

Boxwood Property Owners Association
Board of Directors Meeting Minutes
Tuesday, August 16th, 2016

- 6:10 Call to Order & Welcome** **Jake Silva**
- ***In Attendance:*** Kevin Struble, Suzanne Corry, Jake Silva, Aaron Traphagen, Jennipher Lucado, Danielle Silva Aceituno
- 6:11 Comments from Association Members** **Open Floor**
- *None*
- 6:15 Approval of Minutes** **D. Silva Aceituno**
- Approval of Board Meeting Minutes – 07/19/16
 - ***Jake Silva motions to approve. Aaron Traphagen seconds motions. All in favor. Approved.***
- 6:20 President’s Report** **Jake Silva**
- **2016 Goals:**
 - Actively engaged IT Committee to facilitate Communications between the various Committees and Boxwood Community
 - Significantly reduce Social & Events Committee Budget throughout 2016 to meet a more desirable Budget for 2017
 - Establish new Common Area Committee Landscaping Contract per determined Vendor
 - **2016 Community Values:** include on the Boxwood Community Website
 - A Truly Fun and People-oriented, Neighborly atmosphere within a socially-Desirable Community
 - An Encouraging and involved Community that is Representative of the Greater Lynchburg City Area that we Envision
 - A Community that enjoys Volunteer Service **and** impromptu Gatherings together
 - A Board of Directors representative of The Community at official events hosted by the Social & Events Committee
 - **2016 Volunteer List:** Suzanne Corry to email an updated copy to The Board – **Jake Silva** to resend Volunteer List to

Boxwood POA to be uploaded to Google Drive – On Hold until IT Committee has been resolved

- **2016 Bulletin Board:**
 - *Left Side:* 2016 pool letter, 2016 pool rules, pool scheduling form, 2016 pool events schedule, neighborhood business cards, City of Lynchburg pet guidelines - **Complete**
 - *Right Side:* most recent community newsletter, to-date BoD mtg agenda w/schedule, updated Boxwood POA operating procedures & committee guidelines – **In Progress**

6:30 Staff Report

J. Lucado

- **Financial Report:** If anyone has ANY questions, contact Jennipher Lucado
 - *Boxwood POA Dues* – recommends taking legal action against all Homeowners delinquent more than 1 quarter after July 15th – *status?* Quarterly payments are being made, and no legal action needs to be taken.
 - *Paying Dues Online* – Brownstone Properties has entered into a rental agreement with PayLease for a trial period to begin online payment (homeowner pays convenience fee – similar to The City of Lynchburg), will keep us posted – *status?*
- **New Neighbors:** Holly Snead sending out new neighbor contact information to Suzanne Corry for Welcome Committee

6:40 Committee Reports

IT Committee – ON HOLD

Jake Silva

- *June Meeting:* Results are as follows...
 - Researched 4 Vendors, received 1 suggestion based on pricing details
 - IT Committee sent out research to all non-attending members for additional feedback, received 5 new Vendor options
 - D. Silva Aceituno sent out final research of 9 Vendors in total with 3 Viable Vendor options to IT Committee for urgent vote prior to July Board Meeting, received 1 suggestion

- Next Steps: schedule next IT Committee Meeting to discuss 2 Viable Vendor options and vote on Best Vendor prior to bringing the final agreed-upon contract to The Board for approval
- *Next Meeting: to be scheduled*
 - All questions, comments, and/or concerns regarding each of the 2 Vendors will be discussed and a final Decision will be made and brought before The Board for final finding/contract approval at the August Board Meeting
 - Please Note: This information is time-sensitive per the IT Committee Funding available. Additionally, no Vendor guarantees their prices – therefore, all prices are subject to change at any time. Lastly, the longer this Decision takes, the more likely that all research will be required to be done over again per each Vendor’s flexing pricing structure.
- *Boxwood Community Branding*: IT Committee will facilitate Communications between various Committees and bringing the Community together
- *Official ‘Boxwood POA’ Facebook page*:
 - Privacy concern: Facebook page contains private details – *Predetermined Resolution: New Website comes with new email accounts, eliminating all personal details – all RSVPs will go to a BoxwoodPOA-approved email address, rather than a personal address (i.e., ITCommittee@BoxwoodPOA.com)*
- *Google Mail account*:
 - Document reconciliation: currently in progress of updating the Google Drive with all BoxwoodPOA Mtg Agdas/Mins and Financial Reports on-hand to facilitate the process of transitioning Doc Repository to secure Cloud Storage per Website Restructure
- *Website Restructure: requirements are as follows...*
 - Vendor Hosted
 - Ownership of Domain: BoxwoodPOA.com
 - WYSIWYG Template that is either Designed & Developed in-House OR by an approved Vendor
 - New Logo

