

Boxwood Property Owners Association
Board of Directors Meeting Minutes
10.18.2021

Call to Order Andrea Singy at 6:35pm.

Board Members Present: Andrea Singy, Jeremy Gustafson, Amanda Council, Scott Ray, and Hannah Bilodeau
Brownstone Properties Representatives, Marsha Bryant, Jennipher Lucado

Comments from Association Members - None, no neighbors were present at meeting introduction. A neighbor joined later in the meeting.

Handouts Provided:

Meeting Agenda - Agenda 10.18.2021.docx
August 2021 Financial Report
September 2021 Financial Report
Boxwood Meeting Minutes 8.16_Not Approved.docx
Budget vs Actual 2021 & Budget 2022.xlsx

Minutes August 16, 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	
September 30, 2021 Operating Account Balance	\$ 8,218.56
September 30, 2021 Reserve Account Balance (including CDs)	<u>\$110,572.90</u>
Total	<u>\$118,791.46</u>

Follow Up on Delinquent Accounts:

Related to homeowner fees and payment, a lien has been filed on one property and notices have been sent to others that are delinquent. Jennipher Lucado indicated that trending is not good as have not in the past had to send so many reminders to keep track of payments. It is expected that dues will continue to come in during month of October. A solution might be having folks pay annually, versus quarterly.

Account Statement Comment:

An error on the account statement was noted by Andrea Singy noting there was an invoice present for Purple Door noted for Lake Vista. It was commented by Brownstone that was likely copied over accidentally and will be checked.

Follow Up on Brownstone Action Items:

Pool Sails - Written letter went out on 8/16/21 from Marsha Bryant. It was sent certified and also sent via email to Robert's Awnings tied to pool sails. No reply has been given. Comment was made that need to find another vendor to move the poles. Marsha Bryant going to research further and see who else might be able to address. Clarified that the baby pool sail will be left as installed.

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Pool Codes - Marsha Bryant asked if pool codes update was available now that comcast work was completed. Login information was sought by Hannah Bilodeau, Marsha Bryant commented she would look into that, Hannah Bilodeau will also check at the Comcast box installed in the pool

Pool Gate - Still waiting on estimate back from Lynchburg fencing point of contact in order to replace the pool gate. Discussed other gate concepts also due to ongoing challenges with the current gate/vendor. A second estimate was also requested for fixing of the gate to have another choice.

Boxwood Entrance CLC Invoice - Approval from the board was sought for the work performed for the landscaping of the Boxwood entrance, total amount was sought. The bill was approved by Andrea Singy.

Pool Building Leak Issue - Marsha Bryant clarified that the issue is the hot water heater. A new hot water heater was noted as needed and approved prior to meeting. The new water heater will be installed Wednesday, 10/20/21.

Water Fountain Issue at Pool - Noted that water fountain was working after fixing earlier in the summer, but then wasn't working in August. Issue tabled for next year.

Committee Reports:

Pool Committee Cheryl Morris –

- Hannah Bilodeau provided update for Cheryl Morris.
- Pool season was very good.
- Issues were already discussed with action items.
- No major issues during the summer, smoothest summer.
- Parties also went well, folks cleaned up well after.
- Discussing whether or not to open a week earlier in 2022, but no decision yet. Open to the idea of opening a week earlier.

Architectural Review Committee Andrea Singy –

- No issues noted.

Common Area Committee Scott Ray –

- Some tall grass and a dead tree were mentioned based on a complaint received. Issue was resolved with the neighbor who made the complaint. No other notes.

Events and Social Committee Amanda Council –

- Completed a Corn Hole Tournament, was a lot of fun for the neighborhood.
- Halloween event is also coming up, 5:30 pm on October 30th. Will be a small parade, food, and movies. Related to the movie night, a couple cords needed to be purchased to support the event, a receipt will be being sent by Amanda Council to Marsha Bryant for reimbursement.
- There will be a Halloween house decorations contest with prizes.
- Welcome committee has delivered gifts to two new neighbors and working to deliver to a third.

Information Technology Committee Aaron Traphagen –

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- Question was asked if IT committee could be linked to movie nights as it takes some IT work to get movie night set up. Andrea Singy indicated she would send a note to ask Aaron Traphagen.

Old Business:

Reviewed under Brownstone actions.

New Business (& final discussion items):

New topics first addressed included dues and budget.

On dues frequency, already discussed dues and a desire to have addressed annually instead of quarterly. Topic will need brought up at the annual meeting and implementation put off until addressed.

Discussion occurred regarding the dues increase due to changing budget/neighborhood financial needs. Budget review showed need to increase dues, but increase can be delayed one year. It has been years since a previous dues increase. It has only been raised once previously. Main concern driving the delay of one year is a reserve study is outstanding, so preference is to hold off increasing the dues until 2023 to allow that to complete. That way don't incur the risk of having to increase dues twice. Also gives opportunity to address at the annual meeting that dues are going up. Attendees agreed that it is reasonable and that it is time for dues increase, as have to have the funding for maintaining the neighborhood and amenities. Certainly can expect increase in 2023, just waiting for reserve study to complete to determine increase amount.

Moved to the budget. Andrea Singy asked Jennipher Lucado to present and review the drafted budget proposed for the year 2022. Jennipher Lucado explained the changes since 2021 and questions asked were resolved. Budget review showed the 2022 listing of reserve projects that haven't yet been addressed yet, noting that the capital expenses needing addressed exceed the reserves available. Important to emphasize when addressing the topic of the dues increase with the neighborhood. Andrea Singy gave okay for the budget.

The bulletin board at the front of the pool is empty. Andrea Singy asked do we need a bulletin board? Jeremy Gustafson commented that he doesn't believe bulletin boards are used anymore, folks use Facebook page typically now. Some ideas of how to use bulletin board were addressed, topic can be brought up again in the future if a volunteer would like to do something further.

Jeremy Gustafson asked about the outstanding teen list comment in the Boxwood email. Noting it had been updated to remove a name as requested and wondering if the updated list needed to be sent back out. Agreed this will be put on back burner for now

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as updates were sent already and comment was sent after fact. Can be addressed with next update cycle.

Next board meeting schedule for January 17th at 6:30 pm. It is the annual meeting.

Adjourned 8:06 pm