

Boxwood Property Owners Association

Board of Directors Meeting

Monday July 8th, 2024

Minutes

Call to Order:

The meeting was called to order by President David Corry at 6:34 at 515 Lady Slipper Lane. **Present** there were directors David Corry, Kyle Simpson, Kenan Bell, and Hannah Bilodeau. Ava Trill, Abe Loper, Kevin Struble, and Jennifer Holmes attended via Zoom. Staff Marsha Bryant of Brownstone and Architectural Review Committee Chair, Andrea Singy, were also present. **Absent** was director Scott Ray. Justin Bibee arrived at 8:00 pm.

Officer Elections:

- Discussion on appointing a secretary for the board. It was noted that officers must be board members. Kyle Simpson volunteered to be the acting secretary for the meeting. Nominations for Secretary remain open.
- Discussion on using AI-generated notes to assist with meeting minutes. The AI notes were found to be about 75% accurate but required some manual adjustments.
- Hannah volunteered to monitor email account and get permissions from Suzanne.

Comments from Members:

- No emails from association members were received.
- Discussion on a water main leak on Marguerite and its repair.

Approval of Minutes:

- Hannah Bilodeau **moved** to approve the minutes from the June meeting as submitted. Kenan Bell seconded. All approved.

President's Report (David Corry):

Email to Members

- David sent an email to the neighborhood that covered the water main issue, Waste Co recycling discount, and pool rules that needed a reminder. He said he tried to be positive and solicited feedback from Board members on it. Andrea said it may have been too long and volunteered to send specific comments and edits.

Meeting Dates/Locations

- Discussion of future meeting dates:
 - August 12, 2024 – Bilodeau 121 Marguerite

- Sept. 16, 2024 – no volunteer host yet
- Nov. 4, 2024 – no volunteer host yet
- Feb. 10, 2025 – no volunteer host yet

Pool Recycling Service

- Waste Co will provide free recycling for the pool in exchange for promoting its discount.

Rollover of CD

- Discussion on the rollover of the CD and reserve accounts. It was not completed as planned because of concern for liquidity in reserve account.
- Kenan **moved** to move \$5,000 from the cashed in CD into the reserve operating account, and split the rest in half for re-investing in two CDs at Select Bank: one for six months at about 5.2% and one for a year at about 4.75%. Hannah seconded. All approved.

Staff Report - (Marsha Bryant):

- **Financial Report**
 - At the end of June there was \$8,723 in the operating account and a total of \$88,772 in the reserve accounts. Of the reserve amounts \$8,352 is in the reserve operating account and \$80,419 is in the CD.
 - Marsha noted that we were slightly over on our website maintenance, but that nothing else was too concerning.
- **Follow up on Delinquent Accounts**
 - 1 property continues to be a multi-year delinquent account. 1 property is three quarters behind and 5 are two quarters behind. Marsha expects this to go down as the quarter progresses because a new quarter started July 1.
- **Refund on Children at Play Sign**
 - Marsha returned the oversized Children at Play sign. She also emailed the sign maker to say that she would not be able to recommend him in the future if the situation were not rectified. She is optimistic that we will get a refund. She has ordered a replacement sign by providing the correct dimensions and a photo of the old one to Great American Sign, the company that originally made it.
- **Lights out at Pool Building—Canada Electric**
 - An electrician came out to examine the malfunctioning lights around pool. A switch was located inside the pool house that turned the lights on. All appear to be functioning. The Board asked that the light switches be permanently labeled to prevent a future mistake.
- **Recycling Discount/Pool Containers New and Old**
 - Because so many neighborhood residents have switched to Waste Co for recycling services, County Waste is no longer willing to provide free recycling services for the pool. Marsha reached out to Waste Co about donating recycling pickup for

the pool and they have agreed in exchange for spreading word about a discount for Boxwood residents.

- **Distribution of Emails regarding New Residents**
 - Discussion of system failing to notify all board members when a new resident moves into the neighborhood. All board members should be receiving these emails going forward.
- **Follow Up on Other Brownstone Action Items**
 - Discussion on the new federal reporting requirements for board members. All board members will need to create a pin number and pass that along to Marsha. She is happy to help anyone who needs assistance navigating the website to create one. Email reminders will be coming.

Committee Reports:

- Architectural Review Committee: Andrea (Chair)
 - Andrea reported that 516 Lady Slipper had asked about a new fence which has been discussed in past meetings. The homeowners were thoughtful enough to talk to their neighbors about it as well. It complied with all restrictions and the owner was informed that no special approvals were necessary.
- Common Area Committee: Scott (Chair)
 - David reported that he believes Scott is still working to secure a new metal housing for the pool entrance magnet.
 - Ava has not yet had a chance to speak with Gail, her master gardener friend, about plans for landscaping at the entrance to the neighborhood. Several of the companies we solicited bids from have reached back out to follow up. We may need to tweak their proposals to make them work for what is best. We need the work to be on the winning bidder's calendar for the fall.
 - Neighbor Nick Bounty bumped an AEP light at the pool parking lot. The light has made functional again, but still has a bend in the pole. All appreciated Nick notifying us about the damage. Kevin will reach out to AEP about having the pole replaced or repaired.
- Pool Committee: Cheryl (Chair)
 - Hannah reported that we have ordered another batch of 25 pool access cards.
 - Hannah & Cheryl have been coordinating on ordering pool cleaning supplies. Currently, we only need to order more paper towels. They have paper towels that don't work with our newer dispensers and will come up with a plan for disposing of the unusable ones in stock.
 - Hannah has agreed to serve as the next chair of the pool committee.
 - Discussion on a new holder for the net for the kiddie pool. Marsha believes that Marcus provided the last one and should be able to just bill us for a new one. She will follow up.

- Discussion on damage to a pool table with umbrella that was left open during a recent storm. It was not clear from the security footage when the damage took place. Jennifer Holmes kindly offered to pay for the table, but Hannah noted that we had enough spare parts to replace it.
- Discussion regarding a neighborhood property owner who recently held two pool parties that violated pool rules. While no damage was done and trash left behind was fairly minimal, the number of guests far exceeded pool rules and a second similar incident took place not long after without party approval. **Decision was made by consensus** to retain the pool party deposit, deny any future pool party requests from this neighbor for one year, and to advise them that any future violations would result in loss of all pool access.
- Suggestion was made to limit the number of pool parties to 2 per day. Kyle **moved**. Hannah seconded. All approved.
- A related policy was approved to send out party notices by email rather than by Facebook Boxwood group, which is not an official Board communication. This was **passed by consensus**.
- The salt cells are currently functioning and do not yet need to be replaced.
- We can work with American Sign Co. to get prices to replace pool area signage. Discussion of what signs were being included in a future bid.
- Events & Social Committee: Ava (Chair)
 - Ava reported that the end of summer pool party is planned for August 17th. Kona Ice will be on hand serving snow cones this year. There will be other activities including games. Details TBA.

Justin arrived at this point in the meeting.

- Information Technology Committee: Justin (Chair)
 - Justin reported that the next neighborhood newsletter is planned for August. Discussion of newsletter content including Halloween events, speeding notices, recycling information, pool rules, etc.
 - Justin has found that the newsletter template we had been using in Canva also exists in Microsoft Word which will make it easier for users to edit in the future.
 - Discussion of potential updates to the website and what our current hosting services include. We will hold a neighborhood photo contest this fall to solicit updated graphics to give the website a fresher look.

Old Business & New Business:

- No old or new business.

Adjourn:

Meeting was adjourned by David at 8:13 pm.

Submitted by Kyle Simpson