

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

- 7:13 Call to Order & Welcome** **D. Silva Aceituno**
- *In Attendance: Lisa Fabulich, Danielle Silva, Kevin Struble, Jennipher Lucado, Jake Silva*
- 7:13 Comments from Association Members** **Open Floor**
- *Brought by Jake Silva: Great Luau!*
- 7:15 Approval of Minutes** **D. Silva Aceituno**
- Approval of Board Meeting Minutes – 6/15/15
 - *Danielle Silva motions to approve, Kevin Struble seconds the motion, all in favor. Minutes Approved.*
- 7:16 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 – Jennipher Lucado mentioned the potential of signatures needed?
 - *Should be sent to current homeowners and then included in new disclosure packet*
 - *We are holding on this next step until the committee guidelines are approved and signed as well.*
 - *Boxwood Property Owners Association Committee Guidelines:*
 - Aaron Traphagen and Danielle Silva Aceituno are both in the process of creating 'Committee Guidelines'. They will share their work with Kevin

Struble so that he can use that as a starting point to create 'Common Area Committee Guidelines' as well. Danielle Silva Aceituno to contact Missy Cunningham in regards to the 'Social Committee Guidelines'. *Committee chairs will bring drafts of their respective guidelines to the August Board Meeting*

- According to the governing legal documents, no less than 3 and no more than 5 members may serve per committee
- **2015 Volunteer List:**
 - Put 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.
 - *At this point, we are missing committee members (1 or more) for the common areas and social/events committee*
- **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
- **Items for Jennipher:**
 - *Neighborly Complaint:* Dissatisfaction with lack of online pay notices / reminders from Brownstone. Would also like to have the capability to pay dues online. The Board agreed to include reminders in quarterly Community Newsletter and on Official Boxwood POA Facebook page.
 - ***Jennipher reminded the board that residents can set up online banking through their own banks to Boxwood POA % Brownstone using their address as the account number. Or a check can be sent to Boxwood POA % Brownstone Properties 3720 Old Forest Rd, Lynchburg VA 24501. It was also recommended that we as the board send an email blast to the neighborhoods quarterly.***

- *Budgetary Complaint:* Noticed that we have gone over the budgeted amount on mail postings. The Board recommends that Brownstone sends notices for late payments and reminders for association dues via email.
- *We went over the budget because of 2 special mailings (1 in June and 1 in July). Additionally, we had the ammendment mailing that went out.*
- *2016 Reserve Fund Study:* The Board decided to obtain quotes for a Professional Reserve Fund Study to put in the budget for 2016. Danielle Silva Aceituno to contact Jennipher Lucado for a recommended list of professionals offering this service.
- *Jennipher Lucado has a company that she can recommend to us; we will discuss at an upcoming meeting*

7:30 Staff Report

J. Lucado

- *Financial Report:* If anyone has ANY questions, contact Jennipher Lucado
- *We did not receive the financial report for June... Jennipher Lucado will follow up to make sure that we get them, since they are always done on the 10th*
- *New Neighbors:* Holly Snead sending out to Missy Cunningham
 - *Suggestion that The Board shares when new neighbors move in on the Facebook page.*
 - *Jennipher recommended that we don't announce that we have a new resident until checking with the resident first. We will bring that up to the welcome committee and Missy Cunningham.*

7:34 Committee Reports

IT Committee

Jake Silva

- Official 'Boxwood POA' Facebook page
 - *Danielle is currently the administrator for this page*
- Unofficial 'Boxwood Neighborhood' Facebook group
 - *Missy and Danielle are the administrators*
- 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*
- ***The IT Committee will meet outside of The Board Meeting to discuss next steps. They will get back to The Board at the next meeting.***
- ***They will also send out an email that there is 1 spot open on the committee for anyone that is interested.***
- ****Danielle is the official FB page administrator and is currently on the committee. She is willing to give up her spot so that we can widen the committee participation to outside of the Board.***

Architectural Review Committee – Absent / No Update

A. Traphagen

- *Draft Committee Guidelines:*
 - ***Aaron Traphagen*** to schedule a meeting with his Committee to have a rough draft by the August Board Meeting
- *Committee Approvals / Declinations:*
 - ***Reviews: One review this month – 120 Marguerite Dr – 4’ wooden picket fence – approved – construction in progress.***
 - ***Volunteers: Committee is full (See 2015 Volunteer List)***

7:50 **Question for Jennipher Lucado: How does The Board respond when a Resident does not get an Architectural Review item approved through the appropriate channels?

