

**Boxwood Property Owners Association
Board of Directors Meeting Minutes
Monday, February 15th, 2016**

6:09 Call to Order & Welcome

D. Silva Aceituno

- *In Attendance: Jake Silva, Kevin Struble, Missy Cunningham, and Danielle Silva Aceituno*

6:09 Comments from Association Members

Open Floor

- *Annual Meeting Topics:*
 - *Key Successes from FY2015: Doc Rev Campaign – Established Boxwood POA as permanent, Updated Boxwood POA Operating Procedures, Created / Established Boxwood POA Committee Guidelines, Establishment of IT Committee – new Website coming in 2016, Reserve Fund Study – Complete; Pool Repaving and Saltwater Pool coming in 2017 after pool closing (will be ready for 2018 pool season), Pool Committee – installment of Security Camera System and cooperating signage, established an official Facebook Page for Boxwood POA, etc.*
 - *Annual Budget: in review (2015 est v act; 2016 est)*
 - *Annual Boxwood POA Directory Form – fill out and return to Board / Suzanne Corry (back of the room) at end of meeting*
 - *Volunteer Sign-up Sheet – fill out and return to Board / Missy Cunningham (back of the room) at end of meeting*
 - *Comments: Too many events for kids, not enough Community involvement for the adults*
 - *Anything else? ... :*

6:20 Approval of Minutes

D. Silva Aceituno

- Approval of Board Meeting Minutes – 11/02/15
 - *Missy Cunningham motions to approve, Jake Silva seconds the motion, all in favor. Minutes approved.*
- Approval of Board Meeting Minutes – 01/18/15
 - *Jake Silva motions to approve, Missy Cunningham seconds the motion, all in favor. Minutes approved.*

6:24 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 – **Complete**
 - Architectural Review Committee Guidelines – **Complete**
 - Common Area Committee Guidelines – **Complete**
 - Social & Events Committee Guidelines – **Complete**
 - IT Committee Guidelines – **Complete**

**** All Signatures obtained ****

- ***2016 Volunteer List: See 'Comments from Association Members' above for details. Danielle Silva Aceituno to print out Volunteer Forms for annual meeting.***
- ***2016 Pool Bulletin Board: To be updated in May***
 - *Left Side:* 2016 pool rules, most recent community newsletter, to-date BoD mtg agenda w/schedule, & neighborhood business cards
 - *Right Side:* Copy of Articles 6, 7, & 8, POA operating procedures & committee guidelines, & City of Lynchburg pet guidelines

6:48 Staff Report

J. Lucado

- **Financial Report:** If anyone has ANY questions, contact Jennifer Lucado
 - *RSG Charge Clarification:* Contract was revised to end in Feb 2016 and is annualized, therefore we pay a monthly invoice of \$316 to keep costs steady throughout the year.
 - *Verizon Late Fee:* Postal error, Brownstone will cover \$5 charge.
 - *Doc Revision Campaign:* Recording fee will be a little higher than expected with signatures being legally required to be filed at \$21/pg – J. Lucado expects the cost to be approx. \$1000, which is still within budget. Will be paid out of our operating expenses.
- **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

6:30 Committee Reports

IT Committee

Jake Silva

- *Official 'Boxwood POA' 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 (NOT IN ATTENDANCE)

A. Traphagen

- *Committee Approvals / Declinations:*
 - *Reviews: Status? NO REPORT*

Common Area Committee –

K. Struble

- RSG Landscaping Contract: *Ended (See ** for details)*
 - Blowing grass into the pool: *Question from Danielle: Do they have the Vendor pool code, or do we need to send them that still?*
 - Crepe Myrtle Tree Trimming (Baby Pool area): *Status?*
- CLC Landscaping Quote: *See 'Landscaping Specs Draft November 2015' document sent out via email for details – Kevin will be reaching out to companies directly to obtain quotes*

