

**Boxwood POA Board of Directors  
Meeting Minutes – February 24, 2025**

**Call to Order:** 6:33 PM by President David Corry

**Staff Present:** Marsha Bryant

**Board Members Present:** Kenan Bell, David Corry, Ava Trill (via zoom), Jenny Holmes, Justin Bibbee, Kevin Struble, Scott Ray (via zoom), Kyle Simpson, Hannah Bilodeau

**Board Members Absent:** Abe Loper

**Comments from Association Members**

- 360 Wild Turkey – Letter and several emails regarding a rental home at the end of the cul-de-sac in Wild Turkey facing maintenance issues, and neighbors trying to sell the home. Brownstone will follow up.
- Dues Increase – No negative comments received by board members or in the Boxwood email box thus far.

**Approval of Previous Meeting Minutes**

- **November 4, 2024 Meeting**
  - No corrections were identified for the minutes.
  - **Motion:** Kenan moved to approve, Justin seconded. All in favor.
- **November 18, 2024 Special Meeting**
  - Correction: change needed in recorded attendance with Kyle to be moved to absent and Scott and Kenan moved to present.
  - **Motion:** Justin moved to approve minutes as amended, Jennifer seconded. All in favor.

**Presidents Report**

- Entrance Landscape Watering: Watering the new entrance landscaping went very well. David thanked everyone who helped. Scott Ray indicated that adjacent neighbors are not asking to be reimbursed for the water usage even though the Board offered.
- Signed Annual Agreement with Brownstone: David has signed the annual agreement with Brownstone Properties consistent with the budget.

**Staff Report – Marsha Bryant**

- **Financial Report:** The CD which expired in December was initially planned to be transferred to our liquid reserve bank account but

cannot since it is the collateral to our line of credit with Select Bank. It has been renewed and will renew again in July. Marsha was asked to investigate reworking the loan so that a reserve account or smaller CD would provide the collateral rather than the whole large reserves CD. Another reserves CD will come up in July. Marsha suggested moving our reserve bank account from the no interest account with Alliance Bank to a higher interest reserve money market account with Select Bank. Marsha thought they could set up the new account but that David would need to talk to Select Bank about any changes on the credit line collateral because he was the only signatory on the line of credit. There was a discussion about the best way to move David off as the signatory on the line of credit since he will be moving off the board when his term expires at the March annual meeting.

- **Motion:** Kenan motioned to move the reserve account from Alliance to Select Bank and to have Jennifer Lucado from Brownstone as an approved signer on our behalf for that account and for the \$15,000 credit line, with David coming off as a signatory on the credit line. Justin seconded. All in favor.
- **Delinquent Accounts:**
  - Thirteen owners paid an incorrect amount, failing to pay the \$5 quarterly increase. One account is multi-year delinquent and has had a lien placed on the property. Two owners are two quarters behind, and 19 owners are one quarter behind (without even partial payments).
- **Pool Salt Cells:** two new salt cells have been purchased from Pool Foolin for \$3,527.55 These were paid for out of the reserve account.
- **Pool Cash Funds:** Marsha reported that Brownstone has received cash from the former pool committee chair for unspent supplies (\$131.04) and unspent custodian fees (\$155) on August 20, and for access card sales (\$68.75) on November 12.
- **Taxes:** Rusty Hicks of Brown Edwards and Co. erroneously did not include reserve funds in our return, but did not recommend amending our returns. Marsha suggests finding another CPA and amending our returns. David proposed asking Rusty to file an amended tax return for 2023 and find someone new for 2024 tax year. Marsha recommended Josh Arthur and proposed some alternatives.
- **Children at Play Sign:** Marsha has the new sign from Great American it is ready to drop off. \$199.02 has been reimbursed from SignWorx for the erroneously large sign.
- **Corporate Transparency Act:** Has been reinstated. Marsha suggests

waiting until after the 2025 officers are installed.

- **Bids for Landscaping and Pool Service:** Marsha reported that she still had not sent out any requests for proposal to the companies specified by the board since it was requested in the September 16, 2024 meeting and again requested in the November 18, 2024 meeting. The board emphasized that they needed this to be done before the annual meeting.
- **Annual Meeting Mailing:** Board directed Marsha to send a comparison budget report with last year's budget, last year's actual and this year's budget, along with the balance sheet (including reserve accounts).

