

Boxwood Property Owners Association

Board of Directors Meeting

Thursday April 9, 2020

Minutes

Call to Order: David Corry **called the meeting to order via Zoom conference** at approximately 6:40 pm at 515 Lady Slipper Lane. Present were: directors David Corry, Suzanne Corry, Andrea Singy, Hannah Bilodeau and Aaron Traphagen; staff Jennipher Lucado and Marsha Bryant of Brownstone Properties; and guests member/homeowner: Moshin Reza (154 Marguerite) and Joseph Saunders (235 Honey Tree). Absent was: director Rutger Burgers.

Minutes: Motion to approve minutes for February 17, 2020 Board meeting as presented made by Andrea, seconded by Hannah, unanimously approved.

Member Comments: David called for comments from resident members. No comments were offered.

Staff and Financial Report (Jennipher/Marsha): Jennipher gave a brief overview of delinquent homeowner accounts. David updated the board regarding the pool exit gate still needing attention. Jenny Woollet from Brownstone was reported to have previously inspected the pool exit gate's automatic locking mechanism, knew the timing problems and had a solution in mind. Marsha forwarded to David via email, a quote of \$22,000 for replacing the pool coping and tile. Jennipher confirmed the reserve fund is not large enough to cover the estimated cost of \$22,000. David opened the floor for discussion. Andrea asked for clarification on the scope of the bid, status of the reserves and timing of the work. Hannah and Jennipher provided clarification. **Motion to approve quote for pool coping and tile** made by Hannah, seconded by Andrea, unanimously approved. Marsha will now contact the vendor to schedule to work during the next off-season to be high on their list. Marsha is awaiting a call back from Shade Sails concerning the Board's inquiry on alternative placement of sails. Marsha reported that Straightline Vendor would not lower their quote of \$50/\$70 for the painting of mailboxes. She has requested an additional quote from a second vendor and will update the board via email. Marsha will have the maintenance man reinstall the Children at Play sign at the correct location near the pool. Andrea is available by phone, if needed, to assist in the correct placement of the sign. Marsha forwarded to David and Hannah via email, a quote for the replacement of electrical wiring/equipment at entry to Boxwood. It was determined by the estimator that the wiring is fine. The plug needs to be replaced and it was suggested that the light fixtures also be replaced. Andrea requested a 2nd bid before approving the electrical job. David was concerned that the bid may not have been focused on addressing what the real problems are, in that it has replacement of fixtures that don't seem to be a problem. Marsha will obtain another bid. It was noted that the bulb burnt out in the light pole at the entry has still not been replaced. Marsha will have a staff person replace the bulb and try to match the kind of light with the wall lights. Marsha confirmed the Association's 2019 Income Tax Return has been filed. An invoice from the tax preparer has been paid. She also provided Andrea a list of the new people who have bought in Boxwood according to Brownstone's records.

Architecture Review Committee Report (Andrea): As new chair of this committee, Andrea reported that she has replied to a homeowner request (568 Lady Slipper) for information regarding an ADA ramp.

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Common Area Committee Report (David): No action to report at this time. The following action items will remain on the agenda until the committee meets: diseased Boxwood landscaping plan, dead/fallen trees in pool/common area, inspection of dead/fallen trees on private property, trimming crepe Myrtles at the pool area and the mailbox project.

Pool Committee Report (Hannah): Replacement of signage in the common area will remain an action item on the agenda. Hannah is continuing to search for small brown tables and large brown tables. She hopes to find a matching color using Sunbrella and Hampton Bay vendors. Hannah reported that the pool committee met on March 25, 2020. It was decided that we should get on Marcus' pool opening schedule now even though it is unclear when the Governor will lift the travel restrictions. Marsha will talk to Marcus and come up with a date for the pool to be ready to be open between 3rd week in May and June 10. Hannah reported that homeowners are interested in swimming laps early in the morning. There was discussion about early noise disturbance if the pool were to open early and how the Board could address that. Motion to amend pool rules at least for this year as follows: "The pool will be open from 6:00 a.m. until 9:30 a.m. daily for lap swimming only. These remain quiet hours." made by Hannah, seconded by Aaron, unanimously approved. The Board will revisit this rule if noise problems or other uses are reported.

