

Boxwood Property Owners Association

Board of Directors Meeting

Monday June 1, 2020

Minutes

Call to Order: David Corry **called the meeting to order via Zoom conference** at approximately 6:40 pm at 515 Lady Slipper Lane. Present were directors David Corry, Suzanne Corry, Andrea Singy, Hannah Bilodeau, Erica Johnson, and Aaron Traphagen; staff Jennipher Lucado and Marsha Bryant of Brownstone Properties; and guests homeowner Adam and Tracina Penrose (308 Wild Turkey) and LaMont Council (140 Marguerite).

Minutes: Motion to approve minutes for April 9, 2020 Board meeting as presented made by Andrea, seconded by Suzanne, unanimously approved.

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

Staff and Financial Report (Jennipher/Marsha): Jennipher gave a brief overview of delinquent homeowner accounts. One lien letter and one delinquent letter have been sent to homeowners since the last board meeting. The following were mentioned regarding the Budget Comparison Report: Legal and professional fees are over budget for the year. CPA did not send a bill in 2018 but included both 2018 and 2019 fees in their bill this year. Under General Maintenance and Repair, a cost of \$500 for fence repair has been reimbursed by the insurance company. Jennipher will check the reserve balance to determine if an increase is needed in the monthly deposit into the reserve account. David updated the board regarding the pool exit gate still needing attention. Marsha reported that the gate is still in working order. The timing of the locking mechanism should be 30 seconds but is currently 34 seconds. The heavier handle added last year could have caused the problem, Marsha suggested. There was discussion of pool gate swing and whether the board wants an adjustable timer switch to provide a shorter time for the magnet to engage and lock the gate? Marsha obtained a quote of \$544.99 for the lock and labor, to replace the current switch for a set time with one that releases and resets the lock at different times. Since the 30 seconds had been a good time since the switch was installed, it was thought that the extra four seconds is not the problem as much as the failure of the gate to swing closed and be against the magnet when the timer reactivates the lock. No decision was made pending finding a better mechanism to swing the gate closed and pricing that. Marsha forwarded to the board via email, a new quote for replacing the pool coping and tile. The contractor is booked through the next 6-9 months. The pool committee will bring the tile selection with a recommendation to the next board meeting. Marsha will ask the contractor if the tile selection is needed before they will add Boxwood to their calendar. Marsha sent an email to David with bids from Shade Sails for an alternative placement of sails. Options 1 and 2 are rainproof but more expensive. Option 3 is a solar mesh material only for sun protection, not rain protection, and is the less expensive option. There is a 10-year warranty either way. If we choose options 1 and 2 with solar mesh material, we can keep the cost under \$10,000. This expense to be paid out of the operating account/unrestricted funds which has an available balance of \$13,000. Marsha will bring the color chart to Hannah and the board can meet at the pool to choose a color. **Motion to approve options 1 and 2 pending a solar mesh repricing** made by Hannah, seconded by

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Andrea, unanimously approved. Marsha provided a quote from Kevin Wheeler, K & W Painting for the painting of the mailboxes. He will charge \$75 if painting the same color and \$95 if changing the color. This was higher than the prior bid of Straightline Vendor for \$50/\$70 for the painting of mailboxes. Aaron will provide both vendor names, contact information and associated cost in the upcoming newsletter, allowing residents to choose which vendor to use without any endorsement from the Board. Brownstone reinstalled the Children at Play sign at the correct location near the pool. Marsha previously had obtained a quote from Vance Driskel for the replacement of electrical wiring/equipment at entry to Boxwood. The bid includes replacing the junction plug and replacing coach light fixtures. LED light fixtures for lighting the Boxwood signs cost \$145 per fixture and the light pole and coach lights could run between \$400 and \$760 depending on the brand and style selected. Additionally, there would be costs for replacing the BFCO outlets and photocells with labor and materials for that being between \$1000 - \$1500 (not including the light fixtures). The board had asked for a second estimate with an opinion as to whether the light fixtures (pole, coach, and sign) actually needed to be replaced at this time or just the wiring issues and photocells addressed. Wired up electrical offered to do a bid for \$480. Aaron questioned the costs in the Driskel bid and David questioned the cost for a bid required by Wired up. Jennipher suggested we obtain an estimate from Canada Electric. The board does not agree to pay a \$500 fee to obtain an estimate. We will table this issue until we have another bid. It was determined by a prior estimator that the wiring is fine. The plug needs to be replaced and it was suggested that the light fixtures also be replaced.

At our last board meeting Andrea requested a 2nd bid before approving the electrical job. David was concerned that the first bid may not have been focused on addressing what the real problems are, in that it has replacement of fixtures that do not seem to be a problem. Marsha will continue to work on this and report back to the Board.

Architecture Review Committee Report (Andrea): Andrea will resend her email to the board, with names of new ARC committee members. Andrea reported that she has replied to a homeowner request (568 Lady Slipper) regarding an ADA ramp. Homeowner did not respond to her reply and the ramp location is not visible to Andrea from the street. A homeowner request (117 Marguerite) for a shed has been approved by the ARC and paperwork will be forwarded to Brownstone for inclusion in the file for the lot.

Common Area Committee Report (David): The committee is waiting for a quote concerning the Boxwood Blight. Jennipher updated the board regarding an email about the Crepe Myrtles. Our landscaper CLC, did a normal trim of the Myrtles during the winter season which is the appropriate time for them to be trimmed. Hannah reported that the water meter cover and stormwater drain cover near the entrance to the pool driveway needs repair. Marsha will ask CLC to replace both covers because they appear to have been damaged during landscaping service. Marsha will send an email of the meter and drain pictures to the board. This is not a city matter as the meter cover and drain cover are located on private property. The following action items will remain on the agenda: diseased Boxwood landscaping plan, dead/fallen trees in pool/common area, inspection of dead/fallen trees on private property, and the mailbox project.

