

## Boxwood Property Owners Association

Board of Directors Meeting

Monday May 13<sup>th</sup>, 2024

### Minutes

#### Call to Order:

The meeting was called to order by President David Corry at 6:38 at 515 Lady Slipper Lane.

**Present** there were directors David Corry, Kyle Simpson, Justin Bibee, Scott Ray, Kenan Bell, and Kevin Struble. Ava Trill attended via Zoom. Staff Marsha Bryant of Brownstone was also present. **Absent** were directors Abe Loper, Hannah Bilodeau, and Jennifer Holmes.

#### Comments from Members:

Three members were present; Sean Collins (117 Marguerite) and Spencer & Symeric Latham (116 Marguerite) in person:

- Spencer Latham expressed concern about harassment on non-official neighborhood Facebook page run by Missy Cunningham.
  - Symeric asked if lines could be painted on the roads, or signs around the top of the hill in front of their house.
  - Kenan said he witnessed police officers at neighbor's house and asked if this was in conjunction with the vehicles parked on Marguerite.
  - Spencer Latham explained how the City Police were called because of parking on the city street (Marguerite).
    - Comments from conversation between fellow association members and police officers were reported; Officers said, "traveling at a safe speed, coming from both directions, there is plenty of room for two vehicles to pass comfortably. We are mystified as to why neighbors would call police department on this matter."
    - No ticket or citation issued.
- Jessica Collins sent comments via email which was not read since Sean Collins was present.
  - Sean talked about Jessica working from home and most of the day, there is excessive honking in front of their property.
  - They have taken radar on occasion, proving speeding, with some speeders known to be residents.
  - License plates are being noted in case the honking continues.
  - The latest the Collin's have heard honking was around 9:30 pm.
- Both Latham and Collins families shared that they park on the street to slow speeding vehicles through the neighborhood.

- David explained details sent in the email from the POA about what the Association has jurisdiction over and what it lacks jurisdiction over.
- Board suggests this is a neighbor-to-neighbor issue and that neighbors should get together in person to talk face-to-face and attempt to work out a solution.
- Sean mentioned that many homes on the top of the first hill have children that will be of age to drive in the next 5-8 years, which will most likely increase the number of cars parked on the city street in front of houses. He mentioned how the neighbors who have issues with the parking situation now, it will only get worse as more youths start to drive.
- Short discussion of present members about recent “drag racing” that occurred on Marguerite; several families were outside and witnesses the cars speeding by side-by-side.
- Symeric Latham suggests posting more signage in the neighborhood to deter drivers from speeding.
- Marsha Bryant expressed how additional signage has not been effective for other neighborhoods that Brownstones manages.
- Kenan suggested that an official Boxwood Facebook page be revisited to increase its number of members and have better conversation policing.
- Sean mentioned how neighbors reached out the City Schools about the speeding bus on Marguerite. City school buses are equipped with GPS which can track speed. It was determined that the bus was speeding through the neighborhood. Sean did mention the bus driver reached out to him personally to apologize for the speeding and that they will be mindful about their speed in our neighborhood.
- Jennifer Smith sent email read by David concerning neighborhood restrictions and City of Lynchburg laws regarding parking construction trucks and commercial equipment.
- David is looking into the POA restrictions.

#### **Officer Elections:**

- David asked if there are any nominations to take the position of Secretary, none were made.
- Question posed if we wanted to each take a turn at the minutes each month, Kenan volunteered to take minutes this meeting.
- Will have a volunteer next meeting unless someone will accept a nomination.

#### **Approval of Minutes:**

- Justin Bibee **moved** to approve the minutes from the April 8<sup>th</sup> meeting. Kevin Struble seconded. All approved.

#### **President’s Report (David Corry):**

- David reviewed various email correspondence Boxwood received and he sent.

## Meeting Date Options

- David hosting June 10<sup>th</sup> board meeting.
- Discussion of future dates, all agreed upon this schedule:
  - June 10 2024 – 515 Lady Slipper Lane
  - July 8, 2024
  - August 12, 2024
  - Sept. 16, 2024
  - Nov. 4, 2024
  - Feb. 10, 2025
- Kenan made **motion** to approve dates, Kyle Simpson seconded, all approved.

## Bank Loan Discussion (to cover improvements not in annual or reserve budgets)

- For landscaping around the front entrance (\$7,500 max).
- David discussed a loan with a 7 year repayment option.
- Justin asked for the board to receive and review the numbers.
- Dues would increase minimally to cover principal and interest payments.
- Kenan proposed looking into a Line of Credit option with local banks.
  - Kenan reaching out to local banks to go over options for LOC for the association and also what interest rates would be.
- Marsha explained reserve study and how funds are not available for landscaping at this time as landscaping replacement was not included in last reserve study.
- Kyle asked about when then next reserve study would be done.
- Marsha found the last reserve study was in 2021, next one not due until 2026.
- Kyle suggested adding more to the loan to cover new signage at the pool and potentially other wish list projects that we have not been able to fund.
- Scott suggested increasing the bank loan option to \$10,000; LOC options could be possible after Kenan contacting a banking connection
- David mentioned how the dues may be raised again due to the inflationary environment after the next reserve study.

## Brownstone Management Agreement

- Marsha explained that this is not required to be signed every year, but Brownstone is sending it out annually to be sure each President knows the terms.
- David asked to be authorized to sign on behalf of the Association.
- **Board agreed** because it was for the amount in the budget.

