

Boxwood Property Owners Association
Board of Directors Meeting Notes
Thursday January 18, 2018

Call to Order & Welcome

Meeting convened at 6:40 p.m. A quorum was present. Attending: Robert Pyle, Colene Mosley, Kyna Thomas, Margaret Schmitt and Jennipher Lucado

Approval of 11/15/17 Meeting Notes

Robert motioned approval, Colene seconded. Motion approved.

Staff Report - Jennipher

• **General Information**

- New coupon system seems to be working fine and Brownstone received no complaints from homeowners. Board noted a few comments on the Facebook page, to which Kyna responded.
- Vendor 1099's will be sent this month
- Tax info is being prepared and will be sent to CPA by 2/15/18
- See action items in relevant committee below.

• **Financial Report**

- November and December financial reports sent to Board in advance of meeting – no questions
- End of year financials were presented and discussed by the Board – in summary, expenses exceeded revenue by \$1,100.
- Pool maintenance (+900), electricity (+387) and water/sewer (+386) were primary contributors.
- Over-spending against the budget is not preferred, but it is manageable.
- Some of the income variance is due to timing, since many people pre-paid dues which were then reflected in 2016.

Comments/Questions from the Members

None

Committee Reports

• **Architectural Review Committee** – no report

• **Common Area Committee** – Brownstone completed many “to-do’s”:

- Contacted CLC regarding cutting out dead boxwoods
- Ordered and had mulch installed at the playground
- Ordered and had replacement “children at play” signs installed
- Had coach light at the entrance fixed
- Estimates to replace playground - pending
- Contacted David Goad on 11/25 regarding needed painting – no response as yet
- Obtained an estimate for entry camera – see below.

• **Pool Committee**

- Contacted GT Associates to power wash pool and restrooms in spring – pending
- Reinstall posts on signage in pool area in spring – pending
- Contacted maintenance tech for estimate for storage shelving in pool house – pending

- **Social Events Committee** – successful Holiday Lights Contest. Jennipher delivered checks to the Corry's who in turn gave them to the winning households. It was noted that many more homes were decorated/lit this year. Awesome job. Huge thanks to David Corry for installing and taking down the entry lights. Great Job!
- **IT** – no report
- **Old Business**
 - Playground mulch – see above
 - Kids at Play Signs – see above
 - Security Concerns –
 - estimate for a stand-alone camera with SD cards solicited from Central Technology Solutions. This would be a similar system to those Jennipher has at her office and at Riverviews.
 - Biggest downside is that the camera is not able to capture license plate numbers due to angles and glare at night.
 - Upon need, someone would retrieve the SD card and review it on a computer located elsewhere.
 - Approximate cost is \$1,450
 - Other options are available, at higher costs
 - Board decided to table the issue of cameras to the Annual Meeting in March.
 - Community Survey – 30+ responses. Fair response and good information. No strong trends or significant dissatisfaction. Will consider issues as we are able.
 - Community FAQ's - tabled
 - Budget – no questions, budget completed and approved in December.

New Business

- Annual Meeting
 - Will plan the agenda at the February meeting
 - Reviewed survey responses and will try to accommodate issues raised
 - Logistics:
 - Meeting must be held in March
 - Must approve last year's meeting minutes
 - Must elect new Board members
 - Robert, Kyna, Cheryl and Margaret will enter the second year of 2-year term
 - Three vacancies need to be filled
 - Must determine size of committees
 - Everything else is optional
 - Plans thus far:
 - Keep length to one hour – 6:30 – 7:30
 - Will hold the meeting at the Schmitt's house as a trial to respond to concerns expressed in survey.
 - LPD will present info on safety – Kyna will inform them of location
 - Consider electronic access to the meeting such as Facebook Live, Go To Meeting or webcast

- Need to find someone to provide childcare (plan to ask Andrea Singy to coordinate)
 - Due to past experience, plan to minimize refreshments
 - Jennipher will confirm budget and Margaret will purchase door prize gift cards
- Consider future meeting times and dates – to allow enough time for mailing annual meeting information, the next meeting will be on February 8 @6:30 @329 Wild Turkey
- Other – Jennipher brought the following questions to the Board:
 - Order more “Children at Play” signs? – No
 - Keep old signs and transfer to Board member? – No
 - Would it make sense to have someone from Brownstone have access to BPOA email? – No reason not to. Believe that anyone that has the password can access. Margaret will test by sending credentials to Board for testing.
 - Reserve a room for the Annual Meeting? – No, see above

Next Meeting – February 8, 6:30 @329 Wild Turkey

Adjourn – meeting adjourned at 7:55

Upcoming Meeting Schedule

Wednesday, February 8, 2018

Monthly Board Meeting

Monday, March 19, 2018

Members Annual Meeting

Back up Date: Monday, March 26, 2018