- New Boxwood POA Email Accounts (i.e., Board@BoxwoodPOA.com, ITCommittee@BoxwoodPOA.com, etc.)
- Secure Document Storage
- Ability to Pay Boxwood POA Dues
- Website Design Requirements:
 - Home Page: *Cover Photo, Pictorial Icons linking to various Board / Committee Pages, Boxwood Community News, etc.*
 - Resource Links Footer: *Automated 'Volunteer' Form link, Automated 'Request Directory' Form link, Automated 'Update Directory Listing' Form link, Automated 'Contact Us' Form link (include QR Codes on all Boxwood POA Forms)*
 - Board of Directors Page: *Boxwood Community Values, Mtg Agdas, Mtg Mins, Boxwood POA Governing Documents, Board Operating Procedures, Committee Guidelines (include 'click here' link to email questions, comments, and/or concerns to The Board)*
 - Architectural Review Committee Page: *Standard operating policies & procedures on requirements prior to submitting request for approval (include automated 'new architectural request' form)*
 - Common Area Committee Page: *detailed information on where the Common Areas are located (include 'click here' link to email questions, comments, and/or concerns to The Board)*
 - Pool Committee Page: *Pool Letter, Pool Rules, Pool Events Summer Schedule and link to S&EC subpage to find out more about what's going on in the Community (include automated 'Schedule a Pool Party' form, 'Request Monthly Pool Code' form, 'Request early access to pool' form, & 'click here' link to email questions, comments, and/or concerns to The Board)*
 - Social & Events Committee Page: *Boxwood POA Social & Events Schedule, Welcome Committee information, and Adopt-A-Street*

information (include automated 'Volunteer' form)

- Community / Lynchburg City Resources
Page: *see March 2016 Annual Meeting Action Items within Mtg Mins for details*
- Journal / Blog Page: *topics regarding what's going on in the Community to be automatically pushed through to the email distribution list (e.g., Friendly Reminders, Social Events, Snow Day Resources, etc.)*

Architectural Review Committee

A. Traphagen

- *Committee Approvals / Declinations:*
 - **Reviews:** *status? No updates*
 - **Recommendations:** *Further clarifying Committee Rules & Regulations for Homeowners on a specific page within the Boxwood Community website along with application submission form*
- *Further Development:* *Process development and improvement in progress*
 - **Signage:** *Draft a detailed policy regarding signage*

Common Area Committee –

K. Struble

- *RSG Landscaping Contract:* *Month-to-Month – will be in place until February 2017 and then will be terminated within 30 days*
 - **Front Entrance:** *received Neighbor complaints regarding appearance of front entrance (e.g., over-mulching, shape and care of the boxwoods, and flowerbeds) – Sutton Landscaping to resolve issue upon signing 2017 contract*
 - **Boxwoods:** *at the end of their expected lifespan and are currently dying due to over-mulching and now a common disease – Sutton Landscaping to resolve issue upon signing 2017 contract*
 - **Bagworm Infestation:** *status? Kevin Struble to obtain quotes at the same time as obtaining quotes for moles / voles.*
 - **Moles / Voles:** *Kevin Struble to obtain quote to resolve moles / voles issues at playground – Received quote for \$175.24 (no guarantee, no further details given), additional quotes to be obtained. Jake Silva motions to give C.A.*

Committee an approved budget of \$200 for moles / voles situation.

