

Boxwood Property Owners Association
Board of Directors Meeting Minutes
Tuesday, June 21st, 2016

6:11 Call to Order & Welcome

Jake Silva

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

6:12 Comments from Association Members

Open Floor

- ***Danielle Silva Aceituno** – per BoxwoodPOA@gmail:
 - *Madelyn Mirabel* – request to add 2016 Center for Online Education Virginia College and Universities guide (<http://www.onlinecolleges.net/Virginia>) to Resources section of the BoxwoodPOA website: *Board discussed and decided against addition of abovementioned resource page addition; D. Silva Aceituno to contact individual with final decision*
 - *120 Marguerite* – concern of grass height (see pictures and message for details): *resolved by Brownstone Properties, D. Silva Aceituno to touch base with concerned Homeowner about resolution*
 - *Pool Bathroom Usage Concerns* – boy's bathroom was found covered and smeared with trails of fecal matter on the toilet seat, floor, sink, and faucet handles. This is a major health concern, and the Community needs to be notified that all parents need to be on alert and in attendance when their children are using the restroom facilities. – *D. Silva Aceituno to contact Janeen Smith to review camera footage to inform family of situation AND secondary action will be for Board to include friendly reminder in Community Newsletter if unknown results*
 - *Pool Night Lighting* – AEP light fixture 7524 is burned out, as well as 2 of the 4 lights pointing towards the parking lot and the baby pool. This is a safety concern late at night for Community members and Pool Attendants / Custodians on duty. – *J. Lucado to contact AEP and follow-up to confirm that Brownstone Properties Maintenance has resolved issues**

- *Landscaping Wire* – landscaping wire / deer netting keeps getting caught on pool gate and has been removed to deter further damage to the flower beds at the pool entrance – *Birdbath has been replaced to ensure gate does not destroy flowerbeds, no further action necessary at this time*
- *Ladies' Pool Bathroom Door* – not closing properly – **J. Lucado** to send Brownstone Properties maintenance out to resolve
- *Political Signs in Neighbors' Yards* – concern that there are HOA restrictions regarding political signage, please have the Board look into. – *Board decided to contact the Neighbor and have the sign removed – assigned to J. Lucado*
- *Neighborhood Directory* – a few inquiries of when this will be sent out, July 1st was mentioned. – **Suzanne Corry** to send final doc to **BoxwoodPOA@gmail** and **D. Silva Aceituno** to send out to Community by July 1st.
- **Suzanne Corry** – *Meeting Agendas / Mins need to be updated via Gombos Consulting – D. Silva Aceituno to email Suzanne Corry all 2015 / 2016 Meeting Agenda Templates and Meeting Mins*

6:56 Approval of Minutes

D. Silva Aceituno

- Approval of Board Meeting Minutes – 05/17/16
 - **Jake Silva motions to approve. Kevin Struble seconds motions. All in favor. Approved.**

6:56 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
- 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 – **J. Silva** to send *Volunteer List to BoxwoodPOA to be uploaded to Google Drive*
- **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 – **In Progress**
- **Miscellaneous:**
 - *Restock Doggy Bags* – Jake Silva to restock doggy bags near Pool entrance – **Complete**

6:59 Staff Report

J. Lucado

- **Financial Report:** If anyone has ANY questions, contact Jennipher 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.) – *See Grounds Committee for further details*
 - *Pool Pipe Water Leak* – Saturday night Technician invoice will be ~\$60 & Sunday Cain Plumbing will be ~\$450 – *Within Pool Budget – need to monitor Pool Committee expenses closely this season*
 - *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 – *Over budget for 2016*

- *Boxwood POA Dues* – will recommend taking legal action against all Homeowners delinquent more than 1 quarter at June Meeting, please be prepared – *Board agrees to have **Brownstone Properties** send a Final Notice with statement of potential further legal action, must be paid by July 15th.*
- ***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 – ***J. Lucado*** to ensure H. Snead is aware Suzanne Corry is the POC for this

