

**Boxwood Property Owners Association
Board of Directors Meeting Minutes
Monday, November 2nd, 2015**

- 6:00 Call to Order & Welcome** **D. Silva Aceituno**
- *In Attendance: Kevin Struble, Jake Silva, Danielle Silva, Missy Cunningham, Aaron Traphagan, Lisa Fabulich, Jennipher Lucado*
- 6:02 Comments from Association Members** **Open Floor**
- *Neighbor Complaint - Board decided to address the issue within the neighborhood newsletter*
 - *Volunteer Incentives: Suggestion made by Missy Cunningham to have volunteer incentives for being on a committee (thank you recognition, gift cards, gift basket raffle, etc.) – further ideas: Thank you notes, \$5 gift card raffle for volunteers (the more often a person volunteers, the more entries into the raffle) – Total Budget: \$50*
- 6:44 Approval of Minutes** **D. Silva Aceituno**
- Approval of Board Meeting Minutes – 9/21/15
 - *Lisa Fabulich motions to approve, Jake Silva seconds the motion, all in favor. Minutes Approved.*
- 6:50 President’s Report** **D. Silva Aceituno**
- *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
 - *Boxwood Property Owners Association Operating Procedures:*
 - Revised version was approved by The Board on 6/15/15 – Will be sent to current homeowners as part of the new disclosure packet per completion of the ‘Boxwood Property Owners Association

Committee Guidelines' and signature approval of
The Board

- ***Boxwood Property Owners Association Committee Guidelines: Due February 15, 2016 – to be mailed out prior to Annual POA Meeting in March***
 - Pool Committee Guidelines – Complete
 - Architectural Review Committee Guidelines – Complete
 - Common Area Committee Guidelines – Complete
 - Social & Events Committee Guidelines – In progress (Missy Cunningham)
 - IT Committee Guidelines – In progress (Jake Silva)
- ***2015 Volunteer List: Complete, but no volunteers have signed up still***
- ***Pool Bulletin Board: In Progress***
 - *Left Side:* 2015 pool rules, most recent community newsletter, to-date BoD mtg agenda w/schedule, & neighborhood business cards
 - *Right Side:* doc campaign final letter & signature page, copy of Articles 6, 7, & 8, POA operating procedures & committee guidelines, & City of Lynchburg pet guidelines

6:56 Staff Report

J. Lucado

- ***Financial Report:*** If anyone has ANY questions, contact Jennipher Lucado
- ***2016 Annual Budget: Aaron Traphagan moves to approve the drafted budget. Kevin Struble seconded. Unanimously approved.***
 - ***IT Committee: \$750 (increase of \$250 from 2015, with intention of going back to \$500 in 2016)***
 - ***Social & Events Committee: \$3075 (increase of \$300 from 2015)***
 - ***Discussed moving the annual meeting down \$75 (to \$225) by cutting the cost of the gift cards from \$50-\$25; going forward with the luau, it was discussed that we only count the adult heads for catering; Christmas light contest prizes lowered to \$25***
 - ***Pool Committee: \$7,365 (decrease of \$390 from 2015)***

- *Common Area Committee: Moving the Christmas lights installation cost into the grounds/maintenance committee*
- *Architectural Review Committee: \$0*
- *Volunteer Incentives: \$50*
- *2016 Reserve Fund Study: Complete as of 10/21/15 (See attached)*
- *New Neighbors:* Holly Snead sending out new neighbor contact information to Missy Cunningham; Missy Cunningham to receive authorization from new neighbor to announce their residency in the Community on Facebook

8:15 Committee Reports

IT Committee

Jake Silva

- *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 2015*
 - *Develop detailed requirements (e.g., automated forms, approval submissions, board operating procedures, committee guidelines, etc.) for website restructure*
 - *Form Request: Automated Directory Listing Form*
- *IT Committee Inaugural Meeting – to be scheduled*
 - *Drafting IT Committee Guidelines*
 - *Establishing goals and objectives*
 - *Assigning roles and responsibilities*

Architectural Review Committee

A. Traphagen

- *Committee Approvals / Declinations:*
 - *Reviews: inquiry regarding the empty lots*

