

**Boxwood Property Owners Association**  
**Board of Directors Meeting Minutes**  
Monday, June 15th, 2015

- 6:23 Call to Order & Welcome** **D. Silva Aceituno**
- *In Attendance: Kevin Struble, Aaron Traphagen, Danielle Silva Aceituno, Jake Silva, Lisa Fabulich*
- 6:24 Comments from Association Members** **Open Floor**
- *Brought by Aaron Traphagen – Relaying message from neighbors: Dissatisfaction with pay notices from Brownstone. i.e., Lack of being able to pay online, Would appreciate online notices / reminders.*
  - *Brought by Danielle Silva Aceituno: Noted that we have gone over the budgeted amount on mail postings. Danielle Silva Aceituno will follow up with Jennifer Lucado about sending notices for late payments and reminders for association dues via email. HOA to include reminders in quarterly Community Newsletter and on Official Boxwood POA Facebook page.*
- 6:29 Approval of Minutes** **D. Silva Aceituno**
- Approval of Board Meeting Minutes - 5/18/15
    - *Aaron Traphagen motions to approve, Jake Silva seconds the motion, all in favor. Minutes Approved.*
- 6:30 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:*
    - Review & Revise – As it stands, the current board is in non-compliance with the following 'operating procedures': 1) a., 1) b., 1) f., 1) g., and 2)
    - *The Board discussed changing the terminology of*

*the policies and procedures to reflect Board makeup (including non-resident Board members)*

*Motion to approve by Aaron Traphagen, seconded by Kevin Struble, all in favor. Motion carried.*

**Action item note for the July Board Meeting: Per the 'Boxwood POA Operating Procedures', The Board must ensure that each Committee has between 3-5 members.**

- Recommend a Committee Guidelines Addendum to the Operating Procedures: *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 July Board Meeting.
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- **Pool Bulletin Board:** *Danielle Silva Aceituno* to update and post:
  - *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
- **2015 Volunteer List:** *Danielle Silva Aceituno* sent out community newsletter on June 15<sup>th</sup>, which includes a link to a volunteer sign-up form. *\*\*Note: according to the governing legal documents, no less than 3 and no more than 5 members may serve per committee (See above action item)*
- **IT Committee:** Recommend creating a potential IT Committee to handle a website restructure, maintenance of the 'Official Boxwood POA' Social media page, maintenance of the unofficial 'Boxwood Neighborhood' Facebook group, and the Google Mail account (temporarily until an official BoxwoodPOA.com account

is created via the website restructure)

- *Vote: Danielle Silva Aceituno motions to establish a formal IT Committee, Jake Silva seconds the motion, all in favor. Motion approved.*
- *Vote: Kevin Struble nominates Jake Silva as the IT Committee Chair, Aaron Traphagen seconds the motion, all in favor. Jake Silva accepts the nomination.*

#### 7:06 Staff Report

- **Financial Report:** If anyone has ANY questions, contact Jennipher Lucado
  - *Restricted Funds:* Set aside previously to fund approved reserve fund items
  - *Reserve Funds:* Funded \$9800/yr, expenses are made per a reserve fund study (mandatory every 5 years) that is reviewed on an annual basis during annual budget establishment. Next mandatory study is scheduled for 2016 (options: in-house or professional) – *Board agrees to obtain quotes for a Professional Reserve Fund Study to put in the budget for next year. Danielle Silva Aceituno to contact Jennipher Lucado for a recommended list of professionals offering this service.*
  - *Social Events:* Has been broken down within monthly financial report.
- **New Neighbors:** Holly Snead sending out to Missy Cunningham
  - *Suggestion that The Board shares when new neighbors move in on the Facebook page.*

#### J. Lucado

*D. Silva Aceituno reviews previous month's Staff Report for absent Board Members in J. Lucado's absence.*

#### 7:09 Committee Reports

##### *IT Committee*

- Official 'Boxwood POA' Facebook page
- Unofficial 'Boxwood Neighborhood' Facebook group
- 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

#### Jake Silva

- Develop detailed requirements (e.g., automated forms, approval submissions, board operating procedures, committee guidelines, etc.) for website restructure
- *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.*

**Architectural Review Committee**

**A. Traphagen**

- *Draft Committee Guidelines:*
  - *Aaron Traphagen to schedule a meeting with his Committee to have a rough draft by the July Board Meeting*
- *Committee Approvals / Declinations:*
  - *340 Wild Turkey – Deck approved*
  - *532 Lady Slipper – Play set approved*
  - *421 Harvest Court – Shed approved*

*\*\*Question for Jennipher Lucado: How does The Board respond when a Resident does not get an Architectural Review item approved through the appropriate channels? - Tabled until July Board Meeting.*

**Common Area Committee**

**K. Struble**

- *Re-mulch flower beds in common areas: No new mulch has been noted... should this have been done already based on the current contract?*
- *Re-mulch playground: see above for details.*
- *Overgrown bushes at the entrance: see above for details.*

*Danielle Silva Aceituno and Kevin Struble to reach out to J. Lucado to get the RSG contract. Additional Question: Will new trees be covered since the previous trees were removed?*

**Pool Committee**

**D. Silva Aceituno**

- *Pool Access Code: Janeen Smith changed on June 1st (Danielle Silva Aceituno to send out random 4-digit code to be changed by Janeen Smith on July 1st)*
- *Miscellaneous:*
  - *Megan Murphy to order 2 new umbrella bases to replace broken items, to research cost of repairing a broken umbrella vs ordering a new one, and currently waiting on 3 tables to arrive that were previously ordered (3 tables being replaced will be*

- put into storage as backup
- *Brownstone Properties* to install security sign at pool entrance indicating that the pool and surrounding areas are under video surveillance, fix broken key pad, and repair bent arm on ladies restroom door – *The Board agrees that the new sign should go where the current 'No Trespassing' sign is located and the existing sign to be relocated near the pool sidewalk/pool house.*
- *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?
- *Directory*: Andrea Singhy has agreed to help with this.
- *Pizza at the Pool*: May 29<sup>th</sup> – How was it? Would you do it again? Board believes it went well
- *Hurrah for Summer – School's Out*: June 5<sup>th</sup> – How was it? Would you do it again?
- *Marco Polo Contest*: June 19<sup>th</sup>
- *S'mores Night*: July 3<sup>rd</sup>
- *Luau*: July 18<sup>th</sup> (rain date: July 19<sup>th</sup>)
- *Boxtoberfest / Halloween Parade*: TBD
- *Holiday Decorations*: TBD

**M. Cunningham**

*Absent – no news reported*

#### **8:05 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. 71 signatures so far. 96 needed. Discussed setting up a signature table at the Annual Luau. The document was sent out to the Community via the newsletter as well.*

**D. Corry**

*D. Silva Aceituno on D. Corry's behalf*

#### **8:10 Old Business**

- *Pool Light Fixtures*: Kevin Struble to contact AEP to ensure pool parking lot lights are functioning properly / well lit during night hours; *Kevin Struble has contacted AEP but has not heard back. He will follow up again.*
- *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 July Meeting*

**D. Silva Aceituno**

- 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.*

**7:49 New Business**

**Open Floor**

- *Jake Silva discussed up-lighting trees along the driveway entrance to the pool. Tabling this conversation for a future date. Discussed the added expense of installation and energy usage.*

**7:51 Private Business**

**Open Floor**

- **Speeding Issue:** Danielle Silva followed-up with Kemp Mosely regarding speeding issue brought up at Members Annual Meeting

**7:51 Meeting Adjourned**

**D. Silva Aceituno**

*Danielle Silva Aceituno motions to adjourn, Jake Silva 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