Events and Social Committee Report (Andrea): The board thanked Andrea for her quick work in purchasing a permanent Event Sign to inform homeowners of upcoming events. Andrea received a list of new homeowners from Marsha and she will be distributing Welcome Baskets. Andrea reported the Easter Egg Hunt has been cancelled due to current travel restrictions and limitation of gatherings set by the Governor. Andrea has been organizing creative and fun activities in the neighborhood during the COVID crisis under the "Together Apart" banner with a great response from both children and adults. Andrea has been purchasing gift certificates from Givens Bookstore as prizes to continue to utilize the social budget on group activities that can be accomplished with social distancing.

I/T Committee Report (Aaron): Aaron reported that the new security system is completely installed. The board thanked Aaron for the hard work and time he devoted to this project. Aaron will circulate the password to the new system to those on the Board in in the pool committee who need it to review security cam recordings. Aaron will begin working on the Boxwood newsletter. He will include a schedule of upcoming board meetings.

New Business

Officer Elections: David agreed to continue as President/Chair and was nominated, Andrea agreed to continue as Vice-President and was nominated and Suzanne agreed to remain as Secretary and was nominated. **Motion to close nominations** was made, seconded and unanimously approved. The new officers of the board were unanimously elected.

Committee Appointments: The board selected committee members as follows and all selections were unanimously approved:

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- **Architectural Review Committee:** Andrea Singy as Chair, Tad Hardin, Brian Hartsell and Tim Johannsen.
- **Common Area Committee:** Hannah Bilodeau as Chair, Ty Bilodeau, David Corry, Kevin Struble and Aaron Traphagen. **Street Clean-up Team Subcommittee:** Erica Pfitzer and Margaret Schmidt.
- **Pool Committee:** Hannah Bilodeau as Chair, Amanda Council, Sacha Layman and Cheryl Morris.
- **Social Committee:** Andrea Singy as Chair, Julia Harris, Amanda Council and Hannah Bilodeau. **Welcome Team Subcommittee:** To be determined.
- **I/T Committee:** Aaron Traphagen as Chair, Scott Ray and Ty Bilodeau.

Committee chairs agreed to confirm the willingness of all committee members to serve before their names are published in the Newsletter.

Upcoming Meetings: Future Board meetings will be hosted on Zoom until social distancing is relaxed and then hosted by the Corry's at 515 Lady Slipper Lane at 6:30 pm. Meeting dates decided by the Board are as follows (SEE APPENDIX A):

June 1, 2020

August 3, 2020

October 5, 2020

December 7, 2020 (hold the date, may not be needed)

January 4, 2021

The 2021 Annual Meeting will be March 26 with an April 9 back up date in the event of snow.

Pool Rules: The board discussed timing and distribution of pool rules before the pool opening. Hannah will be bringing the draft rules from previous years with the new rule on lap swimming and if there are any other suggestions for changes for the Board to approve, at the next meeting.

Handling Survey Results: The Board went over the survey results (SEE APPENDIX B BELOW) and, without taking action on them, determined whether the Board or a committee would evaluate the matter. The Board will retain the following issues for evaluation and decision:

Proposals for restrictions on short-term rentals

Making board more attractive for service

Mailbox painting group rate

Neighborhood concerns about streets

Neighborhood concerns about neighbor nuisances

Neighborhood concerns about common areas

Neighborhood concerns about execution of Board service and duties

The following issues will be evaluated initially by the following committees with recommendations brought to the board, if any:

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Modifications to social activities (social)
Social at annual meeting (social)
Maintenance of pool and pool area (pool)
Expanded operating dates for pool (pool)
Maintaining landline phone service at pool (pool)
Updates for pool area (pool)

Adjourn: Meeting was adjourned at 8:24pm by David.

Submitted by

Suzanne Corry
Secretary

APPENDIX A

2020-2021 Future Meeting Schedule

Thursday, April 9, 2020 Board of Directors Meeting
Monday, June 1, 2020 Board of Directors Meeting
Monday, August 3, 2020 Board of Directors Meeting
Monday, October 5, 2020 Board of Directors Meeting
Monday, December 7, 2020 (on hold) Board of Directors Meeting
Monday, January 4, 2021 Board of Directors Meeting
Friday, March 26, 2020 Members Annual Meeting
Friday, April 9, 2021 (back-up date) Members Annual Meeting

APPENDIX B

BOXWOOD NEIGHBORHOOD SURVEY

December 2019

79 – 90 Responses on Questions

Any objections to Airbnb short term rentals in neighborhood?

