

**Boxwood Property Owners Association  
Board of Directors Meeting Minutes  
10.17.2022**

Call to Order by Hannah Bilodeau at 7:00 pm.

Board Members Present: Hannah Bilodeau, Jeremy Gustafson, Scott Ray, Suzanne Corry, Ty Bilodeau, Sean Collins, and Kyle Simpson  
Brownstone Properties Representative, Marsha Bryant

No comments from Association Members - Other neighbors present were Dana Pflieger, Ka Lee Gustafson, and Ava Trill

Handouts Provided:

Meeting Agenda  
Supplement to Declaration to Add 172 Marguerite Dr. (Boxwood)

Minutes August 15, 2022 meeting - Motion to approve was made by Suzanne Corry, seconded by Scott Ray, unanimously passed by the board.

Moved to staff report.

Staff Report Marsha Bryant:

Financial Report Marsha Bryant	
September 30, 2022 Operating Account Balance	\$ 6,973.25
September 30, 2022 Reserve Account Balance (including CDs)	<u>\$ 93,853.17</u>
<b>Total</b>	<b>\$100,826.42</b>

Related to POA payments, one neighbor outstanding with lien, but has been an ongoing case. Two additional neighbors have received a lien notice due to delinquency (3 quarters behind). Three people have been sent late notices because two quarters behind. Twenty three are one quarter behind.

Discussed CD that had closed, which was then moved into reserve account. Current operating account and reserve account details summarized. Next CD matures in December 2022. Two other CDs still maturing. Marsha Bryant requested the board think about what to do with CD that will mature in December. Marsha Bryant indicated that Jennifer Lucado, Brownstone Properties, will provide CD rates for the CD that is maturing in December 2022.

Marsha Bryant proceeded to review of reserve funds, 2022 projections and 2023 projections. Discussed need for the board to provide feedback for the budget at the meeting, before adopting the budget for 2023. Discussed the 2023 DRAFT Operating and Reserve Budget for Boxwood, including suggested increase in the fees for 2023. Discussed items that were over budget for the current year. Then other items that will be expected to increase for the 2023 year including:

**Boxwood Property Owners Association**  
**Board of Directors Meeting Minutes**  
**10.17.2022**

- Brownstone Properties Management Agreement increased 5%
- Pool Foolin is expected to have a 10% increase
- Insurance Increase 5%
- CLC has a 24% increase for 2023 and an additional 19% increase for 2024 (Brownstone seeing increases across the board for landscapers in range of 10% to 45%)
- Pool Attendants/Restroom Cleaning total will be up to ~\$2240 next year (Marsha Bryant checking numbers w/Cheryl Morris)
- Telephone/cable cost at the pool had gone up and was adjusted over the 12 months for next year
- Annual meeting (gift cards for annual meeting)
- Welcome Baskets
- Socials (e.g., Easter egg, Ice Cream)

There were two options Marsha Bryant presented for the 2023 year related to annual fee increases, an 11% increase and an 18% increase. There hasn't been an increase in annual fees since before 2014. Noting the 18% increase allows HOA to fund the reserve with the recommended member contribution of \$13,428. With 11%, a total of \$400/year in fee's. Then feedback from the board was requested. Suzanne Corry indicated okay with either 11% or 18%. Kyle Simpson noted that prior discussion had indicated an increase around \$5 per month over current monthly fee. Jeremy Gustafson reviewed the prior March annual meeting note of "The dues are currently \$30 per month. There was a discussion about raising the dues by \$5 per month to \$35 per month." Commenting further that he would like to just take the 18% hit, but that for purpose of neighborhood the 11% might be easier in terms of step change. Scott Ray echoed similarly, but conveyed at 11%, might be increasing again next two year cycle, where at 18% will not have to do it again two years from now. Noting again annual fees haven't gone up for more than 10 years.

Hannah Bilodeau made a motion to increase annual fees by 18%, Kyle Simpson seconded the motion, and then board voted and approved.

Marsha Bryant noted that increase is within our by-laws. The maximum increase the POA could have gone up with annual fees is 25%.

Marsha Bryant asked board if they wanted to do annual payments or keep quarterly. Board just indicating to leave things as they are, keep quarterly with option to pay annually.

Ended reports from Marsha Bryant.

**Committee Reports:**

Information Technology Committee Suzanne Corry –

**Boxwood Property Owners Association**  
**Board of Directors Meeting Minutes**  
**10.17.2022**

- Suzanne Corry briefed that 11 key cards that were issued to neighbors were not deactivated, noted pool gate is locked so folks can't get in, and allows cards to be available for next year. Of the ordered 25, 14 remaining.
- No other updates.

