

Boxwood Property Owners Association
Board of Directors Meeting Minutes
Monday, April 19th, 2016

6:08 Call to Order & Welcome

D. Silva Aceituno

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

6:09 Comments from Association Members

Open Floor

- *Annual Meeting Minutes in Review: Finalize meeting minutes and discuss any items that need to be addressed from this meeting*
 - *Consolidating 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. Will readdress in the fall at Budget Prep.*
 - *Saltwater Pool Concern – research risks of saltwater pool & ear infections. Mike Friedman to research for next meeting.*
 - *Plowing Solution for Boxwood Community – some members are in need of emergency / mandatory solution for getting to work during snow storms. Next time it snows, IT Committee will post reminder to Community via various forms of Communication for Neighbors to pull together and help each other out throughout the snow season. Mike Friedman to research resource info, including reaching out to Lisa Fabulich regarding Local Jeep Club / Local Landrover Club.*
 - *Create Lynchburg Resources Page on Website – assigned to IT Committee.*
 - *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.*
 - *Lynchburg City POC – Create internal resource*

repository for The BoD. Assigned to IT Committee.

- *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.
- ***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.
- ***Volunteer Sign-up Sheet:*** *Suzanne Corry to bring volunteer details to The Board by next meeting*

6:51 Approval of Minutes

D. Silva Aceituno

- Approval of Board Meeting Minutes – 02/15/16
 - ***Jake Silva motions to approve. Kevin Struble seconds motions. All in favor. Approved.***

6:53 President's Report

D. Silva Aceituno

- ***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.*
 - *A Truly Neighborly atmosphere*
 - *A Socially desirable Community*
 - *People-oriented*
 - *Representing Lynchburg*
 - *Have Fun*
 - *Encouraging more Community Involvement and impromptu get-togethers*

- *The Board being more representative of The Community at Social & Events Committee events*
- **2016 Volunteer List: See 'Comments from Association Members' above for details.**
- **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

7:15 Staff Report

J. Lucado

- **Financial Report:** If anyone has ANY questions, contact Jennifer Lucado
- **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

7:17 Committee Reports

IT Committee

Jake Silva

- *Chairman Presentation*
 - *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

****To be discussed at May Meeting:**

- *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 2016
 - Develop detailed requirements (e.g., automated forms, approval submissions, board operating procedures, committee guidelines, etc.) for website restructure

- *Form Request: Automated Directory Listing Form*

Architectural Review Committee

A. Traphagen

- *Committee Approvals / Declinations:*
 - ***Reviews: Status?*** – 1 Shed approved, 1 Shed in progress
 - ***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: Ended*
 - Reasons for terminating contract: *blowing grass into pool, poor quality of maintenance, overmulching, unaware of / not addressing issues of decaying Boxwood Plants and infestation of Common Area Trees.*
- *New Company Landscaping Quotes: Jake Silva to negotiate contracts*
 - CLC Landscaping: \$6400 + \$30/hr for leaf removal
 - Joel Sutton: \$ pending
 - McKinley Johnson: \$ scheduling consultation

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 10pm and open back up at 7am*
- *Pool Contracts: Pool Committee met on Mon, 4/18 from 7 – 9 PM to review, select, and schedule Pool Custodians and Attendants for the 2016 Pool Season – 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 – Jennifer Lucado to have Marcus Lezniak sign at Brownstone Properties.*
- *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.

- Jennipher Lucado – please confirm total amount of check to send Janeen Smith for Pool Custodians, Pool Attendants, and Pool Cleaning Supplies for the 2016 Pool Season (~\$1585??)
- David Corry – mentioned that he would flyer the Community with Pool Rules and Pool Code. There is a concern about the code being put in the newspaper boxes (may blow away) – Pool Committee suggests not including code and simply having Neighbors check their emails / call Brownstone directly. Discuss reimbursement / budget for printing fees.
- *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 – 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*
 - Pool Resurfacing - \$18,000 – *scheduled for end of 2017 Pool Season*

Events & Social Committee

- *Welcome Packages:* Ongoing – ***Status?***
- *Directory:* Ongoing – ***Status?*** *Suzanne Corry believes that the directory is ready to release; Danielle Silva Aceituno to touch base with Andrea Nolan-Singy to confirm.*
- *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 – ***Status?*** *Danielle Silva Aceituno to follow-up with Missy*

D. Silva Aceituno

Cunningham on details; Danielle Silva Aceituno to touch base with Jennipher Lucado regarding situation and temporary / permanent solution (financially-speaking).

- *Annual Meeting: \$225 Budget - Status? This remained within budget!*
- *Any upcoming Events? – Status? Missy Cunningham to drop off Social & Events Committee breakdown to Danielle Silva Aceituno by Fri, 4/22 for new Social & Events Committee Chairperson*
 - *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.*

8:06 Old Business

- *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.*

D. Silva Aceituno

7:45 New Business

- *Boxwood POA Board / Committee Storage: See above.*
- *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 communicate to Pool Committee to update Pool Rules.*
- *Board of Director Elections:*
 - *President: Kevin Struble nominates Jake Silva. Aaron Traphagen seconds. Jake Silva accepts. All in favor. Approved.*
 - *Vice President: Danielle Silva Aceituno nominates Mike Friedman. Jake Silva seconds. Mike Friedman accepts. All in favor. Approved.*
 - *Secretary: Mike Friedman nominates Danielle Silva Aceituno. Aaron Traphagen seconds. Danielle Silva Aceituno accepts. All in favor. Approved.*
 - *Treasurer: Kevin Struble nominates Jennipher Lucado of Brownstone Properties. Mike Friedman*

Open Floor

*seconds. Jennipher Lucado accepts. All in favor.
Approved.*

- Committee Chair Elections:

- **IT Committee:** Kevin Struble nominates Jake Silva. Mike Friedman seconds. Jake Silva accepts. All in favor. Approved.
- **Architectural Review Committee:** Danielle Silva Aceituno nominates Aaron Traphagen. Aaron Traphagen accepts. All in favor. Approved.
- **Common Area Committee:** Jake Silva nominates Kevin Struble. Aaron Traphagen seconds. Kevin Struble proudly accepts. All in favor. Approved.
- **Pool Committee:** Danielle Silva Aceituno nominates Cheryl Morris. Mike Friedman seconds. Cheryl Morris accepts. All in favor. Approved.
- **Social & Events Committee:** Aaron Traphagen nominates Suzanne Corry. Danielle Silva Aceituno seconds. Suzanne Corry accepts. All in favor. Approved.

8:31 Private Business

- Any updates? N/A**

Open Floor

8:32 Meeting Adjourned

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

D. Silva Aceituno

Tentative Meeting Schedule

| | |
|-----------------------------|----------------------------|
| Tuesday, May 17, 2016 | Board of Directors Meeting |
| 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