

Boxwood Property Owners Association
Board of Directors Meeting Minutes
Monday, April 21, 2014

- 7:00 Call to Order** **David Corry**
- ***In Attendance:*** Jennifer Lucado, Megan Murphy, Matt Johnson, Michael Friedman, Lisa Fabulich, David Corry, Steve Clay, Maureen Sheedy-Morris, & Danielle Silva Aceituno
- 7:01 Appointment of Secretary for Minutes**
- Danielle Silva Aceituno
- 7:07 Approval of Minutes** **Megan Murphy**
- Minor changes to be made by Megan Murphy
 - David Corry requested motion to approve, Matt Johnson motioned, Mike Friedman seconded, all agreed
- 7:10 Introductions**
- 7:15 President's Report** **David Corry**
- Spoke with attorney regarding expiration of HOA Declaration Document versus an Amendment, 75% of residential owners must approve new HOA documents
 - Decision made to obtain signatures from residential owners rather than setting up a meeting to vote – will be sending out notices within the current fiscal year
- **Note:** *New HOA documents are currently in the drafting stage. Deadline is 2021.*
- 7:20 Financial Report** **Jennifer Lucado**
- March Financials were sent out via email
 - No hard copy on hand to review HOA/POA Finances of previous month, postponing discussion until May meeting
 - Passed out Directors' Notebooks containing general HOA documents, financial information, etc.
- **Note:** *Jennifer to create additional notebooks for Megan Murphy & David Corry.*
- 7:25 Committee Reports**
- Architectural Review Committee*** **David Corry**
- Request for motion to formally approve 523 Lady Slipper 'Shed Project', Steve Clay motioned, Megan

Murphy seconded, all agreed

****Note:** See attached document for further details regarding 'Shed Project'.

Common Area & Pool Committee

Megan Murphy

Pool Chairs & Table Replacement, Chase Repair

- Megan Murphy to obtain updated Pool Contract and send to Jennifer Lucado
- Megan Murphy sent out email indicating that all pool chairs have been delivered, 1 was broken and will be replaced
- 10 chaise loungers are scheduled to be reupholstered

****Note:** Megan Murphy paid half of the total invoice as a down payment. Additionally, Patrick relayed a tip that tightening the pool chairs every year will extend the life of the chairs.

Baby Gate Repair & Pool Fence Painting

- New latch legally necessary and painting needed, Quoted at \$375.00 by Bo Cunningham – Steve Clay motioned to approve, Maureen Sheedy-Morris seconded, all agreed
- Megan Murphy to get additional quote from Bo to paint the Pool Fence

Other Pool Repairs & Improvements While Closed

- Updated contract needed for Marcus
- Updated contract needed for Dayle Mayberry, called Sheryl to get the phone number – will have taken care of this week

Events & Social Committee

Matt Johnson

Directory

- Directory updated and sent out
- Have a few more updates as of recently, agreed to send out directory twice a year

Yard Sale

- Currently being organized, will advertise for May 3rd at 7:00 AM – 12:00 PM

Website

- Minutes on website are all up-to-date, including 2013 meeting minutes and the annual HOA meeting minutes
- Discussion held regarding replacing external website with internal Facebook page, motion declined

Easter Egg Hunt

- Being headed by Danielle Silva Aceituno
- Matt Johnson sent reimbursement form to Danielle Silva Aceituno, will need to be submitted to Jennifer Lucado

****Note:** *Going forward, all future event emails will need to go through Matt Johnson (owner of Boxwood POA email account).*

7:44 Old Business

- Entry Fence Painting Bids: Agreed to keep current color (Black) with a flat finish, high quality necessary
- Include sign posts (e.g., Children at Play) in painting bid to match lamp posts

7:50 New Business

Officer Elections (President, Vice President, Secretary)

- *President:* David Corry nominated by Megan Murphy, seconded by Steve Clay, all agreed – Accepted
- *Vice President:* Mike Friedman nominated by David Corry, seconded by Lisa Fabulich, all agreed – Accepted
- *Secretary:* Danielle Silva Aceituno nominated by Megan Murphy, seconded by Maureen Sheedy-Morris – Accepted
- David Corry requested all motion to close, Maureen Sheedy-Morris motioned, Steve Clay & Lisa Fabulich seconded, all agreed – Closed