Pool Committee Cheryl Morris –

- Hannah Bilodeau provided update for Cheryl Morris.
- Noted need to re-coat the gate of the baby pool, as all rusted at the bottom and paint peeling off in other areas. Also considered dangerous for the families using the pool fence. Marsha Bryant recommended Hannah Bilodeau could address with 2022 pool maintenance funds remaining, as about \$400 remaining. Suzanne Corry noted need to just make sure fixed properly. Ty Bilodeau requested clarification on whether it was the pole or the gate needing replaced. Hannah Bilodeau clarified that Cheryl Morris had mentioned re-coating the whole baby pool fence, or just focusing on pool gate replacement for the immediate issue, saving other work for consideration next year.
- Marsha Bryant had mentioned the main gate entry was fixed for \$695. Ty Bilodeau noted issues with the main pool gate (i.e., closure mechanism, staying shut) and alarm system (i.e., 30 second timing system, longer time than that to reengage lock). Marsha Bryant clarified the amount that fixed the main gate quote was only unique to the main gate, work by Lynchburg fence for \$695, not the alarm system connected. Work for main gate was last year and POA paid for this year.
- Marsha Bryant going to get in touch with some fence companies and get feedback on options for fixing the baby pool gate. Preference is before end of this year for at least the estimates, Cheryl Morris and/or Hannah Bilodeau able to meet with companies.
- Discussed shade sail action committee. Not something that has to be dealt with until next year. Kyle Simpson will be assisting.
- Scott Ray clarified that the new pole sail had not yet been installed, Marsha Bryant had sent reminder and will follow up. Marsha Bryant will also provide vendor contact information to Scott Ray, so Scott Ray can contact.

Architectural Review Committee Andrea Singy –

- Ty Bilodeau provided the report. There were a couple requests, a fence request was initially denied and an acceptable fence was then proposed/accepted and approval provided. Couple requests related to solar panels have been received. Board clarified that do not need to request approval for solar panels. No other updates.

Common Area Committee Scott Ray –

- No update.

Events and Social Committee Ava Trill –

- Hannah Bilodeau briefed Ava Trill is the new committee lead, replacing Amanda Council.

**Boxwood Property Owners Association**  
**Board of Directors Meeting Minutes**  
**10.17.2022**

- Discussed need to consider increases in budget for events, which was already covered.
- Suzanne Corry briefed on welcome baskets, thanked Ka Lee for helping. Eight baskets have been addressed, a lot of new home owners in the neighborhood.
- Next up is Halloween party.

Old business. Prior topics addressed already under Marsha Bryant discussions, no new discussion points.

New Business:

- Amanda Council has requested to resign from the board. The board accepted her resignation. Documented with these meeting minutes.
- Addressed Russell Landscaping work (drainage ditch and storm water concrete structure work) was unanimously approved in August by email. Documented with these meeting minutes.
- Discussed neighbor concerns:

Sidewalk issue on Marguerite was noted by Hannah Bilodeau. Marsha Bryant clarified that is a city issue. Encouraged residents to reach out to Lynchburg city for repair.

Brush and bulk collection concerns were mentioned. Namely items sitting out for entire month or more. Noting however that September end of month pick up was missed. Coming up on end of October pick up, so hopefully not an issue after that.

Issue with rug/office chair near rim of basketball hoop at top of Marguerite/Lady Slipper mentioned also by Jeremy Gustafson, asked for Marsha Bryant to have her folks come and pick up. Scott Ray requested that they also come and get stuff at 336 Wild Turkey if possible as just sitting out.

- New business related to home at 172 Marguerite that wants to join the POA covered last. Marsha Bryant shared forms needing completed and that need to have copies at event where signatures being obtained. Explaining the list with who has to sign, and how neighbors have to sign. Need to have 75% of the units signatures out of the total 124 lots. If multiple names on a deed, then all persons need to sign. So going to end up with more signatures than lots/units. Hannah Bilodeau planning to obtain signatures in so much as possible at Halloween party coming up. Hannah Bilodeau asked if Marsha Bryant ready to send out an email? Marsha Bryant noted that she will send out the email, noting persons will be at the Halloween party event coming up gathering signatures. Board members discussed how to break up and obtain signatures.

Meeting ended with thank you to Marsha Bryant for her work on the budget.

Next board meeting is scheduled for January 9th at 7:00 pm. Meeting adjourned 8:30 pm.