

**Boxwood Property Owners Association**  
Board of Directors Meeting  
August 20, 2012

**Minutes**

**Call to Order:** The meeting was called to order at approximately 7:10 pm at 515 Lady Slipper Lane. Present were: directors Steve Clay, Erica Pitzer, Scot McCarthy, and David Corry; guests Jennipher Lucado of Brownstown and Daryl Morris, member/homeowner. Absent was: Cheryl Morris.

**Minutes:** Board members requested various edits to minutes as submitted. **Motion to approve minutes** for July 16, 2012 meeting as amended made by Steve, seconded by David, unanimously approved. David will submit revised minutes due to extensive changes.

**Financial Report (Jennipher):** Delinquencies are better. Jennipher reviewed history of 62 cent late fee and how it came about. No action taken to revise late fees at this time.

**Dog Park (David):** Board members discussed ownership of the property at the end of Marguerite and whether it would be suited for a fenced dog park. Adjoining owner would want landscape screening. No action to be taken at this time. Jennipher said Greg Daniels had some maps that are with her records that might clearly show ownership of various properties and which ones are owned by the Association, the City and others.

**Pool Committee Report (Cheryl):** Written report was submitted by Cheryl. Concern about womens' room door still not repaired. Jennipher reported that she paid for repairs and it should be repaired by now. Jennipher reported that the \$750 approved for improved security cameras did not appear to be sufficient and a bid would be forthcoming for board consideration.

**Email Communications with Members/Homeowners (Erica):** Discussion of options for managing communications between homeowners, board and Brownstone. Consensus was that Brownstone should be first line of communications with homeowners regarding financial matters, enforcement of restrictions, and neighbor complaints, with replies to homeowners' going to owners with courtesy copies to the board. Efforts to enforce restrictions will generally be handled by Brownstone without certified letters and with reports to the board at the next meeting. Brownstone will try (in order of preference) telephone calls, voice mail, email and then letter with courtesy copies to the board. Brownstone has the authorization to send letters to repeat offenders with courtesy copies to the board. Consensus was that the Gmail account should be less identified with Erica and more identified with the Board of Directors. Consensus was that the Gmail account should be used for social events, Adopt-A-Street, pool announcements, address updates and continue to be operated by Erica. Erica will communicate address changes to Brownstone so both have up to date information. Erica will investigate how to set up the Gmail account for replies that inform owners of the communication protocol and that their communications about certain things will be forwarded to Brownstone for handling. The next newsletter will communicate the Brownstone phone numbers and which email addresses to use for what purpose.

**Mailbox Inventory (Jennipher):** Jennipher will offer the mailbox the board has in storage to the requesting homeowner and bill for it. She will place the minimum order needed to replenish the inventory with 1-5 mailboxes.

**Social and Adopt-A-Street Chair Report (Erica):** Street cleaning on July 28 went well with 5 participants. Thanks to Bob Kite for organizing and leading this one. Luau planned

for August 25 with movie and homeowners bringing snacks or deserts and drinks and the Association furnishing other menu items.

**Public Business**

**Daryl Morris:** Daryl addressed the board with various matters of concern (communication with owners; dog park; getting RFP's annually on vendors).

**Member Participation:** Discussion on how to get more members involved in carrying out association tasks and to attend annual meeting. Jennipher agreed to send a list of former board members still in the association for David to solicit.

**Pavilion:** Suggestion to pick up consideration of the pavilion idea adjacent to pool and playground/picnic area. Jennipher reported that prior board spent a great deal of time planning and pricing the concept but never took action. She agreed to find the paperwork and forward it to the board for review and additional consideration. This might be good subject for annual meeting.

**Private Business**

Board undertook certain private business concerning individual homeowner members listed on confidential attachment hereto.

**Adjourn:** Motion to adjourn made by David, seconded by Scott, unanimously approved. Meeting adjourned at approximately 9:02 pm.

Submitted by

David Corry  
Secretary