

Boxwood Property Owners Association
Board of Directors Meeting Minutes
Monday, April 17th, 2017 (Approved 5/17/17)

- 7:11 Call to Order & Welcome** **J. Lucado**
- ***In Attendance:*** Cheryl Morris, Jennipher Lucado, Margaret Schmitt, Kyna Thomas, Mike Friedman, Danielle Silva Aceituno, Robert Pyle, & Diego (Jake) Silva Aceituno
- 7:13 Comments from Association Members** **Open Floor**
- ***Raccoon Sightings:*** Neighbor sent an email letting us know that there are potential raccoons with rabies in day time so to be aware. D. Silva Aceituno to contact homeowner and let them know to post immediate news to Facebook Group.
- 7:16 Approval of Minutes** **D. Silva Aceituno**
- Approval of Board Meeting Minutes – 01/17/17
 - ***Mike Friedman motions to approve. Kyna Thomas seconds motions. All in favor. Approved.***
- 7:16 Old Business** **Jake Silva**
- ***Playground:*** At life limit, Metro Recreation came out to take a look at playground and determined that it is full of rust – putting together a low-tier quote and higher-end quote. **J. Lucado** to send an estimated budget to J. Silva for replacement, as well as additional companies who are licensed and insured for additional quotes. **R. Pyle** to send J. Silva Max Playfit details as an alternate vendor.
 - ***Pool House Storage Space:*** Work should be done by Joseph Cochran, who will be sending all company info and invoices to Brownstone Properties
- 7:29 Committee Elections** **Board**
- ***Common Area Committee:*** Mike Friedman motions to approve Kevin Struble, David Corry, & Jake Silva as Common Area Committee Members, and Robert Pyle seconds the motion. All in favor. Motion passed
 - ***Architectural Review Committee:*** Danielle Silva Aceituno motions to approve Aaron Traphagen, Tad Hardin, Chuck Jarrett, Brian Hartsell, and Kevin Struble as Architectural

Review Committee Members, and Mike Friedman seconds the motion. All in favor. Motion passed.

- ***Pool Committee:*** *Danielle Silva Aceituno motions to approve Cheryl Morris, Mike Friedman, Sacha Layman, Amanda Council, and Megan Murphy as Pool Committee Members, and Robert Pyle seconds the motion. All in favor. Motion passed.*
- ***Social & Events Committee:*** *Kyna Thomas motions to approve Andrea Singy, Colene Moseley, Danielle Silva Aceituno, and Julia Jackson Hendrickson as Social & Events Committee Members, and Margaret Schmitt seconds the motion. All in favor. Motion passed.*
- ***IT Committee:*** *Mike Friedman motions to approve Jake Silva, Kemp Moseley, and Aaron Traphagen as IT Committee Members, and Cheryl Morris seconds the motion. All in favor. Motion passed.*

7:45 Officer Elections

Board

- ***President:*** *Kyna Thomas motions to approve Mike Friedman as President, and Danielle Silva Aceituno seconds the motion. All in favor. Motion passed*
- ***Vice President:*** *Margaret Schmitt motions to approve Kyna Thomas as Vice President, and Danielle Silva Aceituno seconds the motion. All in favor. Motion passed.*
- ***Secretary:*** *Cheryl Morris motions to approve Margaret Schmitt as Secretary, and Mike Friedman seconds the motion. All in favor. Motion passed*
- ***Treasurer:*** *Danielle Silva Aceituno motions to approve Jennipher Lucado of Brownstone Properties as Treasurer, and Margaret Schmitt seconds the motion. All in favor. Motion passed.*

7:49 Staff Report

J. Lucado

- ***Financial Report:*** *Explanation of the Monthly Financial Report layout and monthly / quarterly expectations / fluctuations for the year per previous years. If anyone has ANY questions, please contact Jennipher Lucado*
 - *Down-Payment of Replacement Mailboxes – Approx. \$500 that will be invoiced / repaid by the homeowners upon installation*
 - *Missing Holiday Lights Invoices – K. Struble to follow-up – received and has been booked to 2016 expenses*