Common Area Committee

K. Struble

- *RSG Landscaping Contract:*
 - *Re-mulching entrance flower beds: Complete*
 - *Flower rotation in entrance: Pansies to be planted the 1st week of October with deer netting included – Complete*

- Entrance landscaping maintenance: ***Boxwood shrubs are visually looking better each week***
 - Tree replacement of 2 trees previously removed: ***Complete***
 - Blowing grass into the pool: ***Question from Danielle: Do they have the Vendor pool code, or do we need to send them that still?***
 - Crepe Myrtle Tree Trimming (Baby Pool area): ***Status?***
- ***CLC Landscaping Quote: Common Area Committee to meet to put together potential specs***

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 11pm and open back up at 6am – In Progress – tabled until 2016 Pool Opening***
- ***Thank You Baskets: In Progress***
 - Sonny & Cheryl Morris - \$50 value gift basket
 - Dan & Megan Murphy - \$50 value gift basket
 - Sacha Layman - \$25 value gift basket
- ***Winterize Water Fountain: Complete – Bo was not able to winterize yet because it had been worked on already***
- ***Pool Contracts: Marcus Lesniak has submitted his updated pool maintenance contract (approved) and Janeen Smith is in progress of obtaining 2 Neighborhood Kids to fulfill the pool cleaning contract (approved)***
- ***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***

Events & Social Committee

M. Cunningham

- *Welcome Packages: **Ongoing***
- *Directory: Andrea Singy to assist with updating the directory after the 1st of the year*
- *Boxtoberfest / Halloween Parade: Being led by Suzanne Corry – **Successful***
- *Holiday Decorations: 2014 contest winners will be judging the 2015 decorations; contest to be held on the 23rd of December, will need to notify Homeowners via Boxwood POA Facebook Page and email.*
- *2015 Budget: **Complete***
- *Miscellaneous:*
 - *Holiday Decoration winners will receive \$25 gift cards each year and a re-usable yard sign will be placed in their yard for recognition purposes.*
 - *Entrance Holiday Lights to be displayed Nov 1 thru Jan 9*

8:18 Document Revision Campaign

Jennifer Lucado has passed over names of existing homeowners left to sign the legal doc to David Corry. New signatures will need to be obtained upon transfer of properties when homes are sold in the Community.

- *Last we heard: 81 signatures so far. 96 needed. **Danielle Silva Aceituno reached out to David Corry on Nov 1st for an update – Status? UNKNOWN***

D. Corry

D. Silva Aceituno on D. Corry's behalf

8:19 Old Business

- *Unofficial Neighborhood FB Group Rules: **Tabled for now***
- *Neighborhood LPD Safety Meeting: **About 10 people came; discussed neighborhood watch; no interest at this time***
- *Re-mulching Playground: Tabled until Spring, will look at having mulch delivered and pool attendants to help shovel.*
- *Boxwood Community Street Repair: Mike Friedman to locate schedule information on the general city website and communicate to homeowners via Facebook page / email communications – **Called the city about a schedule and there is not one; they do maintenance on a by request basis***
- *Up-Lighting Trees along Pool Driveway Entrance: Discussed the added expense of installation and energy usage.*

D. Silva Aceituno

- Jake Silva would like to get quotes on up-lighting the trees. Kevin would see them from his house and does not support this idea – *Tabling this discussion*

8:26 New Business

- *Reminder: No meeting for Nov or Dec, Board will resume sessions on Monday, January 18th, 2016*

Open Floor

8:26 Private Business

- N/A

Open Floor

8:26 Meeting Adjourned

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

D. Silva Aceituno

Tentative Meeting Schedule

Monday, April 20, 2015	Board of Directors Meeting
Monday, May 18, 2015	Board of Directors Meeting
Monday, June 15, 2015	Board of Directors Meeting
Monday, July 20, 2015	Board of Directors Meeting
Monday, August 17, 2015	Board of Directors Meeting
Monday, September 21, 2015	Board of Directors Meeting
Monday, November 2, 2015	Board of Directors Meeting
Monday, January 18, 2016	Board of Directors Meeting
Monday, February 15, 2016	Board of Directors Meeting
Monday, March 21, 2016	Members Annual Meeting

Back up Date: Monday, March 28, 2016