

Boxwood Property Owners Association
Board of Directors Meeting Minutes
Tuesday, July 19th, 2016

6:04 Call to Order & Welcome

Jake Silva

- ***In Attendance:** Jake Silva, Jennipher Lucado, Aaron Traphagen, Mike Friedman, Suzanne Corry, Danielle Silva Aceituno, and Kyna Thomas*

6:09 Comments from Association Members

Open Floor

- ***Danielle Silva Aceituno** – per BoxwoodPOA@gmail:
 - 204 Honey Tree – front/entrance of Neighborhood is looking rough. – **Kevin Struble** to contact RSG Landscaping regarding series of issues
 - 120 Marguerite – concern of grass height – D. 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; **D. Silva Aceituno** to contact the concerned homeowner regarding final Decision.
 - 204 Honey Tree – Political Signs in Neighbors' Yards – concern that there are HOA restrictions regarding political signage, please have the Board look into. – This action item resolved itself, however going forward the Architectural Review Committee will draft a detailed policy regarding signage*
- ***Jake Silva** – per Boxwood POA Facebook Page and Boxwood Neighborhood Neighborhood Group:
 - 358 Wild Turkey – Question about Pool Parties – to be discussed S&E Committee Agenda Item
 - Pool House Lights – **Aaron Traphagen** to check out lights to ensure that they are functioning and to let the Board know asap*

6:27 Approval of Minutes

D. Silva Aceituno

- Approval of Board Meeting Minutes – 06/21/16

- *Jake Silva motions to approve. Mike Friedman 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 – **J. Silva** to resend *Volunteer List to Boxwood POA to be uploaded to Google Drive*
- **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**

6:49 Staff Report

J. Lucado

- **Financial Report:** If anyone has ANY questions, contact Jennipher Lucado
 - *Insurance Account – appears to be over-budget for the month of June, but we are under-budget per the*

*annual budgeted amount for 2016 Insurance
w/expected Premium*

- *Boxwood POA Dues* – will recommend taking legal action against all Homeowners delinquent more than 1 quarter at June Meeting, please be prepared – Board agrees to have **Brownstone Properties** send a Final Notice with statement of potential further legal action, must be paid by July 15th.
- *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
- ***New Neighbors:*** Holly Snead sending out new neighbor contact information to new Social & Events Committee Chairperson to receive authorization from new neighbor to announce their residency in the Community on Facebook – *H. Snead is aware Suzanne Corry is the POC for this*

6:40 Committee Reports

IT Committee

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 July 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
- *July 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.
- *Tabling IT Committee Future Discussion for August Board Meeting*
- *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)*
 - *Motion to make Facebook Private by Suzanne Corry, Motion withdrawn.*
 - *Motion to remove public Facebook Page by Suzanne Corry, Request by Aaron Traphagen to amend motion to suspend Facebook Page usage until future of IT Committee is determined, Suzanne Corry accepted amendment, Kyna Thomas seconds amended motion, majority rules.*
- *Google Mail account*:
 - Document reconciliation: currently in progress of updating the Google Drive with all BoxwoodPOA Mtg Agendas/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:** *128 Marguerite – Deck extension & screened-in porch attachment, Committee unanimously approved*
 - **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*

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; K. Struble has contacted RSG regarding mole issue and Sutton Landscaping for new contract details; Suzanne Corry to contact Kevin regarding new issues*
- *New Company Landscaping Quotes:*
 - *CLC Landscaping: \$6700 + \$30/hr for leaf removal – not willing to negotiate price*
 - *Sutton Landscaping: \$5620 – need to rereach out to them regarding references and then will begin price negotiation – Danielle Silva Aceituno to email Kevin Struble the Steinwegs' information regarding references for Joel Sutton – Complete: Steinwegs had a Great Reference; Jake Silva to negotiate price – Complete – Boxwood will be going with Joel Sutton for 2017, Kevin Struble to finalize new contract by Jan 2017 and send*

BoxwoodPOA@gmail and Brownstone Properties signed contract

- McKinley Johnson: \$4200, but no chemical license – **rejected by Board**

Pool Committee

Mike Friedman

- *Contact Mike Friedman: Jake Silva to email Mike Friedman about below action items - Complete*
- *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*
- *Miscellaneous Action Items:*
 - *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. Also, please contact Cheryl Morris at cdeemorris@comcast.net with your email to receive all Pool Committee communications. – D. Silva Aceituno changed pool code for July 1st, Mike Friedman to be trained by Janeen Smith on Key Pad for August 1st*
 - *Power Wash Pool Deck – Mike Friedman to power wash pool deck at his availability*
 - *Saltwater Pool Concern – Mike Friedman to research risks of saltwater pool & ear infections. – Have not seen anything definitive to-date, will keep looking and finalize during June meeting*
 - *Pool Rules / Bulletin Board – Danielle Silva Aceituno to ask Jennipher Lucado if moving the Boxwood Community Bulletin Board to be posted at the pool is a supplemental option (Cc Mike Friedman) – Complete: 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*
- *2016 Pool Season Reserve Fund Items: Mike Friedman to discuss the following items with The Pool Committee:*

