

**Boxwood Property Owners Association
Board of Directors Meeting Minutes**
Tuesday, January 17th, 2017

- 6:10 Call to Order & Welcome** **Jake Silva**
- *In Attendance: Kevin Struble, Aaron Traphagen, Kyna Thomas, Jake Silva, Jennipher Lucado, and Danielle Silva Aceituno*
- 6:11 Comments from Association Members** **Open Floor**
- *N/A*
- 6:12 Approval of Minutes** **D. Silva Aceituno**
- Approval of Board Meeting Minutes – 11/15/16
 - *Kevin Struble motions to approve. Kyna Thomas seconds motions. All in favor. Approved.*
- 6:17 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 – **Jake Silva** to resend Volunteer List to

*Boxwood POA to be uploaded to Google Drive – **On Hold** until IT Committee has been resolved*

- **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 – **Complete**

6:19 Staff Report

J. Lucado

- **Financial Report:** If anyone has ANY questions, contact Jennipher Lucado
 - *Missing Holiday Lights Invoices – **K. Struble** to follow-up*
 - *Still on schedule for DuraSeal – waiting for this to be completed*
- **New Neighbors:** Holly Snead sending out new neighbor contact information to Suzanne Corry for Welcome Committee
- **Final Budget for 2017:** *To be sent out with Annual Meeting Packet*

6:21 Committee Reports

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

A. Traphagen

- **Committee Approvals / Declinations:**
 - **Reviews:** *Status? N/A*
 - **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
 - **Signage:** Draft a detailed policy regarding signage

Common Area Committee –

K. Struble

- **RSG Landscaping Contract:** Month-to-Month – will be in place until February 2017 – *RSG has been notified of 30-day termination, Jake Silva motions to approve the 2-year contract for \$12,811 (total), Kyna Thomas seconds motion. All in favor. CLC Landscaping Contract will need to be signed by Jake Silva and sent to Brownstone to begin on Feb 1st.*
 - **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
- **Discussion Topics:**
 - **Playground Mulching:** Discussed having mulch delivered and pool attendants to help shovel. – *Scotts Mulch: \$600 reg. mulch, \$750 for playground chips, \$850 for blackstained mulch; Home Depot: \$900 for red mulch – best price for mulch there; J. Lucado recommends CLC for mulching as well – K. Struble to request Playground Mulch pricing from CLC)*

- **Playground Replacement:** due for replacement in accordance with Reserve Fund Study – **Jake Silva** to have a contractor take a look at the structure – Quotes are being obtained to replace outside wood; In Progress of doing due diligence of checking out the playground structure per the reserve fund study stats. – **status?** *Need to find a company that is certified to do playgrounds to ensure safety of structure before mulching in Spring.*
- **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?** *In progress, J. Lucado contacted DuraSeal, we are on schedule*

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:** Jake Silva to put together quotes for creating attic space in the current Pool Storage House to store Boxwood Community items (e.g., Social & Events Committee Decorations, Holiday Decorations, etc.) – Obtaining quotes, in progress – This would create an entrance to a ‘finished’ pool storage house attic (12’x24’) accessible by a stand-alone ladder at a cost of ~\$450 for a 1-day job. Reached out to 5 companies in total, only 1 licensed and insured contractor willing to take job. Kevin Struble motions to approve quote, Kyna Thomas seconds motion, all in favor. Approved unanimously.
status?
- *2017 Pool Reserve Fund Items:*
 - **Saltwater Pool:** \$8,500 (14 years, including install) – *scheduled for beginning of 2018 Pool Season* – Jennifer Lucado to follow-up with National Pools to get on schedule – *status? H. Snead scheduled us for Spring 2018*
 - **Pool Resurfacing:** \$18,000 – *scheduled for end of 2017 Pool Season* – Jennifer Lucado to follow-up with National Pools to get on schedule – *status? H. Snead scheduled us for September 2017*

Events & Social Committee

Suzanne Corry

D. Silva Aceituno to contact S. Corry regarding next steps for passing information to Board.

- *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:** *status? Taken down already, most likely still in boxes behind the wall – will leave them there until attic storage space is built.*

- **Boxwood POA Gmail Account:**
 - **133 Marguerite Drive:** Homeowner's mailbox is falling apart and would like to know how to replace the post per Boxwood POA's standards – *Danielle Silva Aceituno followed up with Homeowner and received no response, did Brownstone receive any follow-up from them? Should I go ahead and send out a notice to all Homeowners regarding redoing mailbox posts? Danielle Silva Aceituno to reach out to Homeowner one last time then reach out to full Neighborhood*
- **From The Board:**
 - **Jennifer Lucado – Voting on Committee Members:** Danielle Silva Aceituno to contact all Committee Chairs and compile a list of Committee Members per Committee to be voted in by The Board at the September Meeting **AND ALL Committee Chairs** of single Member Committees will individually post a request for volunteers, in addition to Danielle Silva Aceituno to send out a Community-wide email requesting volunteers accordingly – *status? IT Committee sent blurbs in, Common Area Committee, and Social & Events Committee pending approval*
- **Annual Meeting:**
 - **Consolidate CDs:** suggested consolidating CDs into an account with Credit Union to obtain a higher interest percentage – *readdress in the fall at Budget Prep – 9/20: Jennifer Lucado called 4 separate banks and the interest rates are based on term-length rather than volume, additionally the %age rate is typically around the same regardless of term based on the market patterns, will reconsider consolidating 2 or 3 CDs at time of maturity in Spring of 2017 for ease of management*
 - **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. – A. Traphagen to forward N&A article regarding transportation options to D. Silva Aceituno

- **Lynchburg City POC:** Create internal resource repository for The BoD. **Danielle Silva Aceituno** will create BoD Directory with Name, Internal Resource / Board / Committee Position(s), Email, Home / Personal Cell Numbers. – 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. Board discussed and marked as a pending topic for FY2017 – Annual Meeting Action Item

6:53 New Business

Open Floor

- **Annual Meeting:** See attached packet for details – need to determine next steps for mailing out finalized packet.
 - D. Silva Aceituno will talk to Suzanne Corry and obtain breakdown information, hire babysitters, gift cards, refreshments, etc.
 - J. Lucado to book Duiguids
 - D. Silva Aceituno – send Save the Date via email and Facebook Group, Calendar invite
 - A. Traphagen to create survey / poll and send out to Board for review and final edits
 - D. Silva Aceituno – send out final draft of packet to everyone

7:12 Private Business

Open Floor

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7:12 Meeting Adjourned

Jake Silva

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

Tentative Meeting Schedule

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