

Boxwood Property Owners Association
Board of Directors Meeting
September 17, 2012

Minutes

Call to Order: The meeting was called to order by Vice President at approximately 7:07 pm at 515 Lady Slipper Lane. Present were: directors Erica Pitzer, Scot McCarthy, Cheryl Morris and David Corry; guests Jennipher Lucado of Brownstown. Absent was: Steven Clay (but he joined meeting in progress, see below).

Minutes: Board members requested various edits to minutes as submitted. **Motion to approve minutes** for August 20, 2012 meeting as amended (In Email Communication With Members/Homeowners paragraph: delete "owners" after "homeowners"; move "with" from before "without certified letters and" to after; change "Boxwood" to "Brownstone" before "phone numbers in last sentence); made by David, seconded by Erica, unanimously approved.

Financial Report (Jennipher): Delinquency list is shorter. The Financial reports seem a bit off because there is a check made payable to Boxwood had to be deposited but later allocated to Brownstone to pay for disclosure document package. Jennipher pointed out there is a need to begin the process of developing a budget. She will present a draft budget at the October meeting for review, edits and approval in November with mailing to owners in December. If the Board makes any recommendations for dues increase, the budget must be sent out before the end of November.

Email Communications with Members/Homeowners (Erica): Report on changes to the gmail email account and its default settings, automatic replies and website changes per discussion August meeting.

Social and Adopt-A-Street Chair Report (Erica): October 20 is tentative date for Halloween parade and next street cleaning will be aimed for a midweek day, instead of Saturday, in October. Discussions about how Luau went, Christmas decorations and future yard sale. There may not be enough room for association property if all gathered in the room in the pool building. Erica will research a storage shed that the association might purchase to store these items behind or beside the pool building.

Mailbox Inventory (Jennipher): Jennipher did not get pricing on a new order for mailboxes because homeowner expected to buy last one did not need it. Cheryl made **motion to offer the last mailbox the board has in storage to anyone needing one for \$175**, Erica seconded, unanimously approved.

Entry Lighting: After considering contractor's recommendations, Cheryl made **motion to trim the boxwood plants and replace the broken spotlight with similar one**, Erica seconded, unanimously approved.

Pool Committee Report (Cheryl): The pool was cleaned up and closed on schedule. Two homeowners have committed to join the pool committee and one committed to assist in a limited role. Noted that the exhaust fan in the women's restroom needs to be repaired before reopening and the light on the back side of the pool building needs to be checked to see why it is not working after dark. Marcus will present quotes for pool grouting, including removing bad grouting and repairing it before reopening. Pool attendants working well. Pool cleaning service needs to submit license and workers compensation waiver information to Brownstone. Still researching security camera upgrades closer to board approved

expenditure amount and Brownstone will get more bids. On bright side, while there were rule violations that resulted in pool closures this year, there was no vandalism this year at the pool.

Steven joined the meeting but Scot continued to chair meeting.

(Pool Report continued) Erica made **motion to create an area south of parking spaces of the pool parking lot where no pets would be permitted (but pets could still be walked elsewhere in the common area) and to purchase and install two signs to communicate this pet-free zone**, seconded by Steve, unanimously approved. Idea of constructing a pavilion adjacent to the fenced in pool area for year round use discussed again. More information needed.

Public Business

301 Wild Turkey: Owner Request to approve shed at rear corner of lot (opposite the corner of Wild Turkey and Marguerite). Steven made **motion to approve the installation of a shed so long as it does not exceed a footprint of 10 by 20 feet at the location identified in the submittal of the property owner**, seconded by Scot, unanimously approved.

Complaint Procedures: Per state law, the Association must adopt and follow member complaint procedures. A draft developed by a law firm specializing in association law was circulated by Brownstone. Tabled for future action.

Adjourn: Motion to adjourn made by David, seconded by Erica, unanimously approved. Meeting adjourned at approximately 8:51 pm.

Submitted by

David Corry