

Boxwood Property Owners Association

Board of Directors Meeting
Monday September 16th, 2024

Minutes

Call to Order:

The meeting was called to order by President David Corry at 6:35 at 515 Lady Slipper Lane.

Present there were directors David Corry, Kyle Simpson, Hannah Bilodeau, Ava Trill, Abe Loper, Kevin Struble, and Justin Bible. **Absent** was Staff Marsha Bryant of Brownstone.

Officer Elections:

- Nominations for Secretary remain open. No current nominations for the role, so we will continue rotating the duties of recording minutes. Ava Trill volunteered to be the acting secretary for the meeting.

Comments from Members:

- No emails from association members were received.
- It was noted that Cheryl Morris resigned as Pool Committee Chair just prior to the official end of pool season. There were unfortunately some communication issues regarding the supply budget and an inaccurate AI recording that led to her early departure. Justin Bibee suggested giving her recognition in the next newsletter to acknowledge her 20+ year service as Pool Committee Chair. Kyle Simpson offered to purchase a small bouquet as a gesture of gratitude, and several others agreed to chip-in so it would not come out of the POA budget.

Approval of Minutes:

- Kyle Simpson **moved** to approve the minutes from the August meeting as submitted. Abe Loper seconded. All approved.

President's Report (David Corry):

- Loan documents are in.
- No houses currently for sale in Boxwood, making it a very in-demand community.
- David noted that Brownstone announced they would be increasing fees by \$360. Management fees are among the three main expenses for the POA. Discussions of putting out bids to ensure we are still receiving a competitive market price, while noting that

Brownstone has been our management property since the POA's earliest inception and brings much value. David will reach out to Pinnacle Properties, and Abe will reach out to Cairn.

Meeting Dates/Locations

- Discussion of future meeting dates:
 - Nov. 4, 2024 – Tentatively at 532 Lady Slipper Ln., with 515 Lady Slipper Ln. as a backup location. We will discuss the 2025 Budget.
 - Feb. 10, 2025 – no volunteer host yet

Staff Report - (Marsha Bryant):

- **Marsha was not present**
- **Follow Up Brownstone Action Items**
 - Discussion on the new federal reporting requirements for board members. Members reported still needing the direct link to receive this information.
 - Discussion of landscaping at front entrance. Confirm with Marsha if the deposit was made.
 - The pool and landscaping will need to be bid out in an effort to ensure we are currently paying a competitive rate.
 - New salt cells for the pool need to be budgeted for next year, and will need to be installed before May 2025.
 - The pet bag stations need to be replenished. Andrea Singy is willing to refill the stations once she receives the bags.
 - Discussion on the pool key cards. We need to determine if the funds for sold cards were sent to Marsha from Cheryl Morris and if there were any leftover funds from the custodians, pool supplies, etc.

Committee Reports:

- Architectural Review Committee: Andrea (Chair)
 - Andrea was not present. Hannah reported that the only current request was a homeowner interested in constructing a tree house, and that these usually do not pass. They will be submitting a request with plans and details.
- Common Area Committee: Scott (Chair)
 - Scott was not present. The front landscaping will be completed this fall.
- Pool Committee: Hannah (Chair)
 - Hannah reported that the baby pool skimmer now has a holder.

- Both salt cells need to be replaced, and these are in the reserve budget. Justin **moves** to spend the \$3,500 needed to replace these before the pool opening in May 2025. Kevin seconded. All approved.
- Discussion on ways to save money in the pool budget, and the weekly operating costs of the pool. It was initially open 16 weeks per season, and it is currently open 18 weeks. It was noted that there is relatively low usage during the last two weeks of the season, specifically after Labor Day. Suggestion was made to close the pool the Sunday after Labor Day. This approved **by consensus**.
- Sunshades are ready to be removed now that the pool season has concluded. David, Kevin, and Kyle discussed removing the sun shades Sunday 9/22.
- Discussion of officially updating the pool party regulations. The newest update states two pool parties per day, and this needs to be updated in writing for the 2025 season.
- Events & Social Committee: Ava (Chair)
 - Ava reported that the end of summer pool party on August 17th was a great turnout and overall successful. The total spent was \$427.43 out of the \$750 budget.
 - The Halloween party will be a chili cook-off and is set for October 19th. Hannah Bilodeau offered to lead planning with assistance of Ava Trill.
 - Both Halloween decoration and holiday lights contests will have 5 winners each with \$25 gift cards awarded to each home. More details to come.
 - David agreed to set up the holiday lights at the entrance of the neighborhood the weekend of Thanksgiving.
- Information Technology Committee: Justin (Chair)
 - Suggestion was made to have pool entry access under the IT Committee. Hannah **moved**. Seconded by Kevin. All approved.
 - Discussion on pool entrance and security system. Justin reported we will need a technician to provide software licensure to resolve issues, as they are unable to do it remotely. Discussion of a new system and putting out bids.
 - Abe Loper offered to lend his T-Mobile portable internet hot spot to potentially remedy the software issue before contacting a technician.
 - Discussion of newsletter content including Halloween chili cook off, Halloween and holiday lights contests, call for entries for neighborhood photo contest, bulk pick up 10/23, fall leaf collection.
 - Discussion of the Facebook page and the current admins may be leaving neighborhood. If so, Andrea may be interested in taking over to administrative duties. Discussion of creating a POA Facebook profile to be an admin in order for

the board to manage the page, and not have it tied to one individual for longterm security and neutrality.

Old Business & New Business:

- No old or new business.

Adjourn:

Meeting was adjourned by David at 7:55 pm.

Submitted by Ava Trill