- Repainting Pool Deck Safety Labels - \$500
- Pool Fence Meshing Installation - \$175
- Pool Furniture Replacements - \$1,500 (includes repair of Lounge Chair – Megan Murphy will be handling this after pool setup on Sat, 5/7 from 10 AM – 12 PM)
- *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** – **Jake Silva** to follow-up with National Pools to get on schedule
 - Pool Resurfacing - \$18,000 – **scheduled for end of 2017 Pool Season** – **Jake Silva** to follow-up with National Pools to get on schedule

Events & Social Committee

Suzanne Corry

- *Welcome Packages:* Ongoing – n/a
- *Directory:* Ongoing – **Danielle Silva Aceituno** to send Suzanne Corry updated details for August 1st Revised Directory to be sent out.
- *Ice Cream Social:* **Suzanne Corry** to send BoxwoodPOA@gmail a volunteer request email for D. Silva Aceituno to send out email
- *Luau:* Not happening this year
- *Holiday Decorations:* Pool Committee indicated that Social & Events Committee was unable to store holiday decorations in Pool Storehouse; they believe all Holiday decorations are still behind the front entrance trees – Danielle Silva Aceituno to follow-up with Missy Cunningham on details – **Complete**; **Mike Friedman** to store decorations in garage temporarily - **Complete**; **Jake Silva** to put together quotes for creating attic space in the current Pool Storage House
- *Any upcoming Events?*
 - *Southern Style Summer Picnic: Saturday, July 23rd*

7:45 Old Business

Jake Silva

- **Boxwood POA Gmail Account:**

- *Madelyn Mirabel* – request to add 2016 Center for Online Education Virginia College and Universities guide (<http://www.onlinecolleges.net/Virginia>) to Resources section of the BoxwoodPOA website: *Board discussed and decided against addition of abovementioned resource page addition; D. Silva Aceituno contacted individual with final decision*
- *Pool Bathroom Usage Concerns* – boy’s bathroom was found covered and smeared with trails of fecal matter on the toilet seat, floor, sink, and faucet handles. This is a major health concern, and the Community needs to be notified that all parents need to be on alert and in attendance when their children are using the restroom facilities. – *D. Silva Aceituno contacted Janeen Smith to review camera footage to inform family of situation AND secondary action will be for Board to include friendly reminder in Community Newsletter if unknown results; this will be future protocol*
- *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. – *J. Lucado to contact AEP and follow-up to confirm that Brownstone Properties Maintenance has resolved issues; A. Tragphagen to revisit and confirm resolution*
- *Ladies’ Pool Bathroom Door* – not closing properly – *J. Lucado to send Brownstone Properties maintenance out to resolve; Resolved by Roger*
- *Neighborhood Directory* – a few inquiries of when this will be sent out, July 1st was mentioned. – *Suzanne Corry to send final doc to BoxwoodPOA@gmail and D. Silva Aceituno to send out to Community by July 1st. – Complete*
- *Suzanne Corry* – Meeting Agdas / Mins need to be updated via Gombos Consulting – Brownstone Properties sent Suzanne Corry updated Mtg Agdas and Mins to send to Kate Gombos; *D. Silva Aceituno to send to Kate Gombos going forward as Secretary*

- **Residential Grade Pool Step Ladders:** to be replaced as aluminum / commercial grade at end of Pool Season unless they break prior.
- **Re-mulching Playground:** Discuss having mulch delivered and pool attendants to help shovel. Kevin Struble confirmed that whichever landscaping company we select will bring mulch and allow us to either have them spread it or we can spread it, depending on our price preference. – **Jake Silva** is also in progress of obtaining quote for Rubaroc. – *It is confirmed that there are voles and moles in the playground area that need to be resolved;* **Kevin Struble** to contact RSG to obtain pest control quote & send quote to Board / Brownstone for Scott's Mulch
- **Lynchburg City POC** – Create internal resource repository for The BoD. Assigned to **IT Committee**. **Danielle Silva Aceituno** will create BoD Directory with Name, Internal Resource / Board / Committee Position(s), Email, Home / Personal Cell Numbers. – *No updates*
- **Consolidate CDs** – suggested consolidating CDs into an account with Credit Union to obtain a higher interest percentage – *Annual Meeting Action Item: 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. – *Annual Meeting Action Item; 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*

- ***Voting on Committee Members:*** **J. Lucado** to locate legal documentation for review and discussion next meeting; next steps to be determined at August Meeting.
- ***Brownstone Properties:*** **J. Lucado** to send Board a copy of current contract to make sure we are all to-date with our documentation

8:25 Private Business

- ***Private Board Concerns***

Open Floor

8:28 Meeting Adjourned

- ***Jake Silva motions to adjourn, Mike Friedman seconds the motion, all in favor. Meeting adjourned.***

Jake Silva

Tentative Meeting Schedule

Tuesday, August 16, 2016	Board of Directors Meeting
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