- *DuraSeal – unpaid to-date, J. Lucado will follow-up to ensure receipt of invoice / payment*
- ***New Neighbors:*** Holly Snead sending out new neighbor contact information to S&E Committee for Welcome Committee (J. Lucado to follow-up with Holly Snead to send D. Silva Aceituno all 2017 new homeowner addresses)
- ***Brownstone Properties Changes:*** Caitlyn Williams will be transitioning into Holly Snead's role as our new Association Manager, so we can expect seeing more communication from Caitlyn Williams and less from Holly Snead, as Holly will be transitioning to a new position within Brownstone Properties

8:17 Committee Reports – Will Discuss at May Meeting

IT Committee – ON HOLD

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 next 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
- *Next 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.

- *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)*
- *Google Mail account*:
 - Document reconciliation: currently in progress of updating the Google Drive with all BoxwoodPOA Mtg Agdas/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

- *Committee Approvals / Declinations:*
 - ***Reviews:*** *Status?*
 - ***Recommendations:*** *Further clarifying Committee Rules & Regulations for Homeowners on a specific*

A. Traphagen

- page within the Boxwood Community website along with application submission form
- *Further Development:* Process development and improvement in progress
 - **Signage:** Draft a detailed policy regarding signage

Common Area Committee –

K. Struble

- *RSG Landscaping Contract:* Terminated as of Jan. 31st, 2017
- *CLC Landscaping Contract:* Activated as of Feb 1st, 2017; **Jake Silva** to sign contract and send to Brownstone – *status?*
 - **Front Entrance:** received Neighbor complaints regarding appearance of front entrance (e.g., over-mulching, shape and care of the boxwoods, and flowerbeds) – CLC to resolve issue upon signing 2017 contract
 - **Boxwoods:** at the end of their expected lifespan and are currently dying due to over-mulching and now a common disease – CLC to resolve issue upon signing 2017 contract
- *Playground Mulching Pricing:*
 - **Community Volunteer-basis:** Scotts Mulch: \$600 reg. mulch, \$750 for playground chips, \$850 for blackstained mulch; Home Depot: \$900 for red mulch – best price for mulch there
 - **CLC additional line item:** **K. Struble** to request Playground Mulch pricing from CLC – *status?* \$490 for Play Chips (recommended) and \$450 for double-shredded oak mulch
- *Playground Replacement:* due for replacement in accordance with Reserve Fund Study – **Jake Silva** in Progress of doing due diligence of checking out the playground structure per the reserve fund study stats. Determined it necessary to find a company that is certified to do playgrounds to ensure safety of structure before mulching in Spring – *status?*
- *Sewer Drainage:* ground is dissipating around the sewer drain, looks as if a potential sinkhole is forming – Approved \$850 to DuraSeal for Stormwater Structure Repairs in Common Area from Contingency Line item within the Reserve Fund – *status?*

Pool Committee

Mike Friedman

- *Pool Surveillance System:*
- *Pool Security Key Pad:*
 - **Time Zone setup:** **Mike Friedman** to contact Allied Security to determine how to set up the keypad to lock after 10:30pm and open back up at 6:30am – *status? Will discuss at Spring 2017 Meeting*
 - **Monthly Pool Code Change:** *N/A*
- *Pool Furniture Repairs / Replacements:* Budget is \$1500
- *Miscellaneous Action Items:*
 - **Repainting Pool Deck Safety Labels:** Budget is \$500 – **Mike Friedman** to repaint in Spring
 - **Pool Fence Meshing Installation:** Budget is \$175 – *tabled until Summer 2017, when we will reevaluate based on new Landscaping Contractor*
 - **Pool Rules / Bulletin Board:** Pool Bulletin Board approved and **Mike Friedman** to contact Cheryl Morris per Jennipher Lucado’s response regarding next steps. – *status? Will discuss at Spring 2017 Meeting*
 - **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 – *status? Will discuss at Spring 2017 Meeting*
 - **Pool Storage House Attic Space:** \$450 approved for creating attic space in the current Pool Storage House to store Boxwood Community items (e.g., Social & Events Committee Decorations, Holiday Decorations, etc.) – *status?*
- *2017 Pool Reserve Fund Items:*
 - **Pool Resurfacing:** \$18,000 – **scheduled for end of 2017 Pool Season**
 - **Saltwater Pool:** \$8,500 (14 years, including install) – **scheduled for beginning of 2018 Pool Season**