*****Kevin Struble: I believe our contract with RGS technically ended this month? I do not believe the contract automatically renewed. It is my opinion that RGS improved after we spoke to them a few times regarding our concerns, so I am okay with renewing with them unless the Board believes we should get a few other bids. Either way, I think we should figure out who we plan to use within the next month. I can help head this up with the Board's recommendation if needed. Brownstone might actually send out the bids on our behalf but I can review them as they come in and make a recommendation to the Board.*****

Pool Committee

D. Silva Aceituno

- *Key Pad – Time Zone setup: Danielle Silva Aceituno to contact Allied Security to determine how to set up the keypad to lock after 11pm and open back up at 6am – In Progress – tabled until 2016 Pool Opening*
- *Pool Contracts: Janeen Smith and Danielle Silva Aceituno have been finalizing contracting, advertising, scheduling, and financing details; Pool Committee to post an intent to hire post to the Official Boxwood Facebook Page and Unofficial Boxwood Neighborhood Facebook Group*
- *2016 Pool Season Reserve Fund Items:*
 - Repainting Pool Deck Safety Labels - \$500
 - Pool Fence Meshing Installation - \$175
 - Pool Furniture Replacements - \$1,500 (includes repair of Lounge Chair)
- *Ongoing Pool Reserve Fund Items:*
 - Pool Surveillance System
 - Pool Security Key Pad

- Pool Furniture Repairs / Replacements
- Saltwater Pool - \$8,500 (14 years, including install) – *scheduled for end of 2017 Pool Season*
- Pool Resurfacing - \$18,000 – *scheduled for end of 2017 Pool Season*

Events & Social Committee

M. Cunningham

- *Welcome Packages: Ongoing – Status? 4 new neighbors*
- *Directory: IT Committee will take over this topic via the new website; Suzanne Corry to take care of the manual directory for 2016 in the meantime (See ‘Comments from Association Members’ above for further details); IT Committee to email Suzanne with further form details before annual meeting.*
- *Holiday Decorations: Missy to gather signs and follow-up with Ray regarding why the lights kept tripping – Status? Have 2 of the 3 signs*
- *Annual Meeting: Budget of \$225, proposed breakdown:*
 - *Food and Drink: \$20*
 - *Sitter: College student (education major) @ \$30*
 - *Duiguids Donation: \$75 (reduced from \$90)*
 - *5 Gift Cards: \$15 each @ \$50 total*
- *Any upcoming Events? – Successful year! FY2015 is complete, no new events until after the annual meeting.*

6:51 Document Revision Campaign

D. Corry

As of Mon, Feb 8th, 2016: *Jennifer Lucado has handed the signed and notarized documents to our lawyer, Paul Feinman, to be recorded. Status? Signatures need to be filed as well – will be \$21 per page, Jennifer has turned those in as well*

D. Silva Aceituno on D. Corry’s behalf

- *Danielle Silva Aceituno reached out to Suzanne Corry regarding recommendations for the approved \$25 ‘Thank You’ Gift for David Corry. Will be delivering gift at annual meeting.*

6:52 Old Business

D. Silva Aceituno

- *Unofficial Neighborhood FB Group Rules: Tabled for now*
- *Re-mulching Playground: Tabled until Spring, will look at having mulch delivered and pool attendants to help shovel.*
- *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 – Tabled for now

7:09 New Business

Open Floor

- *March Annual Meeting: Jennipher sent annual meeting agenda to Danielle for edits; Danielle to send edited meeting agenda & approved / signed documents back to Jennipher with finalized docs*
- *Nominations for the Annual Meeting:*
 - *Standing Members:* Jake Silva, Kevin Struble, and Aaron Traphagen (1 year left of 2 year terms)
 - *Running for Reelection:* Danielle Silva Aceituno, Missy Cunningham, and Mike Friedman (2 year terms)
 - *Seats available:* 3 (2 year terms) – *Nominations?* *Suzanne Corry, Missy Cunningham*

7:14 Private Business

Open Floor

- *Any updates? N/A*

7:15 Meeting Adjourned

D. Silva Aceituno

- *Kevin Struble motions to adjourn, Danielle Silva Aceituno 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, November 2, 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	