

**Boxwood Property Owners Association**  
**Board of Directors Meeting**  
**January 24, 2013**  
**Minutes**

**Call to Order:** The meeting was called to order by President Steven Clay at approximately 7:05 pm at the offices of Brownstone Management. Present were: directors Steven Clay, Cheryl Morris, Scot McCarthy and David Corry; guest Jennipher Lucado of Brownstown; members Daryl Morris and Jim Laneve. (Note: Erica Pitzer submitted her resignation from the Board of Directors prior to the meeting.)

**Minutes:** Stephen made a **motion to approve minutes** for November 19, 2012 meeting as submitted with an amendment to change from "Jennipher" to "Steven" the person who will contact the owner listed in private business, seconded by Scott, and unanimously approved.

**Homeowner Comments to Board:** One member, Daryl, addressed the board.

**Financial Report (Jennipher):** Financials were discussed for last month and year to date. Jennipher noted that there are three delinquencies from the current quarter and two of them are expected to become current soon.

**Tree Down on Driveway to Pool:** Board discussed how to handle determining who <sup>owned</sup> ~~owed~~ the tree and how to have it removed if it turns out to either be the association's responsibility or if the owner who is responsible declines to remove it. After reviewing the City's website with property boundary lines, it was decided to ask the owner from whose property it appeared to fall to remove and clean it up.

**Payment Coupon Statement Regarding Interest Penalty:** David made **motion to correct the statement on the coupons to be consistent with the association documents ("Payments received 30 days after the due date will be assessed interest retroactively from the due date until paid.")** and inform the owners of the error in the mailing for the annual meeting, seconded by Cheryl and unanimously approved. There will not be a special mailing to send revised coupons, however.

**Pool Report (Cheryl):** Jennipher will provide names for Cheryl to solicit bids for pool housekeeping. Need to get upgraded security installed before pool reopens. Plan on sending owners a reminder of pool rules and the penalties available if violators who cost the association money are identified.

**Grounds:** Steve made **motion to have Brownstone put landscaping contract out for bids from at least three landscape maintenance providers with the same specifications for service that we are currently receiving**, seconded by Scot, and unanimously approved. Jennipher noted Board suggestions for landscape maintenance providers.

**Architectural Review:** Steve mentioned owner who submitted plans for an addition. Motion for approval was tabled until board could review plans via email. (Following meeting, David made **motion to approve the request of owners of 109 Marguerite Drive (Billy and Jennifer Smith) submitted for an addition onto the front of their home with matching brick provided the construction work would be continuous and not take an excessive length of time**, motion seconded by Scot and unanimously approved by email on February 4, 2013.)

**Annual Members Meeting:** Board discussed preparations for Annual Meeting on March 18<sup>th</sup> at 7:00 pm and ways to increase attendance and board participation (gift certificate drawings, babysitting, and recruit people to attend and seek appointment to board).

**Private Business**

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

**Adjourn:** **Motion to adjourn** made by David, seconded by Scot, unanimously approved. Meeting adjourned at approximately 9:23 pm by Scot.

Submitted by

David Corry