90 responses (highest)

55.6% yes; 36.75 no; 7.7% don't know/not sure/more info/etc.

If yes, how many in your household would sign an amendment to the documents excluding Airbnb and other short-term rentals under 6 months?

62 responses (12 more than prior "yes" response total)

74.2% of yes responses (41.25% of all responses) say all homeowners would sign

25.8 of yes (14.34 of all responses) say all homeowners would not sign

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Are you satisfied with neighborhood social activities?

96.5% yes

Suggestions (open-ended):

- 3-more adult activities/socials/parties
- More get-togethers to get to know neighbors
- Outdoor movie night at pool
- Group dinners out at restaurants
- Group drinks out at a restaurant/bar
- Group kickball team through parks and recreation
- Walking group
- Book club
- Christmas tree lighting ceremony
- Neighbors helping neighbors with odd chores, yard clean up, etc.
- Less yard sales

Share ways to encourage you to be part of the Board? (open-ended)

- 4-More volunteers and volunteering from complainers
- Ability to volunteer without being part of the Board
- Less drama
- Reduced fees for service on Board (prohibited by documents)

Will Friday social added to Annual Meeting encourage your attendance?

40.5 yes; 23.8 no; 35.7 maybe—with 84 responses, 34 should come!

Interested in getting your mailbox painted with group pricing?

26.75 yes if under \$35; 10.5% yes if under \$30; 29.1 no; 33.7 maybe

How satisfied are you with maintenance of pool and pool area?

57% positive (40.5% very satisfied; 16.5% satisfied)
10.1% neutral
32.9% negative (17.7% dissatisfied; 15.2% very dissatisfied)

Would you visit pool while opened a week earlier and/or closed week later?

50.6% yes; 24.1% no; 25.3% maybe

Should the landline phone at the pool be maintained?

31.8% yes; 67.1% no; 1.1 no opinion

Suggestions for pool updates (first 5 ideas included in question; remaining are organic):

- 6-Add outdoor shower
- 6-Add sun sails for shade
- 2-Add waterfall

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- 2-Add mushroom waterfall for baby pool
- 0-Cut a tunnel for late day sun to shine through tree line

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- 2-Expand deck for pavilion (with year round use)
 - 2-Add clubhouse/place for events
 - 2-Add tennis court
 - 2-Add in pool bar/attendant
 - Add water slide
 - Replace carpentry wood partitions in bathrooms with commercial partitions
 - Tile floor in bathrooms
 - Add basketball hoop
 - Add umbrellas between lounge chairs (not just at tables)
 - Add wi fi
 - Add weather radio for storm alerts
 - Add sun sail for playground
 - Add grills

What are your other neighborhood concerns, suggestions? (open-ended)

Streets

- 14-Decrease speeding and consider traffic calming
- 10-Decrease or ban on street parking
- 4-Remove wild animals and free-roaming cats
- 3-Address speeding school busses
- Add dog waste disposal sites
- Encourage picking up your own dog's waste
- Encourage owners to address weeds growing in curbs
- Add sidewalks on side streets
- Ask resident's with overflowing trash cans to get larger can
- Reminders on City's leaf collection policies
- Arrange for large waste/bulk disposal dates once or twice annually

Neighbor Nuisances

- 6-Encourage/require yards, mailboxes and home exteriors (siding) to be kept up
- 2-Barking dog on property adjacent to neighborhood
- Pink flamingos not attractive
- Stop loud music and loud parties

Common Areas

- 2-Deny Airbnb renter's access to pool
- 2-Add "Little Library" by the pool
- Add additional benches closer to slide and playground
- Stop planting winter pansies in island for deer to eat

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Board Services/Duties

Stop prohibited commercial vehicles parked in driveways

Enforce setbacks requirements for foundations for sheds

Arrange group deals on lawn mowing, snow removal & landscaping

Reminder on prohibited signs in yards