Committee Chairman Election (Architectural Review, Common Area & Pool, Events & Social)

- Discussion held to separate the committee chairs of Common Area & Pool Committee into 2 committees **OR** add a co-chair **OR** have a Pool Committee chair & a Common Area / Architectural Review Committee Chair
- Due to legalities, a decision was made to have 4 Committees: Pool Committee Chair, Common Area Chair, Architectural Review Chair, Social & Events Chair
- *Architectural Review Committee Chair:* Steve Clay nominated by Maureen Sheedy-Morris – Accepted
- *Common Area Committee Chair:* Steve Clay nominated by Matt Johnson – Accepted
- *Pool Committee Chair:* Megan Murphy nominated by Steve Clay – Accepted
- *Pool Committee Co-Chair:* Danielle Silva Aceituno nominated by David Corry – Accepted
- *Social & Events Chair:* Lisa Fabulich nominated by Steve Clay – Accepted

Events & Activities (Adopt A Street, Easter Egg Hunt, Halloween Parade & Event, Holiday Decorating Contest, Ice Cream Social, Luau Social, Yard Sale, Welcome & Directory, Website & Social Media, Document Review, Pool Movie Night, Pool Campout)

- Pool Campout declined
- Keeping all other events on the calendar – If there is not enough interest as the events approach, we will cancel the event(s) accordingly

Volunteer Slating and Process of Informing

- Matt Johnson passed contact information for volunteers over to Lisa Fabulich, also sent this to all Board Members via email
- Agreed to contact all volunteers at least 90 days ahead of event

Other Board Undertakings (Facilitating Mailbox Post Painting, Consider Cost Effectiveness of Website Hosting, Consider Social Media (Facebook & Next Dorr; Adult Pool Event; Letter to City on Trash Collection, Community Recycling Effort, Driveway Gate at Pool, Newsletter Article on Cat Etiquette, Amend Docs to Require Spay and Neutering of Pets, Improve Look of Neighborhood Sign Posts, Blacktop Pool Parking Area, Address Speeding with City and Newsletter, Address Cars not Parked Safely on Street Individually and in Newsletter)

Mailbox Painting

- Jennifer Lucado to obtain quote to paint all neighborhood mailboxes black & all posts white

Blacktop Pool Parking Area

- Resealing will most likely cost between \$5-6k
- Need to figure out where the funds will come from, it is considered a reserve item and argument could be presented as, “Regular maintenance prolongs the life of the Blacktop Pool Parking Area”
- Jennifer Lucado to obtain quote, resealing tentatively scheduled to begin in the Fall Season

Facebook Page

- Bo & Missy Cunningham created an internal Facebook page
- Great for communications as a private group
- People can opt in and out of the group upon entering and leaving the community

- Great for use by the Welcoming Committee
- Bo & Missy Cunningham nominated as *Deputies of the Internal Facebook Page* by Lisa Fabulich, seconded by Megan Murphy

8:45 Meeting Adjourned

- Motion to adjourn meeting by Steve Clay, seconded by David Corry

****Note:** *All undiscussed business moves to May Meeting.*

Tentative Meeting Schedule

Monday, May 19, 2014	Board of Directors Meeting
Monday, June 16, 2014	Board of Directors Meeting
Monday, July 21, 2014	Board of Directors Meeting
Monday, August 18, 2014	Board of Directors Meeting
Monday, September 15, 2014	Board of Directors Meeting
Monday, October 20, 2014	Board of Directors Meeting
Monday, November 17, 2014	Board of Directors Meeting
Monday, December 15, 2014	Board of Directors Meeting
Monday, January 19, 2015 (MLK Day)	Board of Directors Meeting
Back up Date: Monday, January 12, 2015	
Monday, February 16, 2015 (Presidents Day)	Board of Directors Meeting
Back up Date: Monday, February 9, 2015	
Monday, March 16, 2015	Members Annual Meeting