and maximum fee's for a given year based on types of services kept. Minimum fee going forward could be \$600, but for larger needs could be \$1,050 depending on how the services are started/stopped. Hannah Bilodeau recommended revisiting, providing the value for starting in May and ending in September. On gate access, Marsha Bryant noted that Cheryl Morris has the gate access information to allow for things to get set up with Allied.

Follow Up on Delinquent Accounts:

One account had a lien filed against it last year. There were several that had not paid last year. Late notices have gone out to the those neighbors who have not paid for two quarters.

Committee Reports:

Pool Committee Cheryl Morris –

- Hannah Bilodeau provided update for Cheryl Morris.

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- An incident with the shade sails was noted (occurred with storms in early January), resulted in pole being bent and/or leaning. Discussion on poor performance of the contractor was noted as if pole was of appropriate quality and installed properly that should not have occurred.
 - Marsha Bryant gave a recommendation for another company that could give an estimate for fixing the poles at the pool and was given the okay by the board to proceed with getting an estimate from them.
- Andrea Singy asked if the pool committee had identified any new tables or other equipment needs requiring purchase for next season. Hannah Bilodeau checked with Cheryl Morris and relayed to the board the new equipment needs based on the quote from Park n Pool. Andrea Singy clarified that the pool committee doesn't have to vote on the matter for new equipment, as that is within the pool committee to decide based on the budget allocated. Hannah Bilodeau to work with Marsha Bryant for the order placement and payment.

Architectural Review Committee Andrea Singy –

- No issues noted.

Common Area Committee Scott Ray –

- Provided an update that the trees CLC installed at the entrance have some dead spots and are leaning in an odd manner. A possibility is that deer could be rubbing against them, but several are drooping over from the top and sagging. Scott Ray indicated he needs to speak with CLC as they should still be under warranty. Scott Ray will also follow-up regarding why the invoice was over the contracted amount as noted during Marsha Bryant's staff report.

Events and Social Committee Amanda Council –

- The Halloween event was October 30th. The event went great and had a huge turnout with more neighbors than had been seen before. There was a small parade, food, and movies.
- Christmas event was also held. The event had a pizza food truck and games, was a very fun night.
- Noting requests for new activities for this year have been coming in.
- Amanda Council asked if others could join her committee and what the formal process was for others to join. An official committee requires a chair and two helpers. Others can lead events. A committee though is separate from those who might just help with an event or lead an event. Andrea Singy indicated to please send out messages asking folks to join the committee.
- Another request noted was for new year was for a tiny neighborhood triathlon type event. Challenge is lots of ideas, but not enough helpers. If not enough helpers, then events can't be held or must be cancelled due to lack of help.
- Even with the ongoing pandemic, had a lot of events really well attended.

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- On welcome committee, one new house (321 Wild Turkey Rd) was noted and Amanda Council coordinating to take them a welcome package. One email has come through. Last year there were eleven total new neighbors noted.

Information Technology Committee Aaron Traphagen –

- No issues noted.

Neighbor Concerns:

Various complaints have come in about the new flag pole on Wild Turkey. There is nothing though in the Boxwood regulations that prohibit a flag pole. There is nothing in the City of Lynchburg regulations that prohibit a flag pole. Marsha Bryant indicated that certain guidelines must be followed when displaying the American flag and will send those to Andrea Singy.

Proposed Date for Annual Meeting 2023:

A in person Friday meeting is preferred. Marsha Bryant recommended March 10th as primary and March 24th as the backup. Starting time will be 6:30 pm.

Annual Meeting 2022:

Meeting will be virtual with door prizes due to ongoing pandemic. Five door prizes will be available for anyone who is present. Must be present to win. If Aaron Traphagen can't take care for the door prize spin the wheel game, then Andrea Singy will take care for figuring out. Marsha Bryant recommend buying nine gift cards and if not all used, just use remaining gift cards at other events.

Discussed recruiting of new board members. Noting Andrea Singy, Aaron Traphagen, and Hannah Bilodeau are up for retiring. Hannah Bilodeau noted she is okay with remaining on the board as long as she does not have to be President. It was clarified that up to nine members can be on the board, but the board requires three minimum. Amanda Council to reach out to persons in the neighborhood. It was clarified that for a person to be President, they should already be on the board. Andrea Singy encouraged board members to talk with neighbors about getting involved. Jeremy Gustafson asked if a email might help with encouraging. Hannah Bilodeau to help with writing a message and provide to Andrea Singy for feedback. Best method though noted is talking to neighbors and encouraging them to get involved.

Marsha Bryant has the meeting minutes for the March 2021 annual meeting, Andrea Singy gave the okay for using those as the drafts for approval with the March 2022 annual meeting.

Annual Meeting Agenda Items (Friday March 11, 2022):

Meeting agenda is the standard format with the exception of the vote to raise dues being added. Related to door prizes, plan is to pick up nine gift cards. What is not used, will

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be kept until a later event such as Halloween or Christmas. In terms of things the board needs to do for the annual meeting, Marsha Bryant just noted need to get the gift cards and the spin the wheel game in place. Last notes were made again encouraging people to sign up for the board.

Next board meeting is the annual meeting scheduled for March 11th at 6:30 pm.

Adjourned 7:52 pm.