

**Boxwood Property Owners Association**  
**Annual Association Meeting Minutes**  
Monday, March 21, 2016

- 7:00**      **Welcome & Introductions**      **Danielle Silva**
- ***In Attendance:*** 320 Wild Turkey Road, 219 Honey Tree Lane, 515 Lady Slipper Lane, 140 Marguerite Drive, 340 Wild Turkey Road, 312 Wild Turkey Road, 120 Marguerite Drive, 504 Lady Slipper Lane, 564 Lady Slipper Lane, 600 Susannah Place, 167 Marguerite Drive, 156 Marguerite Drive, 421 Harvest Court, 317 Wild Turkey Road, 410 Harvest Court, 620 Susannah Place, 329 Wild Turkey Road, 360 Wild Turkey Road, 128 Marguerite Drive, 424 Harvest Court, 500 Lady Slipper Lane
- 7:01**      **Review & Approve Minutes from FY2015 Annual Meeting**      **Danielle Silva**
- Motion to approve by Jake Silva, Motion seconded by Megan Murphy, all in favor – carried unanimously
- 7:07**      **Overview by President on the State of Boxwood Property Owners' Association, Inc.**      **Danielle Silva**
- ***Culture & Vision:***
- Board of Directors open to new ideas and changes within the Community
  - Financial transparency amongst the Board and Community
  - Open Communication between the Board, Committees, and the Community
  - Establishment of an IT Committee
  - Development of a supportive social and professional network between neighbors
- ***Key Successes from FY2015:***
- Doc Rev Campaign – Established Boxwood POA as permanent
  - Updated Boxwood POA Operating Procedures
  - Created / Established Boxwood POA Committee Guidelines
  - Establishment of IT Committee – new Website coming in FY2016
  - Reserve Fund Study – Complete
  - Annual Budget: in review (FY2015 est v act; FY2016 est)
  - Annual Boxwood POA Directory Form – fill out and return to Board / Suzanne Corry (back of the room) at end of meeting
  - Volunteer Sign-up Sheet – fill out and return to Board at end of meeting

## 7:18 Committee Reports

### *Architectural Review Committee Report*

- Reviewed / Approved a handful of homeowner requests including sheds, home additions, etc. to maintain the community appearance
- Reminder to all Neighbors to submit requests, as applicable

*Aaron  
Traphagen*

### *Common Area Committee Report*

- Drafting specs for landscaping company for next FY in case we are not happy with our current contract.
- 2 new cherry trees, flowers, and deer netting
- Working to not have grass clippings blown into the pool area
- Mulching playground on the agenda for this year.
- Boxwoods may have to be replaced... rotten roots or blight possible
- Evergreen at the corner of the pool area with bagworms. Looking at addressing that this year as well

*Kevin Struble*

### *Pool Committee Report*

- **Key Successes from FY2015:**
  - Security: repaired pool Key Pad, established monthly pool key pad code change, installment of additional Security Camera monitoring Pool Parking lot and cooperating signage, and 2016 Pool Season will ensure pool Key Pad is setup to lock from 11 PM to 6 AM
  - Pool Contracts: resigned Marcus Lezniak as pool maintenance and will be replacing pool custodian (Dayle Mayberry) with Neighborhood kids - Pool Committee posted the Job Application to the Community via mail, email, the Official Boxwood Facebook Page and Unofficial Boxwood Neighborhood Facebook Group
  - Pool Budget: came in under budget by \$400+ for FY2015, lowering the FY2016 Pool Committee Budget by \$400
  - Pool Repaving and Saltwater Pool coming in 2017 after pool closing (will be ready for 2018 pool season) – this will result in ~\$1200 in pool maintenance savings spread out over 14 years (~\$800 for years 1-7 & ~\$1600 for years 8-14)
- **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

*Danielle Silva*

operating procedures & committee guidelines, &  
City of Lynchburg pet guidelines

- **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)
- **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**

### **Social and Events Committee Report**

**Missy  
Cunningham**

- Appreciation for those who have attended or helped with events this year
- If anyone has any thoughts / ideas for new and current events, please reach out!
- **Year in Review:**
  - Annual Meeting
  - Yard Sale – Thank you Lisa Fabulich for coordinating! If you are interested in coordinating next year, please contact us!
  - Easter Egg Hunt – Thank you Mike & Erin Friedman! You both did a wonderful job! They have volunteered to take on this event again in FY2016.
  - Pool Parties – 2 Successful new parties were added (2 others fell through due to inclement weather and inability to coordinate); would love to do this again next year! If you'd like to coordinate, please let us know!
  - Luau – We enjoyed a VERY Successful catered BBQ with other goodies! The total attendance was around 90 ppl this year! We are looking at changing the event to a themed party in FY2016 and are always looking for new volunteers as this is our biggest event!
  - Boxtoberfest – Thank you Suzanne Corry for hosting this event! The Halloween Parade was fantastic, and some people even brought their pets!
  - Welcome Committee – Thank you Julia Hendrickson, Jennifer Mann, and Monica Hardin for always being ready to greet incoming Neighbors within Boxwood Community! There

were 12 welcome packages delivered this year!  
And Boxwood Community even took on a new format for delivering 1 sympathy gift.

