

Boxwood Property Owners Association
Board of Directors Meeting
April 22, 2013
Minutes

Approved As
Corrected

Call to Order: The meeting was brought to order by consensus at approximately 7:10 pm at 515 Lady Slipper Lane. Present were: directors Richard Brashier, David Corry, Matt Johnson and Scot McCarthy; guests Jennipher Lucado of Brownstown and former director Cheryl Morris. Absent was Megan Murphy.

Election of Officers:

1. Richard nominated David for President, nomination was seconded by Scot, David accepted the nomination, there were no further nominations, nominations were closed and David was elected President by unanimous acclamation. David began chairing the meeting.
2. David nominated Scot for Vice President, nominations was seconded by Richard, Scot accepted the nomination, there were no further nominations, nominations were closed and Scot was elected Vice President by unanimous acclamation.
3. David Cory nominated Richard for Secretary, nomination was seconded by Matt, Richard accepted the nomination, there were no further nominations, nominations were closed and Richard was elected Secretary by unanimous acclamation.
4. Brownstone will continue carrying out the day to day responsibilities of the Treasurer.

Election of Committee Chairs: The board unanimously voted to elect the following board members to chair the following committees:

1. Architectural Control Committee – Richard
2. Common Area and Pool Committee – Megan (pending her accepting of the nomination, which occurred after the meeting)
3. Events and Social Committee – Matt

Discussion Summary:

1. Resident Complaints should initially be channeled through Brownstone as has been done in the past. Issue resolution and necessary actions to be handled on a case-by-case basis.
2. Fiduciary and General Responsibilities of the Board were discussed by Jennipher.
 - o Board is to put community interests first – not personal interests. We are here to serve our neighbors.
 - o All decisions are to be group decisions by the board and not individual decisions. Board members do not have the authority to make individual decisions about Board matters that affect the community.
 - o Maintaining confidentiality in certain matters is critical. All board business regarding individual homeowners and members must be kept in confidence (i.e. delinquencies and neighbor complaints).
 - o Conflicts of interest must be disclosed to the Board and discussed.

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3. Responsibility differences between Brownstone and the Board were outlined by Jennipher.

- o Brownstone advises; the Board decides.
- o Brownstone performs administrative and support duties.
- o Brownstone provides insulation to the Board when interfacing with third parties.

4. Pool

- o Sound business practice requires that pool cleaning person must have license, workers' comp. (or waiver), and liability insurance.
- o Pool video installation bid from Lynchburg Alarm was discussed. Scot moved to approve, Matt seconded, unanimously approved.
- o Regrouting of pool by National Pool in Roanoke for \$500 was discussed. Richard moved to approve, Scot seconded, unanimously approved.
- o Pool rules and guidelines were discussed. *Children ages 13 and younger must be accompanied by an adult*
 - ~~Children must be accompanied by 14 or older resident or 18 or older non-resident.~~ *adult*
 - Parties are limited to 25 guests maximum. Pre-approved pool event scheduling form *18 yrs or older* is required. Approved parties do not get exclusive use of pool for scheduled times. Updated reservation form to be created by Cheryl Morris.
 - Matt moved to adopt new pool rules as revised, Scot seconded, unanimously approved.

5. Social

- o Ice Cream Social: June 8 proposed – with movie after dark.
- o Garage Sale: May 18 scheduled – Randy and lone to coordinate. Richard to place signs.
- o Adopt-A-Street: Chair needed to keep program in place.
- o Mail Box Painting: David to coordinate a specifications list.

6. Private Business

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

Adjournment: Meeting adjourned at 9:23 PM.

Submitted by:

Richard Brashier
Secretary