7:17 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 – *Successful Meeting, options are: Company developed / owned until we move into a WYSIWYG site OR created and developed in house*
- 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
 - *QR Codes on all Boxwood POA Forms*
 - *Boxwood Community Values*
 - *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 – Annual Meeting Action Item*
 - *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

- *Committee Approvals / Declinations:*
 - ***Reviews:*** *No updates*
 - ***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*

A. Traphagen

Common Area Committee –

K. Struble

- *RSG Landscaping Contract: Month-to-Month – will be in place until February 2017 and then will be terminated within 30 days*
- *New Company Landscaping Quotes:*
 - *CLC Landscaping: \$6700 + \$30/hr for leaf removal – not willing to negotiate price*
 - *Sutton Landscaping: \$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 – **Complete**: Steinwegs had a Great Reference; Jake Silva to negotiate price – **Complete** – Boxwood will be going with Joel Sutton for 2017, **Kevin Struble** to finalize new contract by Jan 2017 and send BoxwoodPOA@gmail and Brownstone Properties signed contract*
 - *McKinley Johnson: \$4200, but no chemical license – **rejected by Board***

Pool Committee

Mike Friedman

- *Contact Mike Friedman: **Jake Silva** to email Mike Friedman about below action items*
- *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 – **In Progress**, Mike Friedman was unavailable for June 1st key pad training so **Mike Friedman** to be trained by Janeen Smith on Key Pad for July 1st*
- *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 and upload to drive – **Complete***

- *Miscellaneous Action Items:*
 - *Monthly Pool Code Change* – 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.
 - *Power Wash Pool Deck* – Mike Friedman to power wash pool deck at his availability
 - *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
 - *Pool Rules / Bulletin Board* – 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) – **Complete:** Pool Bulletin Board approved and Mike Friedman to contact Cheryl Morris per Jennipher Lucado's response regarding next steps.
 - *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
- *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

Suzanne Corry

- *Welcome Packages*: Ongoing – **Suzanne Corry** to contact Missy Cunningham regarding Welcome Committee members and Social & Events Committee info – **Complete**
- *Directory*: Ongoing – **Danielle Silva Aceituno** to send final details to Suzanne Corry on June 1st – **Complete**
- *Ice Cream Social*: **Suzanne Corry** to send *BoxwoodPOA@gmail a volunteer request email for D. Silva Aceituno to send out email*
- *Luau*: **Suzanne Corry** to send *BoxwoodPOA@gmail a volunteer request email for D. Silva Aceituno to send out email*
- *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 – **Complete**; **Mike Friedman** to *store decorations in garage temporarily*; **Jake Silva** to *put together quotes for creating attic space in the current Pool Storage House*
- *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. **GOOD JOB, AARON!**

7:43 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. – *It is confirmed that there are voles and moles in the playground area that need to be resolved*; **Kevin**

Struble to contact RSG to obtain pest control quote & send quote to Board / Brownstone for Scott's Mulch

- **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. – *No updates*
- **BoD Tentative Schedule** – **All Board Members** to bring their summer schedules to the June 21st Meeting – **Complete**: *Everyone is good for July*
- **Cars parked on Marguerite concern** – **Jake Silva** to follow-up with Community Member regarding this concern; **Danielle Silva Aceituno** to include in Community Newsletter – **resolved**
- **Consolidate CDs** – suggested consolidating CDs into an account with Credit Union to obtain a higher interest percentage – *Annual Meeting Action Item: readdress in the fall at Budget Prep.*
- **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. – *Annual Meeting Action Item; readdress in the fall*
- **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*

7:52 New Business

- **Residential Grade Pool Step Ladders**: *to be replaced as aluminum / commercial grade at end of Pool Season unless they break prior.*

Open Floor

7:52 Private Business

- *N/A*

Open Floor

7:52 Meeting Adjourned

Jake Silva

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

Tentative Meeting Schedule

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