## Staff Report - (Marsha Bryant):

- CD currently receiving 5.35% - maturing in July 2024.
- Late report on quarterly dues; Brownstone called each delinquent account.

- Kenan asked about responses from residents.
- Marsha explained that most responses are positive, some negative.
- AEP late fee/automatic payments options discussed to counteract late fees due to mailing delays.
  - Marsha explained the timing and differences between printing the invoices and electronic invoices.
  - Board approved moving to electronic invoices and Auto-Pay.
  - David asked if we can still receive a copy of the invoices, Marsha confirmed we could.
- Insurance Options Discussion
  - Abe was looking into insurance options, not in person to present.
  - Marsha was given 3 \$0 Workers Comp Policy options from current insurance provider.
  - Language in Worker's comp policy that needs to be included states "All Board of Directors, Officers, and Appointed Committee Members while in the course and scope of duties as directed and pre-approved by the Association Board of Directors."
  - Justin suggested that all Association Members could be on a mandatory "Volunteer Committee" so that all members could be covered under the policy.
  - David explained Association "non-volunteers" are not covered, must be volunteering in some capacity and not walking dogs, visiting the pool, etc.
  - Board looking over policy's and will be considering building premium into the budget for next year
- Children at Play Sign Discussion
  - Huge sign was delivered to Brownstone, Marsha not pleased with outcome.
  - Sign is too big (like five feet tall and three feet wide), board discussed returning the sign and seeking a refund.
- Pool Salt Cells Discussion
  - Board does not need to come up with \$3,000 in the budget for next year to replace salt cells because Marsha found this item in the last reserve study.

### **Committee Reports:**

- Architectural Review Committee: Tim, Brian, Tad, Abe & Andrea (Chair)
  - Nothing to report
- Common Area Committee: Kenan, Kevin, David & Scott (Chair)
  - Pool fence construction started today, almost complete
    - David asked about the top of the fence; install upside down or right side up. Scott confirmed right side up like last one.
    - Magnets suggested for the pool by Marcus Lesniak to collect metal scraps from fence installation.

- Pool gate will be spring loaded to hold magnet in place until timer of 30 seconds has passed.
    - Square poles were installed in hopes for stronger holds on front entrance gate.
    - Front entrance magnet will need a new cover.
      - Scott's place of work willing to fabricate a cover for the magnet.
  - Ava mentioned completing her Master Gardner Certification, willing to help with common area committee selection of a landscape option and will try to recruit neighbor who is also a master gardener.
  - 2 lights are still out at the pool; Scott looking into the matter
- Pool Committee: Justin, Sasha, Hannah, Stephanie & Cheryl (Chair)
  - Justin covered the 30 second timer and mechanics of operation for the pool gates
    - Timer is set to 8 seconds but does not work that way.
  - Pool Cards: 123 homes in the neighborhood; 70 have picked up cards, 21 have purchased 2<sup>nd</sup> card and paid \$5, 6 have requested a 2<sup>nd</sup> card but have not paid.
    - Cheryl hosting another drop by day to pick up free 1<sup>st</sup> card and take payments for who would like to purchase a 2<sup>nd</sup> card.
    - Giving out cards based on home address instead of resident names, so when homes are sold, same card can be used without changing assignment records.
  - Justin reported we have more cards than homes currently.
  - App still works with current residents that have been using it, will not work with new residents or current residents who have not downloaded the app previously. That capacity would require hardwired internet access and the pool does not have internet currently.
  - David discussed two types of people that have requested help:
    - 1 resident purchased card last year, does not need another card and requested a refund of \$5 from last year since the association is giving one free card this year.
      - Justin suggested if refund is approved, that the refund can be paid out of cash received for 2<sup>nd</sup> cards purchased.
    - 2<sup>nd</sup> type of person that needs help for lost card issued last year:
      - Justin suggested one free card on this go around on the 1<sup>st</sup> card, can replace card for \$5 if new card is lost.
    - Justin made **motion** to adopt those proposed solutions (“If the request is made for a refund for a pool card purchased last year, \$5 will be refunded. Lost cards can be replaced by purchasing new pool card for \$5.”), Kyle seconded, all approved.
  - Cheryl has asked to buy another box of 25 cards; basically \$2 a card.

- **Motion** by Kevin to authorize Pool Committee to purchase additional cards as needed from funds raised with purchase of second cards, Kyle seconded, all approved.
  - \*\*\*Justin was thanked for volunteering to help with the pool and access system issues; it was estimated his efforts saved the Association roughly \$1,100.
- Events & Social Committee: Cheryl, Kyle, Melanie, Kim, Erica, and Ava (Chair)
  - New neighbor welcome baskets will hopefully be handled by Kalee.
  - Discussion of systems for identifying new residents.
  - New residents' email from Brownstone; Ava checking to see if she is receiving them.
  - Ava will call Suzanne Corry will check on new residents that may have been missed.
- Information Technology Committee: Cheryl, Kevin and Justin (Chair)
  - Justin volunteered to chair the committee, all **approved**
  - Justin asked for access to the website to help make changes to the look and navigation suggestions. He was directed to Suzanne for name and contact information on website hosting company and maintenance staff person.
  - Marsha reported we pay \$525 Annually for web site hosting and maintenance services.
  - Just asked for templated to Quarterly Newsletter. History of development was discussed.

**Old Business & New Business:**

Tabled until a future meeting

**Adjourn:**

Meeting was adjourned by David at 8:30 pm.

Submitted by Kenan Bell