### **Committee Reports**

- Architectural Review Committee – Andrea Singy (not present) sent emails to the President who reported for her.
  - 344 Wild Turkey inquired about building a treehouse. Andrea told them that historically we have not approved treehouses. They have not followed up with a proposal.
  - Andrea is going to be putting her home on the market soon. Someone else will need to chair this committee.
- Common Area Committee – Scott Ray
  - Entrance plants seem to be taking well. Affinity agreed to inspect the Japanese Maple in the bed on the entry side in the spring to see if it is alive and survived the transplanting or will need to be replaced at no charge.
  - Pool Entrance Box: Scott will work towards making a new metal housing for the box.
  - Pool Parking Light is relit but still leaning. Kevin will reach out to AEP.
- Pool Committee – Hannah Bilodeau
  - Hannah will be stepping down as pool committee chair but might still be willing to help coordinate pool attendants. David thanked her for all her service to the community.
  - New pool rules will say no more than two parties per day per prior decision of the Board. She said she would pass along the pool rules and pool letter digital documents to her successor so they do not have to draft and type out from scratch and so they can update the new two party limit rule and new access system protocols. David suggested not using a year on the pool rules that the Board

adopts so they do not have to be re-adopted each year but only when there is a change.

- She confirmed that Marcus with Pool Foolin did install the holders for the baby pool skimmer on new fence.
- She has not yet got the light switches labeled with a permanent marker (which exterior lights and outlets are controlled by which switches). She said she will do that before the pool re-opens using her label maker.
- Salt cells were purchased but may not be installed until actually needed so as to maximize the life of what we bought.
- Shade Sails need to be up by mid-April. Kyle will coordinate volunteers and time for that.
- Pool signage replacement still on wish list. Kenan may be able to help with that at least by getting a price. David is sending him photos of the existing signs with suggestions about making them sound less harsh and more inviting of compliance.
- Events & Social – Ava Trill
  - Ava is stepping down as Events & Social chair but will continue to serve on the committee. David thanked her for all her service to the community.
  - Hannah volunteered to serve as committee chair.
  - Gift certificates for local businesses have been distributed to the holiday lights contest winners.
  - Ava will pick up gift cards for the annual meeting from local businesses.
  - She is leaving setting a date for the Easter event and the Neighborhood Garage Sale to her successor chair.
- Information Technology Committee – Justin Bibee
  - Newsletter: Justin has not had a chance to get out a newsletter but will do that soon and circulate a draft. The board went over the elements that should be included.
  - Neighborhood Facebook page administration conversation still not had with current administrator. David will remind Andrea.
  - Website: Past meeting minutes have been uploaded to the website. Hope to get new photos from contest and will upload.
  - Access System: Justin presented several options for restoring keypad access to the pool, some of which may

require internet service at the pool. There was discussion about whether Glow Fiber rates would be lower than Comcast or not, if they could be seasonal and if they would need to be commercial rates or residential rates.

- Ambassador (now AxcexMedia) has the ability to work with the existing software.
- **Motion:** Hannah moved to approve Justin to engage with Ambassador/Axcex up to \$1,000 to restore function to the existing system and if that is unsuccessful, for him to gather estimates for other options to present to the board. Kenan seconded. All in favor.

### **New Business**

- Neighborhood Annual Meeting Planning – March 14 at 6:30 PM
  - The Corrys will host the meeting at 515 Lady Slipper.
  - Ava will purchase 5 - \$25 gift cards to be given away during the meeting from local businesses.
  - David will write an email to the owners along with minutes from the last annual meeting and make signage to get out word about the meeting. Justin will also include the information in the upcoming newsletter.
  - David will buy up to \$125 in snacks and drinks. Any other snacks and drinks will be potluck style.
  - The board decided by consensus to recommend the 2026 Annual meeting be held on March 6, 2026 with a rain date of March 27, 2026.
  - With numerous board members reaching the ends of their terms, we need to recruit four board members for the coming year (replacing Kenan, David, Ava, Kevin and Scott) and more committee volunteers.
  - The rules for door prizes were decided by **consensus** of the board. Each resident in attendance will get a chance to win but once a household member wins a door prize, no other residents of that household may win.
  - The rest of the meeting agenda will go similar to last year.

**Adjournment:** 8:02 PM

Submitted by  
Kyle Simpson