Jennipher said that ideally, we would catch something during the process and can just have the contractor or homeowner stop construction and try to get the committee together quickly to approve the project.

If the work has been done already and does not meet the requirements, then it could be an issue of taking the homeowners to court to undo the work or correct it to get it to approval.

Committee should inspect the work that was done, and give a recommendation to the board to consider and take action.

Common Area Committee

K. Struble

- **RSG Landscaping Contract:**
 - **Re-mulching entrance flower beds: RSG will get back with Kevin**
 - **Re-mulching playground: ***This is not part of the contract***
 - **Flower rotation in entrance: RSG will get back with Kevin**
 - **Entrance landscaping maintenance (shrubs are getting high over the sign. Jennipher said that boxwood bushes aren't supposed to be pruned until the Fall and that the boxwoods have historically been a problem and that we may need to consider replacing them with other landscaping)**
 - **Tree replacement of 2 trees previously removed: RSG will get back with Kevin**
 - **Blowing grass into the pool: RSG wants the code just to blow out the grass clippings.**
 - **AEP Pool Parking Lot Light #7524: was fixed today at 11am.**
 - **Exposed Playground Bolts: Unknown**

Pool Committee

D. Silva Aceituno

- **Pool Access Code: Janeen Smith & Danielle Silva Aceituno changed on July 1st (Danielle Silva Aceituno to send out random 4-digit code to be changed on August 1st)**
- **Dayle Mayberry Contract: Dayle Mayberry has not been fulfilling her roles and responsibilities. Janeen Smith has indicated that she is unsure as to when Dayle is going to show up and when she is not, resulting in Janeen cleaning the bathrooms and taking out the trash and recycle on her own personal time. The Pool Committee has agreed to relieve Dayle Mayberry of her contract, with Jacob Smith (Janeen's son) as her replacement. He is available to start**

on Wednesday, July 22nd. Janeen Smith has already walked him through the process. A new cleaning service will need to be selected for 2016. Additionally, we will need to obtain both pool house keys (she currently has 2) from Dayle upon delivering her final paycheck.

- ***Lisa Fabulich makes the motion to terminate Dayle's contract. Jake Silva 2nd. Motion carries***
- ***Jake Silva makes a motion to hire Jacob Smith (who is not licensed) to take over the position for the remainder of the summer. Kevin Struble 2nds. Motion carries***
- ***Danielle will follow up with Janeen once more and to let Jacob know that he can start this week and get the contact info for Dayle. Dayle will bring the key to Brownstone and collect her payment.***
- ***Miscellaneous:***
 - ***New Tables:*** Finally arrived, 3 tables were replaced and put into storage as backup
 - ***Umbrella Bases:*** *Danielle Silva Aceituno* to follow up with Megan Murphy on ordering 2 new umbrella bases to replace broken items
 - ***Broken Umbrella:*** *Danielle Silva Aceituno* to follow up with Megan Murphy on cost of repairing a broken umbrella vs ordering a new one
 - ***Surveillance Security Sign:*** Brownstone Properties installed the new sign at pool entrance indicating that the pool and surrounding areas are under video surveillance, need to pick up old sign and put into pool storage house.
 - ***Broken Key Pad:*** Fixed by Brownstone
 - ***Bent arm on ladies restroom door:*** Fixed by Brownstone
 - ***Diaper Changing Table:*** Request for installation in men's restroom; pool committee approved this request; ***Brownstone will order the table and take care of installation***
 - ***Pool House Gutter Repair:*** *Janeen Smith* contacted the 'Gutter Brothers' and obtained a quote for installing an additional downspout (\$250) and gutter guards (\$905) for current spouts. The gutters do need to be cleaned at a minimum. Additional quotes have not yet been scheduled. *Jake Silva* has agreed to go clean out the gutters for now. He plans to clean them

before the end of the month.

