

**Boxwood Property Owners Association**  
**Board of Directors Meeting Minutes**  
Monday, April 20th, 2015

**7:08 Call to Order & Welcome**

**Jennifer  
Lucado**

- *In Attendance:* Jake Silva, Danielle Silva, Jennifer Lucado, Missy Cunningham, Kevin Struble, David Corry, Aaron Traphagen, Lisa Fabulich, & Mike Freidman

**7:11 Comments from Association Members**

**7:12 Approval of Minutes**

**Danielle Silva**

- Approval of Board Meeting Minutes - 2/9/15 – Tabled until next meeting until revision history is resurrected; send to Mike Freidman if necessary
- Review of Annual Meeting Minutes - 3/16/15 – no edits; will present as draft to annual meeting members of next year

**7:15 Staff Report**

**Jennifer  
Lucado**

- Financial Report: no unplanned expenditures, monthly transfer made into reserve fund per schedule
- Overview of Board Expectations: be mindful of standard courtesy rules & regulations as representatives of the community, reviewed Code of Virginia Title 55. Property and Conveyances Chapter 26. Property Owners' Association Act – specifically 55-510.1. Meetings of the board of directors.
- Standard generic agenda has been posted to the neighborhood bulletin board

**7:25 Election of Officers/Directors**

- Election of Officers
  - o President: setting agenda, running meetings, signing official documents, primary POC for Brownstone & Boxwood Community – Danielle Silva – Mike Freidman motions to approve, Missy seconded, all in favor
  - o Vice President: serves in President's absence – Mike Freidman – Danielle Silva motions to approve, Lisa Fabulich seconded, all in favor
  - o Secretary / Treasurer: meeting minutes, signing official documents – Lisa Fabulich – Mike

Freidman motions to approve, Jake Silva seconded,  
all in favor

- Common Area Committee Chairperson: Kevin Struble
- Architectural Review Committee Chairperson: Aaron Traphagen
- Pool Committee Chairperson: Danielle Silva
- Events & Social Committee Chairperson: Missy Cunningham
- Establish Document Revision Committee & Appoint Chairperson: David Corry – Motion to establish a document revision committee approved and a motion to appoint David Corry as the chair approved

### 7:30 Committee Reports

#### *Architectural Review Committee*

*Aaron Traphagen*

- No report

#### *Common Area Committee*

*Kevin Struble*

- Remulching flower beds in common areas – Kevin to double-check that this has been completed
- Remulching of the playground – Kevin to take a look at the mulch to ensure that this item is up-to-date

#### *Pool Committee*

*Danielle Silva*

- Pool Set-up: This year's pool season is May 16<sup>th</sup> thru Sept 13<sup>th</sup>, working with pool committee to schedule a pool preparation day to get everything cleaned and set-up prior to opening day
- Pool Rules: Danielle Silva to obtain a copy of the Pool Rules from Sacha Layman and send to Jennipher Lucado to mail out to all homeowners along with the pool access code with a formalized letter indicating that the pool access code will be changed monthly for security purposes; Danielle Silva to post a copy of the updated Pool Rules to bulletin board
- Pool Access Code: Jake Silva to draft a formal letter indicating the reasoning behind changing the pool access code monthly to be sent out by Brownstone Properties
- Facebook Page: Danielle Silva to talk to Sacha Layman about phone & email being posted to Facebook for pool parties and access code.
- Water Fountain Repair/Winterize: installing this week
- Power Wash Pool Deck: Dan Murphy to power wash deck once Marcus Lezniak removes pool cover
- Pool Deck Safety Code / Label Repainting: Will need to

repaint safety codes around pool edges post-power washing. Megan Murphy to contact Dave for a quote.

- Pool Parking Lot Security Camera: Dan Murphy to install 4<sup>th</sup> security camera facing the pool parking lot this week (most likely when he is there power washing the deck)
- Saltwater Pool Research: Ongoing process, waiting to hear back from Marcus Lezniak regarding his current saltwater pool clients for further research and feedback.

### ***Events & Social Committee***

***Missy  
Cunningham***

- Easter Egg Hunt: went well and within budget
- Yard Sale: May 2<sup>nd</sup> – 12 homeowners have RSVP'd so far
- Luau: has been moved to the beginning of the summer before the rainy season

### **7:45 Document Revision Campaign**

**David Corry**

- Jennifer Lucado has passed over names of existing homeowners left to sign the legal doc

### **8:15 Old Business**

**Danielle Silva**

- Bulletin Board Keyholder
- Camera Surveillance Sign in Pool Area: Recommendation to post sign indicating that the pool area is under camera surveillance to deter unwelcome visitors; Jennifer Lucado to send Danielle Silva surveillance sign details
- Pool Chain: on the radar should surveillance not help
- Pool Light Fixtures: Jennifer Lucado to contact our pool light fixture vendor to ensure pool parking lot lights are functioning properly / well lit during night hours – Kevin to call the light pole company (AEP)
- Boxwood Community Street Repair: Contact Streets Division to find out where Boxwood Community falls in regards to street replacement per the city schedule – Mike Freidman to find the information on the general city website and communicate to homeowners via Facebook page and email communications

### **8:20 New Business**

**TBD**

- Review & Revise Board Operating Procedures – Jennifer Lucado to send out a copy to the board to review and potentially revise prior to May meeting
- Automated Forms and handling own website – pending for May meeting

### **8:30 Private Business**

**TBD**

- Speeding Issue: Follow-up with Kemp Mosely
  - o Background Info - As a parent, many neighbors are concerned about speeding issues – in the previous years, the HOA has added signage throughout the community, looked into contracting a portable sign to document speed but it was not cost-effective, the city also has the ability to rent out portable signs but it is difficult to obtain, portable speed bumps are also available but it is difficult to obtain as well, no permanent speed bumps are allowed in city limits due to snow plows and we cannot add a speed bump ourselves because the city owns the streets – the HOA has sent out newsletters and made comments via Facebook in the past year but that’s as far as our outreach is legally capable of, we have also seen some homeowners put some cones out to slow people down – Board will potentially discuss this upcoming year

**8:25 Meeting Adjourned**

**Danielle Silva**

- Lisa Fabulich motions to adjourn, Mike Freidman seconds the motion, all in favor

**Tentative Meeting Schedule**

Monday, May 18, 2015	Board of Directors Meeting
Monday, June 15, 2015	Board of Directors Meeting
Monday, July 20, 2015	Board of Directors Meeting
Monday, August 17, 2015	Board of Directors Meeting
Monday, September 21, 2015	Board of Directors Meeting
Monday, October 19, 2015	Board of Directors Meeting
Monday, November 16, 2015	Board of Directors Meeting
Monday, December 21, 2015	Board of Directors Meeting
Monday, January 18, 2016	Board of Directors Meeting
Monday, February 15, 2016	Board of Directors Meeting
Monday, March 21, 2016	Members Annual Meeting

Back up Date: Monday, March 28, 2016