

# Boxwood Property Owners Association

## Meeting Information

Date & Time: 2024-06-10 6:34

Location: 515 Lady Slipper Lane, Lynchburg Va.

Board Minutes

### Meeting Start and Attendance

The meeting was called to order at 6:34 PM by David Corry. Present were David Corry, Kenan Bell, Kevin Struble, Jennifer Holmes, Hannah Bilodeau, Ava Trill (via Zoom), and staff member Marsha Bryant. Scott Ray arrived later. Absent Association Members: Abe Loper, Justin Bibbee, Kyle Simpson. Quorum was met.

### Officer Election

The board discussed the election of a secretary. Kenan Bell was nominated but declined. Jennifer Holmes was also considered but declined due to inexperience and current commitments. Nominations remains open. Kenan will take notes/minutes this meeting along with recording with Plaud recording device.

### Comments from Association Members

Comments from association members that were received through email were reviewed, including issues with uncut grass and exposed equipment at various properties. Marsha Bryant will follow up on unresolved issues.

### Approval of Previous Meeting Minutes

The minutes from the May 13, 2024 meeting were reviewed. Corrections were noted, including the spelling of a name (Cymric Latham) and the name of one person mistakenly included on the social committee list (Erica). Kevin Struble made a **motion** to approve the board minutes along with the changes stated, Scott Ray seconded, all in favor, motion passed.

### President's Report

#### Next Meeting Location

The board discussed potential locations for the next meeting on July 8th. David Corry will host the July Board Meeting and the Bilodeau's will host the August Meeting. All other meeting dates remain open for hosting.

### Management Agreement

David Corry was approved to be the signor of the management agreement for Brownstone last meeting. He reported that he signed management agreement.

### Bank Loan for Unbudgeted Replacements

The board discussed obtaining a bank loan/line of credit to cover unbudgeted replacements, particularly for the neighborhood entry landscaping. The loan could be an interest-only line of credit up to \$15,000, prime interest rate of 8.5, variable with the ability to pay off principal as convenient over 5 years. The board discussed the pros and cons of such a loan. This loan/line of credit option is to fund needed work not in the latest reserve study and not in the annual maintenance budget without imposing a special assessment; i.e. landscaping, potential pool issues, etc.

A **motion** was made by Kenan Bell for David Corry to be authorized to sign on behalf of the Association for the loan/line of credit documents through Select Bank as well as able to authorize advances from the line of credit for the association upon board approval of projects, Jennifer Holmes seconded, all in favor, motion passed.

Discussion around finding money in the budget to help pay for the interest with some principal, monthly. Potentially money left over in the pool committee and social committee budgets. Overall, paying at least the minimum interest only payment is achievable this year without having to raise annual dues.

Scott Ray asked what the next renewal rate could be for our CD at Select Bank. Discussion around rates being variable and around 4-5% upon renewal.

## **Staff Report**

### **Financial Report**

Marsha Bryant provided the Brownstone financial report for the end of May, including balances in the operating account and reserve money market account. The renewal of the \$80,000 CD in July was also discussed. Discussion about the payment status for the pool fencing work and the need to contact Russell Landscaping for the invoice.

### **Child Play Sign**

Issues with the child play sign provided by Steve, including its size and placement. Discussion about the need for a refund and proper sign dimensions. Marsha has returned the sign and will contact a company (Great American) about creating the correctly sized sign to match the others as that company has resumed making signs.

### **Delinquent Accounts**

Update on the status of delinquent accounts, including the sending of letters and preparation for lien notices. Lien notices do not need board approval for Brownstone to implement.

## **Committee Reports**

### **Architectural Review Committee**

No new updates or approvals from the Architectural Review Committee.

### **Common Area Committee**

#### **Pool Fence/Gate Replacement**

Scott Ray reports the fencing is complete and the gate is working properly. Extras were included for free surrounding the gates entrance. Discussion about the appearance and installation of square gate poles, including the addition of new gate and top pipes within the original bid price. Scott said that he would arrange for donation of a new metal housing covering the gate magnet, the replacement being something smoother with fewer catch points. All members expressed approval of the work and ease of gate entry and exit, as well as the spring to close the gate.

#### **Landscaping Upgrade**

Discussion about various landscaping options and proposals, including feedback from a master gardener (Ava Trill) and the suitability of certain plants like Japanese maples and boxwoods. Ava asked for more time to consult with another neighbor who was a master gardener. Goal is to make a vendor selection at the July meeting, have the loan lined up and get the work scheduled for the fall.

#### **Lighting Issues at the Pool Building**

Discussion about the lighting issues at the pool building, including the status of the lights and the actions taken to address the problem. Discussion about the importance of lighting in the pool area during pool season, especially from 9 to 10 PM. Scott Ray will follow up and involve the Brownstone maintenance and electrician as necessary, including replacing the fixture if necessary. Discussion about past experiences with electricians, including a retired electrician (Vance Driskoll) and his son-in-law who might not be an electrician.

#### **Parking Lot Pole Light**

Discussion about a parking lot pole light being out and the process of submitting a form to AEP to get it fixed. Kevin Struble submitted form to AEP to fix this light.

#### **Exit Button Timer**

Discussion about the exit button timer and whether it still lasts 30 seconds. Mention of a \$1,200 fix to replace the button. Determination was when the Exit Button is pressed, the gate takes 30 seconds to reengage the magnet, when a key card is swiped, the magnet is reengaged within 8 seconds.