- *Discussion Topics:*
 - **Playground Mulching:** Discussed having mulch delivered and pool attendants to help shovel. It is confirmed that there are voles and moles in the playground area that need to be resolved prior to mulching – *status? Will involve community after moles / voles situation has been resolved*
 - **Exposed Rebar:** wood beams surrounding playground are splintering and have exposed rebar, replacement / repairs needed – **Jennipher Lucado** to have maintenance guy nail these back in
 - **Playground Replacement:** due for replacement in accordance with Reserve Fund Study – **Jake Silva** to have a contractor take a look at the structure
 - **Sewer Drainage:** ground is dissipating around the sewer drain, looks as if a potential sinkhole is forming – **Jennipher Lucado** to call DuraSeal to retake another look at this
 - **Miscellaneous:** **Suzanne Corry** to contact Kevin regarding additional issues – *n/a*
- *Sutton Landscaping Contract:* received a Great Reference from Boxwood Community Neighbor who uses Sutton Landscaping personally; **Jake Silva** to negotiate 2017 contract pricing before signing new contract (due Jan 2017) and sends to BoxwoodPOA@gmail and Brownstone Properties

Pool Committee

Mike Friedman

- *Pool Surveillance System:*
- *Pool Security Key Pad:*
 - **Time Zone setup:** **Danielle Silva Aceituno** to contact Allied Security to determine how to set up the keypad to lock after 10:30pm and open back up at 6:30am
 - **Monthly Pool Code Change:** Mike Friedman assigned to handle monthly Pool Key Pad setup (Janeen Smith will be the backup) and manage Pool Maintenance Contract. *Janeen Smith changed code on Key Pad for August 1st, **Mike Friedman** to change pool for September 1st*
- *Pool Furniture Repairs / Replacements:* Budget is \$1500

- **Lounge Chair:** Megan Murphy will be handling this after pool setup on Sat, 5/7 – *status?*
- *Miscellaneous Action Items:*
 - **Residential Grade Pool Step Ladders:** to be replaced as aluminum / commercial grade at end of Pool Season unless they break prior – *Discussion necessary*
 - **Repainting Pool Deck Safety Labels:** Budget is \$500 – *Discussion necessary*
 - **Pool Fence Meshing Installation:** Budget is \$175 – *tabled until Summer 2017, when we will reevaluate based on new Landscaping Contractor*
 - **Power Wash Pool Deck:** Mike Friedman to power wash pool deck and pool lighting to remove debris and bugs at his availability
 - **Pool Rules / Bulletin Board:** Pool Bulletin Board approved and Mike Friedman to contact Cheryl Morris per Jennipher Lucado’s response regarding next steps.
 - **Lap Swimming:** Aaron Traphagen is proposing that The Pool Committee open up the pool for lap-swimming between the hours of 5:30 & 7:00 AM for those who would like to swim laps before work hours. Mike Friedman to bring to Pool Committee’s attention
 - **Pool Night Lighting:** AEP light fixture 7524 is burned out, as well as 2 of the 4 lights pointing towards the parking lot and the baby pool. This is a safety concern late at night for Community members and Pool Attendants / Custodians on duty. Jennipher Lucado to contact AEP and follow-up to confirm that Brownstone Properties Maintenance has resolved issues; Aaron Traphagen to revisit and confirm resolution – *Complete*
 - **Pool Storage House Attic Space:** Jake Silva to put together quotes for creating attic space in the current Pool Storage House to store Boxwood Community items (e.g., Social & Events Committee Decorations, Holiday Decorations, etc.) – *status?*
- *2017 Pool Reserve Fund Items:*
 - **Saltwater Pool:** \$8,500 (14 years, including install) – *scheduled for end of 2017 Pool Season* –

Jennifer Lucado to follow-up with National Pools to get on schedule – status? Final Affirmation Vote for Transitioning to Saltwater Pool to be made at September Meeting

- **Pool Resurfacing:** \$18,000 – **scheduled for end of 2017 Pool Season** – Jennifer Lucado to follow-up with National Pools to get on schedule – status?

