

Boxwood Property Owners Association
Board of Directors Meeting Minutes
Monday, August 17th, 2015

- 7:08 Call to Order & Welcome** **D. Silva Aceituno**
- *In Attendance: Danielle Silva Aceituno, Jennipher Lucado, Missy Cunningham, Jake Silva, and Aaron Traphagen*
- 7:09 Comments from Association Members** **Open Floor**
- *Danielle Silva Aceituno: A BIG Thank You to Missy Cunningham*
- 7:10 Approval of Minutes** **D. Silva Aceituno**
- Approval of Board Meeting Minutes – 7/20/15
 - *Jake Silva motions to approve, Missy Cunningham seconds the motion, all in favor. Minutes Approved.*
- 7:14 President's Report** **D. Silva Aceituno**
- *Culture & Vision:*
 - Board of Directors open to new ideas and changes within the community
 - Financial transparency amongst the Board and community
 - Open communication between the Board, Committees, and the community
 - Establishment of an IT Committee
 - Development of a supportive social and professional network between neighbors
 - *Boxwood Property Owners Association Operating Procedures:*
 - Revised version was approved by The Board on 6/15/15 – Will be sent to current homeowners as part of the new disclosure packet per completion of the 'Boxwood Property Owners Association Committee Guidelines' and signature approval of The Board
 - *Boxwood Property Owners Association Committee Guidelines:*
 - Pool Committee Guidelines – Rough draft complete (*Danielle Silva Aceituno forwarded copy*)

of Master Template to Kevin Struble, Aaron Traphagen, Missy Cunningham, and Jake Silva for reference purposes)

- Architectural Review Committee Guidelines – status? ***Sent a copy to Danielle Silva Aceituno; revising strictness of committee guidelines, property lines, structures, tree forts, etc. – looking to ensure that current guidelines are in compliance with legal documentation; still working on documenting all to-date approvals, have not yet pulled out approvals from years past per meeting minutes***
- Common Area Committee Guidelines – status? ***Currently working on first draft, will be reaching out to Aaron Traphagen and David Corry for additional help***
- Social & Events Committee Guidelines – status? ***Will start putting together a first draft, will let Danielle Silva Aceituno know if help is needed***
- IT Committee Guidelines – status? ***Will start putting together a rough draft at the Inaugural IT Committee Meeting***
- ***2015 Volunteer List:***
 - Putting together a draft volunteer list / directory, The Board needs to review to ensure that no less than 3 and no more than 5 members are on each committee.
 - Need 1 additional committee member for both the Common Area Committee and the Social & Events Committee – ***Danielle Silva Aceituno to repost the ‘2015 Boxwood POA Volunteer Survey Form’ on the Boxwood Neighborhood Facebook Group by Sept 1st (once school is back in session and summer activities have come to a close)***
- ***Pool Bulletin Board: In Progress***
 - *Left Side:* 2015 pool rules, most recent community newsletter, to-date BoD mtg agenda w/schedule, & neighborhood business cards
 - *Right Side:* doc campaign final letter & signature page, copy of Articles 6, 7, & 8, POA operating procedures & committee guidelines, & City of Lynchburg pet guidelines

7:45 Staff Report

J. Lucado

- **Financial Report:** If anyone has ANY questions, contact Jennipher Lucado
 - **Moved a pool chemicals expense from pool maintenance to pool chemicals – everything is within budget**
 - **Moved the pool security system expense from pool miscellaneous to reserve fund item – everything is within budget**
 - **Pool furniture and repairs come from the reserve fund per the projected amount – Jennipher Lucado to send Danielle Silva Aceituno 2015 Projected Pool Expenses**
- **2016 Reserve Fund Study:** Jennipher Lucado sent a Reserve Fund Study proposal and tutorial to Danielle Silva Aceituno – **2 more bids required, discussion tabled until September**
- **New Neighbors:** Holly Snead sending out new neighbor contact information to Missy Cunningham; Missy Cunningham to receive authorization from new neighbor to announce their residency in the Community on Facebook

8:06 Committee Reports

IT Committee

Jake Silva

- **Official 'Boxwood POA' Facebook page**
 - **Danielle Silva Aceituno added Jake Silva as an administrator of this page**
- **Unofficial 'Boxwood Neighborhood' Facebook group**
 - Missy Cunningham and Danielle Silva Aceituno are the current administrators. **Next Steps include: moving official Boxwood POA announcements (e.g., social events, communications, etc.) ONLY to Official 'Boxwood POA' Facebook Page – may be shared to unofficial 'Boxwood Neighborhood' Facebook page**
- **Google Mail account (temporary)**
- **Website Restructure**
 - Research website hosting prices
 - Determine cost of domain transfer
 - Determine whether or not to continue with Gombos Consulting at \$30/mo. (paid quarterly) for the remainder of 2015

- Develop detailed requirements (e.g., automated forms, approval submissions, board operating procedures, committee guidelines, etc.) for website restructure
 - *Form Request: Automated Directory Listing Form*
- *IT Committee Inaugural Meeting – to be scheduled*
 - Drafting IT Committee Guidelines
 - Establishing goals and objectives
 - Assigning roles and responsibilities

Architectural Review Committee – Absent / No Update

A. Traphagen

- *Committee Approvals / Declinations:*
 - *Reviews: Nothing to report*

Common Area Committee

K. Struble

- *RSG Landscaping Contract:*
 - Re-mulching entrance flower beds: status?
 - Re-mulching playground (not part of the contract – need additional quote): status?
 - Flower rotation in entrance: status?
 - Entrance landscaping maintenance: status?
Boxwood shrubs have historically been an ongoing problem (scheduled to be pruned in the Fall), consider either replacing shrubbery with landscaping that requires less maintenance OR revise contract to require more frequent trimming of current boxwood shrubs. What is the cost difference between these two options?
 - Tree replacement of 2 trees previously removed: status?
 - Blowing grass into the pool: status?
 - Exposed Playground Bolts: status? ***Complete***
 - Crepe Myrtle Tree Trimming (Baby Pool area): status?