## **Pool Committee**

### **Key Cards for Pool Access**

Cheryl Morris was not present but sent in email updates through Hannah Bilodeau. Discussion about the distribution of key cards for pool access, including the process and the upcoming absence of key personnel during the 4th of July. Three cards to be dropped off at Scott Ray's house for distribution if residents need a card over the holiday weekend. David instructed to send an email to Boxwood residents about teenagers at the pool after hours, dates that the pool committee members will not be available to pick up key cards, mention how umbrellas are being left up, and no diving around the pool.

### **Refunds**

Discussion about whether refunds were processed for individuals who requested their \$5 back for cards purchased last year. Cheryl confirmed that the refunds were handled, but there was some confusion about the specifics.

### **Cheryl's Retirement**

Cheryl is retiring from her role as the pool committee chair after this year and is looking for a replacement, potentially Justin. Cheryl provided a summary of the extensive work involved in managing the pool, including that she put in 50-100 hours of work every summer.

### **Cleaning Supplies Budget**

Discussion about the budget for cleaning supplies. There are plenty of most categories of supplies in the pool house and instead of spending down the pool budget, we should save money for other expenses rather than stocking up.

### **Pool Area Signage**

Need for new signage in the pool area and a holder for the skimmer in the baby pool area.

## **Events & Social Committee**

### **Email Notices About New Residents**

Discussion about the lack of communication regarding new residents moving in and whether board members are receiving the relevant emails. Hannah and Ava Trill both confirmed they have not received emails; Marsha will add board members who want them to the list for emails about new residents. This will also assist the distribution of welcome bags. David Corry mentioned the City website on property transfers can also provide information on when homes are sold and the names of the new owners.

### **Summer Events Planning**

Discussion on planning summer events, including the possibility of an end-of-summer ice cream party or hiring for unlimited snow cones. Ava checking on pricing for a business owner she knows (Snow of the South); compare pricing for both food truck options.

## **Information Technology Committee**

Justin Bibee not present, no updates or discussion.

### **Old Business**

None.

## **New Business**

### **Survey Results and Petitions for Documents Revisions**

David Corry discussed the various initiatives for changing the declaration of restriction that were tested in the neighborhood survey with a 75% response rate (96 of 126 lots). The highest response for amending to allow live

poultry was only 32%; for short term rentals was only 50.5%; and for allowing restrictions on size and location of flagpoles (70%), and duration and manner of display of flags (71.4%). Since 75% of properties need all owners to sign a petition to amend the declarations, none was seen as viable given the effort involved in gathering the signatures and the expense involved in a lawyer drafting the amendments. This will save \$750-\$2,000 if the board does not attempt to amend the documents. Residents are still able to petition on their own, just need to get signatures of at least 75% of the neighborhood for the Boxwood HOA and record the document. Scott Ray made a motion for the Board to not initiate or fund any document petition drive at this time, Hannah seconded, all in favor, motion passed.

### **Golf Cart Street Designation**

Review of other member comments from the annual meeting, including suggestions for golf cart designations and streetlight issues. David Corry reported that removal of golf cart driving restrictions must be voted on and approved by City Council. Golf cart was sold by resident based on speeding in the neighborhood creating a dangerous condition for golf cart drivers. Board members decided not to pursue any amendment changes to have the City designate the Boxwood streets for golf cart use. The streetlight mentioned at the meeting was addressed by Scott Strubel reporting it to AEP.

### **Meeting Adjournment and Minutes Logistics**

#### **AI Project; Plaud Technology**

There was a brief mention of an AI project that Kenan Bell is working on to take notes of the meeting and the anticipation about seeing its results. Kenan said he would circulate the raw notes from Plaud.

#### **Meeting Adjournment**

David Corry asked if there were any additional topics to discuss before adjourning the meeting at 7:41 pm.

### **Next Arrangements**

- Marsha Bryant to follow up on any unresolved member comments.
- Next meeting scheduled for July 8th, 515 Lady Slipper Lane.
- David Corry authorized to sign documents for the bank loan and make loan advances, upon board approval.
- Marsha reach out to Russell Landscaping for the fencing invoice.
- Scott Ray follow up on new metal housing covering the gate magnet with something smoother with fewer catch points.
- Marsha contact Steve for a refund on the child play sign and order one from another company.
- Scott with Brownstown address pool lighting issues.
- Check if the son-in-law of retired electrician can look at the light fixture issue if electrician is needed.
- Ava Trill awaiting feedback from a second master gardener and/or board & association members on landscaping options.
- Scott Strubel submitted a form to AEP for the parking lot pole light.
- Remove the \$1,200 fix for the exit button timer from the wish list.
- David send an email reminder about umbrellas and diving, teenagers late night pool use and pool committee chair's absence during July 4<sup>th</sup> (Key cards can be acquired through Scott Ray).
- Follow up with Marcus on a holder for the skimmer in the baby pool area.
- Find a new pool committee chair for next year.
- Cheryl Morris should get permission before spending budget on cleaning supplies.
- Consider budget constraints for summer events.
- Ava explore options like Kona Ice or Snow of the South for summer event.
- Saved money can contribute towards the loan interest and principal payments.
- Marsha will add emails about new residents to assist the distribution of welcome bags.
- Kenan Bell will circulate AI meeting notes from Plaud.