

## Boxwood Property Owners Association Operating Procedures

### 1) Board of Directors elections

- a. Only property owners of the subdivision are to be elected or appointment to the board
- b. The term of elected Board members is for a 2 year term.
- c. If a board member leaves the board before the end of their term (moving from the subdivision, personal reasons, etc) the board may decide to fill the vacant seat. If the vacancy is to be filled, the board will solicit the Boxwood Homeowners for potential appointees. The board will fill the seat from the list of potential appointees. The vacant seat will be filled until the next annual meeting. At the next annual meeting the seat will be elected, either for the remaining term of that seat, or the start of a new term of that seat.
- d. During the annual meeting of the Association, homeowners present will elect the directors of the Board to replace the members whose term has expired.
- e. At the next scheduled board meeting after the Annual meeting, the Board will appoint from the board membership the officers of the association - President, Vice-President, Secretary/Treasurer, and Common Area Committee Chairperson.
- f. The Architectural Review Committee shall have the standing membership of:
  - President – Chairperson
  - Vice-President – Committee member
  - Secretary – Committee member
  - Common Area Committee Chairperson – Committee member
- g. The Common Area Committee shall have the standing membership of:
  - Common Area Committee Chairperson – Appointed by the Board
  - 2 to 4 Committee Members – Property owners of the subdivision

### 2) Board of Director positions

President - Chairperson of the Board, runs the Board meetings, provides agenda  
Vice-President – Stands in for President during any absences of the President,  
Secretary/Treasurer – Records minutes of the Board meetings and the Annual meeting, provides approved minutes to the board, homeowners, and the association Website  
Currently Brownstone Properties performs the functions of the Treasurer  
Common Area Committee Chairperson – Chairperson of the Common Area Committee

- 3) Fences: Courtesy approval by the Board, of fences to be installed on homeowner's property is requested.
- 4) Buildings are not to be attached to trees  
Building: Definition: Any man-made structure used or intended for supporting or sheltering.
- 5) Tree houses are not permitted  
Tree House: Definition: Any building or platform constructed among the branches, around or next to the trunk of one or more mature trees.  
Platform: Definition: A raised horizontal flat surface