

Boxwood Property Owners Association
Board of Directors Meeting Minutes
Tuesday, May 17th, 2016

6:06 Call to Order & Welcome

Jake Silva

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

6:07 Comments from Association Members

Open Floor

- *Introduction of New Board Members: Kyna Thomas*
- *Annual Meeting Minutes Action Items: Danielle Silva Aceituno to add the below-mentioned items to Annual Meeting Minutes and finalize accordingly*
 - *Consolidate CDs -- suggested consolidating CDs into an account with Credit Union to obtain a higher interest percentage; March & April CDs have already been renewed. Jennipher Lucado researched several banks and found that we already have the best rates available. Board agrees to continue business as usual for 2016. Danielle Silva Aceituno to move to Old Business to readdress in the fall at Budget Prep.*
 - *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*
 - *Plowing Solution for Boxwood Community -- some members are in need of emergency / mandatory solution for getting to work during snow storms. 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. Mike Friedman to research resource info, including reaching out to Lisa Fabulich regarding Local Jeep Club / Local Landrover Club. -- Danielle Silva Aceituno to move this item to Old Business to be addressed in Fall 2016*
 - *Create Lynchburg Resources Page on Website -- assigned to IT Committee. -- Danielle Silva*

Aceituno to move to IT Committee section

- *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. – Danielle Silva Aceituno to move to Old Business as Board discussed as a pending topic for FY2017*
- *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.*
- *Pool Signs – Take down extra signs to reduce seeming negativity. Also, official Pool Rules sign needs to be updated, ordered, and posted. Assigned to Mike Friedman. – Cheryl Morris and Danielle Silva Aceituno repositioned signs accordingly; Cheryl Morris has been notified in passing that Pool Rules need to be updated – 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); Mike Friedman to contact Cheryl Morris per Jennipher Lucado's response regarding next steps.*
- ***Neighborhood Complaint:*** Backyard stream being dammed by another neighbor inappropriately dumping yard debris. The Board discussed and reviewed all legal documents, determining that because this situation is taking place on Private Property, The Board has no legal authority to become involved and therefore must resolve this particular instance as a Neighbor to Neighbor issue. For more information, please contact the City of Lynchburg for further resolution. Danielle Silva Aceituno to follow-up. – ***Complete***
- ***Volunteer Sign-up Sheet:*** Suzanne Corry to bring volunteer details to The Board by next meeting – ***Complete***
– *will email copy to The Board*

6:23 Approval of Minutes

- Approval of Board Meeting Minutes – 04/19/16

D. Silva Aceituno

- *Kevin Struble motions to approve. Aaron Traphagen seconds motions. All in favor. Approved.*

6:25 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:** Jake Silva & Danielle Silva Aceituno to work together on consolidating ideas / values. – See Below: *this will be expanded upon and included on the Boxwood Community Website (Danielle Silva Aceituno to add requirement to IT Committee section)*
 - 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
 - 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:** *See Comments from Association Members above for details.*
- **2016 Pool 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* (Jake Silva to restock doggy bags near Pool entrance; IT Committee to include QR Code on Pool Scheduling form)
 - *Right Side:* most recent community newsletter, to-date BoD mtg agenda w/schedule, updated Boxwood POA operating procedures & committee guidelines – *In Progress*

6:34 Staff Report

J. Lucado

- **Financial Report:** If anyone has ANY questions, contact Jennifer Lucado
 - *RSG Landscape Contract – paid to-date: important to note that our previous year's contract included the cost of a full year's services budgeted across 12 months. Upon termination, Boxwood POA may accumulate additional charges (e.g., fertilizer, mulch, etc.)*
 - *Pool Pipe Water Leak – Saturday night Technician invoice will be ~\$60 & Sunday Cain Plumbing will be ~\$450*
 - *Boxwood POA Document Revision – postage & printing fees + professional fees were anticipated for 2015, these costs were not recorded until 2016 and are expected to exceed the 2016 budget accordingly*
 - *Boxwood POA Dues – will recommend taking legal action against all Homeowners delinquent more than 1 quarter at June Meeting, please be prepared*
- **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

6:55 Committee Reports

IT Committee

Jake Silva

- Boxwood Community Branding: IT Committee will facilitate Communications between various Committees and bringing the Community together
- *IT Committee Inaugural Meeting – Jake Silva to schedule, will contact IT Committee – Thursday, May 19th @ 8 PM*
- Official 'Boxwood POA' Facebook page
- Google Mail account
- 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 2016
 - Develop detailed requirements for website restructure
 - *Automated 'Volunteer' Form*