Events & Social Committee

D. Silva Aceituno

D. Silva Aceituno to contact S. Corry regarding next steps for passing information to Board. – *status?*

- *Welcome Packages:* Ongoing – *status?*
- *Directory:* Ongoing – Jake Silva motions for Aaron Traphagen to create a living read-only document out of the Boxwood Community Directory, Kevin Struble seconds motion. All in favor. – *status?* *On Hold until IT Committee is up and running again*
- *Any upcoming Events?*
 - **Holiday Decorations:** Taken down already, most likely still in boxes behind the wall – will leave them there until attic storage space is built.

8:17 Old Business

Jake Silva

- *Boxwood POA Gmail Account:*
 - *Raccoon:* discussed (see Old Business section above)
- *From The Board:*
 - N/A

8:19 New Business

Open Floor

- *Annual Meeting:*
 - *David Corry:* Children at play signs are looking dilapidated and need to be replaced – *Common Area Committee to evaluate all signs and determine the total number necessary for replacement. D. Silva Aceituno to send action item to M. Friedman.*
 - *David Corry:* Suggestion to not hire a professional and have a potential community volunteer team to handle lights. *Common Area Committee to discuss and determine next steps. D. Silva Aceituno to send action item to M. Friedman.*
 - *Ginie Cabaniss:* Miller Park Pool has a doggy swim at end of season, can we do this in Boxwood before draining the pool? *Pool Committee will look into details, discuss and provide recommendation for final vote at the next Board Meeting. D. Silva Aceituno to send action item to M. Friedman.*
 - *Mike Thomas:* Recommends reaching out to all Homeowners and asking if anyone has a camera would be willing to be contacted for review should a break-in occur as a starting point, and also

researching Neighborhood watch system / wifi Surveillance System. *IT Committee to research Free Wifi guest hotspot via Xfinity for potential future Pool Surveillance 4th Camera at entrance of Pool. Social & Events Committee to think about hosting an annual LPD Safety Presentation event. Reach out to all homeowners on a case-by-case basis regarding personal cameras. D. Silva Aceituno to send action item to M. Friedman.*

- *Barbara Bristow: Interested in hosting Adopt-A-Street going forward. Social & Events Committee to contact Barbara Bristow (who can reach out to Erica Pitzer regarding details). D. Silva Aceituno to send action item to M. Friedman.*
- *Neczyporuk Family: Can we top the trees over near the pool to enhance sunlight hours. Common Area Committee to look into price of trimming trees surrounding pool area. D. Silva Aceituno to send action item to M. Friedman.*
- *Repaving Boxwood Community Streets: Boxwood POA is on the schedule for Spring of 2017!!*
- *Yard Sale: D. Silva Aceituno will be taking the Lead on this event on Saturday, May 20th and IT Committee to take over Facebook Page for public announcements. D. Silva Aceituno to send action item to M. Friedman.*
- *Monthly Board Meetings: Third Wednesday of each month at 6 pm to 8 pm*

8:50 Private Business

- N/A

Open Floor

8:57 Meeting Adjourned

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

Jake Silva

Tentative Meeting Schedule

Wednesday, May 17, 2017	Monthly Board Meeting
Wednesday, June 21, 2017	Monthly Board Meeting
Wednesday, July 19, 2017	Monthly Board Meeting
Wednesday, August 16, 2017	Monthly Board Meeting
Wednesday, September 20, 2017	Monthly Board Meeting
Wednesday, October 18, 2017	Monthly Board Meeting
Wednesday, November 15, 2017	Monthly Board Meeting
Wednesday, December 20, 2017	Monthly Board Meeting
Wednesday, January 17, 2017	Monthly Board Meeting
Wednesday, February 21, 2017	Monthly Board Meeting
Monday, March 19, 2018	Members Annual Meeting

Back up Date: Monday, March 26, 2018