

Boxwood Property Owners Association
Board of Directors Meeting Agenda
Wednesday April 18, 2018

Attending: Kyna, Margaret, Colene, Cheryl, Jennipher

Call to Order & Welcome

Kyna called the meeting to order at 6:05 p.m.

Approval of 2/8/18 Meeting Notes

Colene moved approval, Kyna seconded. Motion carried.

Staff Report

• **General Information**

- Tree at the top of Marguerite has been trimmed
- Brownstone received a request for more toddler friendly equipment at the playground

• **Financial Report**

- Brownstone converted to a new accounting system/manager
- The accounting moved from a cash to accrual method of accounting – based on advice from their CPA
- New chart of accounts is in place after the new accounting system was installed
- The new system presents a little differently
- A few names have changed that we will see on reports. Two items: Telephone line item is now Telephone, Cable and Internet, annual meeting expense moved to Admin vs social activities

Comments/Questions from the Members

None

Committee Reports

Architectural Review Committee – currently managing one request. No other report

Common Area Committee – No report

Pool Committee

- Discussed pool schedule – we are budgeted for 17 weeks of operation
- Pool will open May 19 and close Sept 16
- Questions about conversion to salt: curing is not complete enough to support salt transition. We are able to maintain current status but not change at this time. If we converted during the pool season it would require shutting the pool down for some period (and residents really dislike that). Therefore, we'll transition at the end of the season
- We'll start with the same lock code as September for the 2 weeks remaining in May and a new code will be established for June.
- Pool rules will stay the same
- An email with pool rules will go out and will be followed by an email with the code
- The fire extinguisher needs to be inspected by the end of May
- Jennipher will check on the status of the trash decal

- It looks like enough teens are interested in pool attendant jobs. Cheryl is working through the selection/notification process
- Note that the key to the bulletin board by the pool is in the pool maintenance room

Social Events Committee –

- Easter Egg Hunt was a success, maybe a little over budget
- First adult meet and greet will be held on April 20
- Yard Sale will be May 12 – it will be advertised on the Facebook yard sale site
- Ice Cream social will be coordinated by Ellen Steed
- Committee needs a list of new homeowners – Caitlyn will send and then quarterly
- There will be a clean up on Saturday 4/21/18 in conjunction with the City’s Love Lynchburg clean up. We will have supplies and pick up litter on Wiggington Rd between Boxwood and the expressway

IT – no report other than that there was “good action” on the Facebook site for the annual meeting.

• **Old Business**

- Annual Meeting Debrief
 - Meeting went really well
 - Well attended
 - Responsive to Police Department presentation
 - Live streaming was great – several positive comments

New Business

- Board Organization
- 2018/19 Officers
 - Nominations as follows were accepted, moved and approved:
 - President – Kyna Thomas nominated by Colene Mosley, seconded by Margaret Schmitt
 - Vice President – Colene Mosley nominated by Margaret Schmitt, seconded by Kyna Thomas
 - Secretary – Margaret Schmitt nominated by Kyna Thomas, seconded by Colene Mosley
 - Treasurer – delegated to Brownstone
 - Motion to approve above slate made by Margaret Schmitt, seconded by Cheryl Morris – Slate approved
- Committee chairs and members, as known at this time were approved:

Committee	Chair	Member	Member	Member
Pool	Cheryl Morris	Nicole Rust	Sasha Layman	Amanda Council
Architecture Review	Aaron Traphagen	TBD	TBD	TBD
Common Area	David Corry	TBD	TBD	TBD
Social Events	Andrea Singy	Colene Mosley	Julia Harris-Hendrickson	

- Meeting Schedule

- Following discussion, the decision was made to meet every other third Thursday of the month, beginning with May. Meetings will be held at 6:00 at 329 Wild Turkey Rd as follows:
- May 17, 2018
- July 19, 2018
- Sept 20, 2018
- Nov 15, 2018
- Jan 17, 2019
- March 10, 2019 – Annual Meeting

Next Meeting – May 17, 2018

Meeting Adjourned at 7:09