- Front Entrance Lights – We had a few electrical issues this year and hope to have this resolved before FY2016! Thank you to David Corry for coordinating this project and to Deborah Fears Keeling for the donation of the beautiful bows!
- Holiday Light Contest – Thank you to everyone for participating this year! Boxwood was simply magical! And a big congratulations to The Moreland, Saunders, and Jarrett Families on winning the prizes! These three families will be the FY2016 judges!

- Interested in Volunteering? Forms are available in the back of the room – please fill one out and return to the Board before you leave tonight.

#### ***IT Committee Report***

***Jake Silva***

- Looking to update the current website to make a more open source website to share pertinent information related to the Neighborhood
- Interested in Volunteering? Forms are available in the back of the room – please fill one out and return to the Board before you leave tonight.

#### **7:40 Financial Reports**

**Jennifer Lucado**

- Reviewed FY2015 Year-End Financial Report
- Suggestion made to consolidate CDs into an account with a credit union to earn a higher interest percentage rate. The Board will look into this
- Question asked regarding reasoning behind using a third party vendor for the Reserve Fund Study. The larger cost is for this first year and then it will be less expensive when renewed in five years.
- Our current Reserve Fund Study indicates that Boxwood POA is 85.77% funded, which is extremely good.

#### **7:50 Election of New Directors**

**Danielle Silva**

- ***Current Standings for the Annual Meeting:***
  - Standing Members – Jake Silva, Kevin Struble, and Aaron Traphagen (1 year left of 2 year terms)
  - Running for Reelection – Danielle Silva Aceituno and Mike Friedman (2 year terms)
  - Seats Available – 4 (2 year terms)
- ***Nominations for the Annual Meeting***
  - Danielle Silva nominates ***Danielle Silva***, Lisa Fabulich seconds the motion, all in favor. Motion passed.

- Danielle Silva nominates *Michael Friedman*, Jake Silva seconds the motion, all in favor. Motion passed.
- Danielle Silva nominates *Suzanne Corry*, Kevin Struble seconds the motion, all in favor. Motion passed.
- Kyna Thomas nominates *Kyna Thomas* for a 1-year term, Jake Silva seconds the motion, all in favor. Motion passed.
- Danielle Silva closes nominations.

**8:00**

**Approve Date of Next Annual Meeting**

**Danielle Silva**

- Monday, March 20, 2017
  - With a back-up date of Monday, March 27, 2017
- David Corry motions to approve, Megan Murphy seconds the motion, all in favor. Motion passed.

**8:15**

**Matters from the Floor**

**Open Floor**

- (Each homeowner will be given an opportunity to speak. However, out of courtesy for all, comments will be limited to 2 minutes per homeowner.)
- Dr. Sam suggested that ear infection rate increases with saltwater pools, and he asks that the board revisit this item
  - He also asks that our subdivision considers paying for a separate plow; look into programs for picking people up on snow days and to bring it to the attention to the city. Jennipher described a similar situation for another neighborhood that Brownstone supports and that the city does not allow them to have outside contractors maintain the streets.
  - As an IT committee, they want our website to tap into the community and resources available, that may be a good option to have the neighbors connect with the board, with each other, and with city resources
  - Virginia Cabaniss Christmas lights were a big hit. Suggestion to keep the white lights year round
  - Margaret Schmidt volunteered to be a voice to the city for the neighborhood since she works for them... If the board has a question, she is happy to ask it for us or turn us to the right person
  - David Corry thanks the board for their service
  - David Corry has positive feedback for the idea of changing the signs at the pool to not be as negative
  - David also volunteers to distribute flyers for the neighborhood when paper flyers are needed
  - David suggests that when looking at CDs, that we don't consolidate too much so that we don't have to break them up and pay a penalty
  - David also commends the community for putting money into reserve to avoid special assessments

**8:48**

**Door Prize Drawings**

**Danielle Silva**

- Blackwater Coffee, Little Dickens, MayLynn's,  
Montana Plains, Amazement Square

**9:00**

**Adjournment**

**Danielle Silva**

- Lisa Fabulich motions to adjourn, Aaron Traphagen  
seconds the motion, all in favor – passed unanimously.

**Tentative Meeting Schedule**

Monday, March 20, 2017

Members Annual Meeting

Back up Date: Monday, March 27, 2017