- Automated 'Update Directory Listing' Form
- Automated 'Request Directory' Form
- Board of Directors Page – includes Mtg Agdas, Mtg Mins, Boxwood POA Documents, Board Operating Procedures, Committee Guidelines (include 'click here' link to email questions, comments, and/or concerns to The Board)
- Architectural Review Committee Page – includes 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 – includes 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' and 'Request Monthly Pool Code' forms & 'click here' link to email questions, comments, and/or concerns to The Board)
- Social & Events Committee Page – includes Boxwood POA Social & Events Schedule, Welcome Committee information, and Adopt-A-Street information (include automated 'Volunteer' form)
- Community / Lynchburg City Resources Page
- Journal / Blog Page – includes 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:** Approved 10x10 Shed at 329 Wild Turkey Road

- **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 – Danielle Silva Aceituno to contact Jennipher Lucado and cancel their services*
- *New Company Landscaping Quotes:*
 - CLC Landscaping: \$6700 + \$30/hr for leaf removal – not willing to negotiate price
 - Joel Sutton: \$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; Jake Silva to negotiate price
 - McKinley Johnson: \$4200, but no chemical license – will need to pass

Pool Committee

Mike Friedman

- *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 (Danielle Silva Aceituno to train Mike Friedman on Key Pad at this time)*
- *Pool Contracts: Cheryl Morris, Janeen Smith, and Danielle Silva Aceituno are currently finalizing contract details, scheduling training, and contacting new hires; Pool Maintenance contract has been signed by Pool Committee Chairperson and BoD President – Jennipher Lucado to have Marcus Lezniak sign at Brownstone Properties. – All signed, uploaded to drive, and originals have been delivered to Brownstone by Cheryl; Danielle Silva Aceituno to request copy of Marcus's signed contract from Jennipher Lucado*
- *Miscellaneous Pool Meeting Items:*
 - 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.

- *Mike Friedman to power wash pool deck at his availability*
- *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: Danielle Silva Aceituno to email Suzanne Corry Saltwater Pool Research Information and Pricing Breakdown*
 - *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

- *Welcome Packages: Ongoing – Suzanne Corry to contact Missy Cunningham regarding Welcome Committee members and Social & Events Committee info*
- *Directory: Ongoing – Danielle Silva Aceituno to send final details to Suzanne Corry on June 1st*
- *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 – ~~In Progress~~; Danielle Silva Aceituno to touch base with Jennipher Lucado regarding situation and temporary / permanent solution (financially-speaking) – ~~Complete~~ – Jake Silva to put together quotes for creating attic space in the current Pool Storage House; Danielle Silva Aceituno to follow-up with Jennipher Lucado regarding insurance and liability info regarding*

Suzanne Corry

DIY by a Board Member

- *Any upcoming Events?*
 - Annual Yard Sale: Traphagens are leading this effort to be held on May 21st (rain date is May 28th) from 7 AM – [...]; Facebook Invite has gone out to Boxwood Community, need to send out a mass email. *Jake Silva will work with Aaron Traphagen to handle communications. Will call rain date on Thursday night.*

7:47 Old Business

Jake Silva

- ***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.*
- ***Boxwood POA Board / Committee Storage:*** See 'Pool Committee' section above for more information.
- ***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*

7:55 New Business

Open Floor

- ***BoD Tentative Schedule*** – *All Board Members to bring their summer schedules to the June 21st Meeting*
- ***Wiggington Road Mirror*** – *Suggestion from Community Member to place a mirror at the Entrance of Boxwood Community to see around the corner of Wiggington Rd – Board Members discussed and determined the location of the mirror will fall on Private Property outside of Boxwood Community and mirror is not within budget for the 2016FY*
- ***Cars parked on Marguerite concern*** – *Jake Silva to follow-up with Community Member regarding this concern; Danielle Silva Aceituno to include in Community Newsletter*

8:04 Private Business

Open Floor

- *N/A*

8:07 Meeting Adjourned

Jake Silva

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

Tentative Meeting Schedule

Tuesday, June 21, 2016	Board of Directors Meeting
Tuesday, July 19, 2016	Board of Directors Meeting
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