In regards to the few items regarding the Common Area, I am communicating with RSG and will be sending you quotes concerning the items for your review. They've been slow in communication.

Pool Committee

D. Silva Aceituno

- *Pool Access Code: Janeen Smith & Danielle Silva Aceituno changed on August 1st (Danielle Silva Aceituno to send out random 4-digit code to be changed on*

September 1st)

- *Dayle Mayberry Invoice: status? **Paid***
- *Janeen Smith Invoice: status?*
- *Jake Smith Contract: **effective July 22nd, 2015.***
- *Janeen Smith 'Thank You Gift': **Massage Envy 60-minute massage and spa gift basket (\$50 Total) – Danielle Silva Aceituno to purchase and submit receipt to Brownstone Properties for reimbursement by end of August.***
- *Miscellaneous:*
 - *Umbrella Bases: Megan Murphy working on ordering 2 new umbrella bases to replace broken items*
 - *Broken Umbrella: Megan Murphy purchased new umbrella for \$245.46*
 - *Surveillance Security Sign: old sign was picked up by Danielle Silva Aceituno and is currently stored in pool storage house*
 - *Diaper Changing Table: Request for installation in men's restroom; pool committee approved this request; purchased by Brownstone Properties – has this been installed? **This has been installed and Jennipher Lucado gave Danielle Silva Aceituno extra liners to store in pool storage house***
 - *Clean Pool Storage House Gutters (assigned to Jake Silva): status? **Jake Silva will be cleaning 8/18 – will notify Danielle Silva Aceituno and Janeen Smith upon completion***
 - *Pool Storage House Temperature Control System: Marcus Lezniak recommends that the pool storage house be temperature controlled during the heat of the summer months and the cold of the winter months to protect current Video Surveillance System Technology. Brownstone Properties to obtain a minimum of 3 quotes – status? **Missy Cunningham recommends a mini-split system (~\$3500)***
 - *Pool Fence Mesh (assigned to Kevin Struble): status? **Pool Committee to send height and color of mesh to Kevin Struble after Pool Committee Meeting***
 - *Pool Key Pad – Supervisor Code: **Danielle Silva Aceituno to contact Allied Security to determine how to set the supervisor code for the current key***

pad. This code will be used by vendors for entry purposes rather than giving them a new code every month. We also need to set up the keypad to lock after 11pm and open back up at 6am – status?

- *Saltwater Pool Research: Ongoing process, waiting to hear back from Marcus Lezniak regarding his current saltwater pool clients for further research and feedback – no changes*

Events & Social Committee

M. Cunningham

- *Welcome Packages: Ongoing – \$15 budget per basket – status? **3 people on the Welcome Committee – doing a great job, will probably exceed the budget due to the high turnover rate of the houses in this neighborhood***
- *Directory: Andrea Singy has agreed to help with this – status? **Willing to start helping after the 1st of the year***
- *Boxtoberfest / Halloween Parade: status? **Suzanne Corry willing to lead this effort***
- *Holiday Decorations: status? **All contest winners from 2014 have agreed to be judges; Will be sending out the Holiday Decorations judging date on the official calendars to give all homeowners a chance to participate (thinking about the evening of the 23rd to judge the decorations)***

8:45 Document Revision Campaign

D. Corry

Jennipher Lucado has passed over names of existing homeowners left to sign the legal doc to David Corry. New signatures will need to be obtained upon transfer of properties when homes are sold in the Community.

D. Silva Aceituno on D. Corry's behalf

- *Danielle Silva Aceituno spoke to David Corry. 81 signatures so far. 96 needed. – status? **David Corry on vacation currently, no update for The Board***
- *Danielle Silva Aceituno to obtain an updated list from David Corry prior to campaigning on Wild Turkey Road.*

8:49 Old Business

D. Silva Aceituno

- *Boxwood Community Street Repair: Mike Friedman to locate schedule information on the general city website and communicate to homeowners via Facebook page / email communications – status?*
- *Pool Chain: BoD will discuss need for pool chain at pool entryway should new security system not function as intended. – **No need seen at this point. Removing from agenda.***

- *Up-Lighting Trees along Pool Driveway Entrance:*
Discussed the added expense of installation and energy usage.
 - Jake Silva would like to get quotes on up-lighting the trees. Kevin would see them from his house and does not support this idea – *Tabling this discussion*

8:51 New Business

Open Floor

- *Overgrown Lot (511 Lady Slipper Lane): lot sold in city tax sale foreclosure with outstanding POA dues – current owners have paid dues from time of purchase to-date (outstanding POA dues remain – Brownstone Properties does not believe that liens can be collected per the foreclosure aspect of the city tax sale – city collected property taxes per the sale ONLY – Jennipher to pull the deed); David Corry requested that Brownstone Properties contact the City to send out a violations letter in accordance with overgrown lot and enforce the City code to mow the lot, forwarding the ‘lot maintenance’ invoice to the current owner. Status? This lot has been cut.*

8:55 Private Business

Open Floor

- N/A

8:57 Meeting Adjourned

D. Silva Aceituno

Danielle Silva Aceituno motions to adjourn, Missy Cunningham seconds the motion, all in favor. Meeting adjourned.

Tentative Meeting Schedule

Monday, April 20, 2015	Board of Directors Meeting
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