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Pool Committee Report (Hannah): Replacement of signage in the common area will remain an action item on the agenda. Hannah is continuing to search for small brown tables and large brown tables. Hannah reported that homeowners expressed interest in opening the pool at 6:00 am until 10 am for lap swimming only. There was discussion about how to time this rule change to cause the least interference with neighbor's quiet enjoyment and it was decided to end the lap swimming at 9:30 am and let allow general use to start an half hour earlier then when the pool currently opened at 10:00 am. **Motion to approve opening the pool daily at 6:00 to 9:30 am for lap swimming only and then have the pool open general usage until closing at 10:00 pm** made by Hannah, seconded by Andrea, unanimously approved. After discussion about COVID-19 concerns and what other community pools were doing, it was decided that the pool will open this year on June 11, 2020. Andrea raised the issue of POA being sued if COVID is transmitted at the pool. Hannah reported that the committee has purchased gloves for the pool attendants. A laminated sign will be posted suggesting that homeowners wipe down their table when using and not enter if sick. Amanda Council is managing the pool attendants this year. Hannah reported that attendants are receiving additional pay for added work. Homeowners will forfeit their party deposit if trash is not removed from the pool area, part of the rules that was not enforced very often, if ever. Pool attendants will be given the deposit money if they needed to clean up and remove trash after the party. Hannah will review the Governor's Order in place on June 10 to determine if a pool a party is limited to the amount of people allowed to be in attendance at the pool or to a social gathering number. Hannah will send the Pool Letter to Suzanne to be sent via email to Boxwood residents closer to the time of the pool opening but the community will be informed of the pool opening date sooner to eliminate questions. Hannah reported that the pool has liquid soap in its inventory. David is interested in refillable soap dispensers but does not like the refillable bags that are more expensive and lock us into one manufacturer for supplies. Hannah will do further research on soap dispensers. David suggested that the pool committee hire pool alternates to be trained for future years of service. Hannah will discuss with Marcus the possibility of expanding the operating dates for the pool based on the weather. The landline phone service at the pool will be maintained.

Events and Social Committee Report (Andrea): Andrea reported that she has not distributed Welcome Baskets since last board meeting due to COVID. The Easter Parade was a hit this year. The social held at the annual POA Meeting in March was also a huge success. Homeowners are welcome to organize a Graduate Parade if there is interest. Andrea is requesting ideas from the community for a summer events that can occur with COVID restrictions. She would like to give pool floats as prizes and use the social budget in creative ways. Boxwood will not be having their annual summer party, but Andrea suggested having a Food Truck Day. She also suggested coming up with some sort of "Boxwood United" theme event to be held in the pool parking lot but wants input. We can email Andrea with other social ideas, too.

I/T Committee Report (Aaron): Aaron will begin working on the Boxwood newsletter. He will include a schedule of upcoming board meetings. Suzanne will review her notes and send an email to Aaron, listing those items to be included in the newsletter. Suzanne reported that Kate Gombos offered to update the POA website. Suzanne will decline Kate's offer and continue as is

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until further notice. Jennipher suggested a website service that would cost \$300 per year. The committee will take this under consideration.

Old Business: The committee chairs previously agree to confirm the willingness of all committee members to serve before their names are published in the Newsletter. **Motion to approve the following committee appointments with changes made based on feedback** made by Hannah, seconded by Andrea, motion carries.

- **Architectural Review Committee:** Andrea Singy as Chair, Tad Hardin, Brian Hartsell and Tim Johannsen.
- **Common Area Committee:** Hannah Bilodeau as Chair, Ty Bilodeau, David Corry, Kevin Struble and Aaron Traphagen. **Street Clean-up Team Subcommittee:** Erica Pfitzer and Margaret Schmidt.
- **Pool Committee:** Hannah Bilodeau as Chair, Amanda Council, Sacha Layman and Cheryl Morris.
- **Social Committee:** Andrea Singy as Chair, Julia Harris, Amanda Council and Hannah Bilodeau. **Welcome Team Subcommittee:** To be determined.
- **I/T Committee:** Aaron Traphagen as Chair, Scott Ray and Ty Bilodeau.

Motion to approve the Welcome Team Subcommittee committee appointments to be Hannah Bilodeau and Kim Neczyporuk made by Andrea, seconded by Hannah, motion carries.

New Business

David reported that Rutger Burgers moved from the neighborhood and has resigned from the board. He pointed to the governing documents procedure for filling terms from vacancies at the option of the Board. **Motion to fill a board vacancy** made by Hannah, seconded by Andrea, motion carries. **Motion to accept Erica Johnson as a board member** made by Andrea, seconded by Hannah, motion carries. **Motion to table remaining new business** made by Andrea, seconded by Hannah, motion carries. The following items will remain on the agenda. The Board will retain the following issues for evaluation and in future business:

- Proposals for restrictions on short-term rentals
- Making board more attractive for service
- Neighborhood concerns about streets
- Neighborhood concerns about neighbor nuisances
- Neighborhood concerns about common areas
- Neighborhood concerns about execution of Board service and duties

Adjourn: Meeting was adjourned at 9:05pm by David.

Submitted by

Suzanne Corry
Secretary

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2020-2021 Future Meeting Schedule

Monday, August 3, 2020 Board of Directors Meeting

Monday, October 5, 2020 Board of Directors Meeting

Monday, December 7, 2020 (on hold) Board of Directors Meeting

Monday, January 4, 2021 Board of Directors Meeting

Friday, March 26, 2020 Members Annual Meeting

Friday, April 9, 2021 (back-up date) Members Annual Meeting