Events & Social Committee

Suzanne Corry

- *Welcome Packages:* Ongoing – n/a
- *Directory:* Ongoing – Danielle Silva Aceituno to send Suzanne Corry updated details for September 1st Revised Directory to be sent out. – status? Jake Silva motions for Aaron Traphagen to create a living read-only document out of the Boxwood Community Directory, Kevin Struble seconds motion. All in favor.
- *Any upcoming Events?*
 - **Southern Style Summer Picnic:** replaced the annual Summer Luau this year, being held on Saturday, July 23rd – status? Heard a lot of positive comments about the Summer Picnic. AND Under Budget!
 - **Ice Cream Social:** Suzanne Corry to send BoxwoodPOA@gmail a volunteer request email for Danielle Silva Aceituno to send out email – status? Suzanne Corry will take a look at her schedule and let us know if this is feasible.
 - **Holiday Decorations:** still sitting behind the front entrance trees. Mike Friedman to store decorations in garage temporarily – status? Complete

7:30 Old Business

Jake Silva

- *Boxwood POA Gmail Account:*
 - **120 Marguerite – concern of grass height:** Danielle Silva Aceituno touched based with concerned homeowner, but homeowner considers issue unresolved. Further issues include: grass under tree is significantly taller than rest of yard AND weeds in front yard are 1-2' high – Board agrees to begin ensuring that Neighbors have attempted to resolve the issue Neighbor to Neighbor prior to Board discussion for minor

concerns; **Danielle Silva Aceituno** to contact the concerned homeowner regarding final Decision. – **Complete**

- *From The Board:*

- **Suzanne Corry – Meeting Agdas / Mins:** need to be updated on the website via Gombos Consulting – Brownstone Properties sent Suzanne Corry updated Mtg Agdas and Mins to send to Kate Gombos; **Danielle Silva Aceituno** to send to Kate Gombos going forward as Secretary – **Complete**
- **Jennifer Lucado – Voting on Committee Members:** **Jennifer Lucado** to locate legal documentation regarding protocol for voting in Committee Members to review and discuss at August Meeting. – **Danielle Silva Aceituno** to contact all Committee Chairs and compile a list of Committee Members per Committee to be voted in by The Board at the September Meeting **AND ALL Committee Chairs of single Member Committees will individually post a request for volunteers, in addition to Danielle Silva Aceituno to send out a Community-wide email requesting volunteers accordingly**
- **Danielle Silva Aceituno – Brownstone Properties Contract:** **Jennifer Lucado** to send Board a copy of current contract to make sure we are all to-date with our documentation – **Complete**

- *Annual Meeting:*

- **Lynchburg City POC:** Create internal resource repository for The BoD. **Danielle Silva Aceituno** will create BoD Directory with Name, Internal Resource / Board / Committee Position(s), Email, Home / Personal Cell Numbers. – *assigned to IT Committee*
- **Consolidate CDs:** suggested consolidating CDs into an account with Credit Union to obtain a higher interest percentage – *readdress in the fall at Budget Prep.*
- **Plowing Solution for Boxwood Community:** some members are in need of emergency / mandatory solution for getting to work during snow storms. **Mike Friedman** to research resource info, including reaching out to Lisa Fabulich regarding

Local Jeep Club / Local Landrover Club. **IT Committee** to include Mike Friedman's research on new website AND post reminder to Community via various forms of Communication for Neighbors to pull together and help each other out throughout the next snow season. – *readdress in the fall*

- **Year-round Entrance Lights: IT and Common Area Committees** to work together and poll Community to see if there is an interest in lighting the entrance year-round. Common Area Committee to research entrance lighting options. Board discussed and marked as a pending topic for FY2017 – *Annual Meeting Action Item*

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|-------------|---|-------------------|
| 7:56 | New Business
- <i>Status? N/A</i> | Open Floor |
| 7:56 | Private Business
- <i>Status? N/A</i> | Open Floor |
| 7:58 | Meeting Adjourned
- <i>Kevin Struble motions to adjourn, Danielle Silva Aceituno seconds the motion, all in favor. Meeting adjourned.</i> | Jake Silva |

Tentative Meeting Schedule

Tuesday, September 20, 2016	Board of Directors Meeting
Tuesday, October 18, 2016	Board of Directors Meeting
Tuesday, November 15, 2016	Board of Directors Meeting
Tuesday, December 20, 2016	Board of Directors Meeting
Tuesday, January 17, 2017	Board of Directors Meeting
Tuesday, February 21, 2017	Board of Directors Meeting
Monday, March 20, 2017	Members Annual Meeting

Back up Date: Monday, March 27, 2017