- *Pool House Exhaust Vent / Fan:* Marcus Lezniak is concerned that our current security system / technology cannot handle the summer heat on a continuous basis. He recommends the installation of a pool house exhaust vent / fan. Quotes will need to be obtained stat.
- *Quote brought by Jennifer Lucado by Peters Construction. He had several concerns.... high roof with no ceiling, so will not cool appropriately. He recommends making a basic ceiling and since we have a metal hip roof, he also recommends that we put the fan through the cinderblock wall instead of the roof. Quote came in as \$1789.99. We will need to get 2 more quotes in order to make a vote on this project*
- *Pool Fence Mesh:* Marcus Lezniak has asked RSG Landscaping numerous times to blow the grass in the opposite direction due to sanitation concerns, but to no avail. *The Pool Committee recommends installing mesh around the pool fence to protect the pool. Kevin Struble agrees to take over the research of this project (cost) as part of the common area committee.*
- *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.*
- *Pool House Key Lock:* Janeen Smith recommends changing the lock due to several copies being around Lynchburg. This lock has been on the pool house for around 17 years. *Board discussed that this is not a pressing issue at this point.*
- *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

- *Welcome Packages:* Ongoing – \$15 budget per basket, 120 Marguerite, 306 Wild Turkey, 532 Lady Slipper – Status?

M. Cunningham

Absent – no news reported

- *Directory*: Andrea Singhy has agreed to help with this.
- *Pizza at the Pool*: May 29th – How was it? Would you do it again? Board believes it went well
- *Hurrah for Summer – School's Out*: June 5th – How was it? Would you do it again?
- *Marco Polo Contest*: June 19th
- *S'mores Night*: July 3rd
- *Luau*: July 18th (rain date: July 19th)
- *Boxtoberfest / Halloween Parade*: TBD
- *Holiday Decorations*: TBD

8:27 Document Revision Campaign

Jennifer Lucado has passed over names of existing homeowners left to sign the legal doc to David Corry.

- *Danielle Silva Aceituno spoke to David Corry. 81 signatures so far. 96 needed. Set up a signature table at the Annual Luau – received 6 additional signatures there. Any Board Members willing to volunteer to walk the neighborhood and collect signatures? Danielle said that she was planning to walk Wild Turkey. No other volunteers at this time. We did discuss that we will need to keep track of signatures for any owners that sell their home since their signatures will no longer be valid.*

D. Corry

D. Silva Aceituno on D. Corry's behalf

8:35 Old Business

- *Boxwood Community Street Repair*: Mike Friedman to locate schedule information on the general city website and communicate to homeowners via Facebook page / email communications – *Absent – to follow-up at August Meeting*
- *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.*

D. Silva Aceituno

8:32 New Business

- *Potential Reserve Fund Item*: Purchasing Boxwood Community Streets for purpose of speed bump additions and private snow plowing services
- *This was brought up by a resident, but the board sees this as a huge cost that would not be worth the expense. Additionally, if our roads were private, we would incur a greater expense for trash collection as they wouldn't be required to come down private roads.*

Open Floor

- *Up-Lighting Trees along Pool Driveway Entrance:*
Tabling this conversation for a future date. Discussed the added expense of installation and energy usage.
- *Jake would like to get quotes on uplighting the trees. Kevin would see them from his house and does not support this idea*

8:35 Private Business
- N/A

Open Floor

8:38 Meeting Adjourned
<Danielle Silva> motions to adjourn, <Kevin Struble> seconds the motion, all in favor. Meeting adjourned.

D. Silva Aceituno

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