

Boxwood Property Owners Association
Board of Directors Meeting
February 18, 2013
Minutes

Approved

Call to Order: The meeting was called to order by President Steven Clay at approximately 7:06 pm at 129 Marguerite Drive. Present were: directors Steven Clay, Cheryl Morris and David Corry (Note: Scot McCarthy made arrangements to join late and participate via speaker phone); guest Jennipher Lucado of Brownstown.

Minutes: Steven made a motion to approve minutes for the January 21, 2013 meeting as submitted with an amendment to change from "Stephen" to "Steven" the name of the director who moved approval of minutes and change "owed" to "owned" for the ownership of the tree that fell at the pool driveway, seconded by David, and unanimously approved.

Homeowner Comments to Board: None.

Pool Report (Cheryl): Discussion of the response to invitations to bid for pool housekeeping. Looks like we will end up with same housecleaning provider but our message was received about need for changed procedures. Cheryl reported that she learned from the bidding process that our pool cleaner's current rates are about half the market rate and we will be retaining current provider. Jennipher is providing another source for bidding the upgraded security installation. Cheryl reported that grout repair, repainting the "No Diving" letters and security enhancements should be installed before the May 18 pool reopening.

Grounds: Jennipher reported that we received three landscaping bids to compare with our contract renewal offer from our current landscaping provider. Some bids were lower than our current provider. Board instructed Jennipher to inform current provider that we appreciate its service and would like to continue working with it but would only do so if there was a significant rate reduction from what it requested with the contract renewal. She will email board members with the response. (Following the meeting, David made a motion to approve RSG Landscaping and Lawncare, Inc.'s revised offer for one year's landscaping services—mowing, edging, mulching, pruning, summer annuals and fall pansies—at \$5,590.26, seconded by Scot, unanimously approved by email on February 19 and 20, 2013.)

Scot joined the meeting via speaker phone.

Annual Meeting: Discussion of the preparation, set-up and agenda of the annual meeting. The Board decided to give away about three gift certificates of around \$30 each this year instead of one big door prize. Snacks would be simply cookies, water and juice boxes. Babysitters would be offered. Scot was authorized to order a printed Annual Meeting sign for the Boxwood exit that could be used in future years. Reminders will go out via email a week or so before.

Cheryl left the meeting.

Adopt A Street: We have missed our scheduled street cleaning and are technically out of compliance with the terms of our Adopt A Street program agreement with the City of Lynchburg. This will be mentioned at the annual meeting to gauge support for continuing the association's participation in the program.

Financial Report (Jennipher): Financials were discussed for last month and year to date. Jennipher also went over a budget comparison for 2012. In 2013, the reserve amounts will transfer annually throughout the year.

Private Business: Board undertook no private business concerning individual homeowner members.

Adjourn: Motion to adjourn made by Steve, seconded by David, unanimously approved. Meeting adjourned at approximately 8:04 pm by Steve.

Submitted by

David Corry