

Boxwood Property Owners Association
Board of Directors Meeting Minutes
Tuesday, October 18th, 2016

6:31 Call to Order & Welcome

Jake Silva

- *In Attendance: Kevin Struble, Jake Silva, Aaron Traphagen, and Danielle Silva Aceituno*

6:32 Comments from Association Members

Open Floor

- *Homeowner on Kings Road: New Homeowner outside of Boxwood Community requested access to the Boxwood Community Pool for a monthly / annual membership fee. Forwarded to Brownstone and received the following answer: 'Memberships (by law) would institute Boxwood Community Pool as a public pool, which would therefore have to comply with fair housing / ADA regulations (i.e., chair lifts, life guards, etc.). This has been brought up one time in the past by a Wiggington Homeowner, and The Board voted against this Decision.' Danielle Silva Aceituno emailed the homeowner back indicating that we have not given pool access to anyone outside of the Community in the past for liability / legal / privacy reasons.*

6:42 Approval of Minutes

D. Silva Aceituno

- Approval of Board Meeting Minutes – 09/20/16
 - *Kevin Struble motions to approve. Jake Silva seconds motions. All in favor. Approved.*

6:12 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 – **In Progress**

6:44 Staff Report

J. Lucado

- **Financial Report:** If anyone has ANY questions, contact Jennifer Lucado
- **New Neighbors:** Holly Snead sending out new neighbor contact information to Suzanne Corry for Welcome Committee
- **Draft Budget for 2017:**
 - *Professional Fees* – lowering because there will be no more rollover from Doc Revision Campaign, 2017 will be Business as Usual
 - *Maintenance & Repair* – reduced, but could possibly be an overage in 2017
 - *Grounds Maintenance* – currently \$7000, which also includes \$500 for Holiday Decorations and a certain \$\$ for incidentals to be considered when renewing contract
 - *Management Fee* - \$1100 increase due to federal payroll regulations that went into effect in July 1st,

2016 based on after hour meetings, which is the equivalent of overtime pay

- *Insurance - \$50 increase due to cost of living increase*
- *Telephone - \$50 increase due to cost of living increase*
- *Reserve for Replacement Fund - \$300 increase based on Reserve Fund Study (this will go up every year to ensure we remain at 80% funding level)*
- *Pool Maintenance – Reducing Misc to \$650*
- *Social & Events Committee – 2016 goal is to reduce full budget by 30% (\$675); Cuts are as follows: Reduce Annual Meeting to \$175, Luau to \$750, Halloween Parade to \$75, and Holiday Decorations to \$150*

7:05 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

- *Committee Approvals / Declinations:*
 - *Reviews: status? N/A*

A. Traphagen

- **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 and then will be terminated within 30 days
 - **Front Entrance:** received Neighbor complaints regarding appearance of front entrance (e.g., over-mulching, shape and care of the boxwoods, and flowerbeds) – Sutton Landscaping 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 – Sutton Landscaping to resolve issue upon signing 2017 contract
 - **Bagworm Infestation:** Kevin Struble to obtain quotes at the same time as obtaining quotes for moles / voles – **Complete** – *CLC came and handpicked the bagworms for us for free because they have been receiving lots of referrals in our Community and told us to have it redone in June if need be*
 - **Moles / Voles:** Kevin Struble to obtain quote to resolve moles / voles issues at playground – Received quote for \$175.24 (no guarantee, no further details given), additional quotes to be obtained. Jake Silva motions to give C.A. Committee an approved budget of \$200 for moles / voles situation – *status?* **Complete** – *Moles / Voles moved on, no longer an issue*
- *Discussion Topics:*
 - **Playground Mulching:** Discussed having mulch delivered and pool attendants to help shovel. It is confirmed that there are voles and moles in the playground area that need to be resolved prior to mulching – Will involve community after moles / voles situation has been resolved – *status? Contact*

Scotts Mulch to get quote and look into Home Depot / Lowe's for quote

- **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? in progress*
- **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? Still not complete, Danielle Silva Aceituno to contact Jennipher regarding schedule for this*
- **Miscellaneous:**
 - *Sutton Landscaping Contract:* received a Great Reference from Boxwood Community Neighbor who uses Sutton Landscaping personally; **Jake Silva** to negotiate 2017 contract pricing before signing new contract (due Jan 2017) and sends to BoxwoodPOA@gmail and Brownstone Properties – Negotiations in progress – *status? Kevin Struble to talk to CLC and Sutton Landscaping to revisit contracts.*

Pool Committee

Mike Friedman

- *Pool Surveillance System:*
- *Pool Security 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 – *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 Jennifer 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 – *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?* Danielle Silva Aceituno to follow-up with Jennifer
 - **Pool Resurfacing:** \$18,000 – **scheduled for end of 2017 Pool Season** – Jennifer Lucado to follow-up with National Pools to get on schedule – *status?* Danielle Silva Aceituno to follow-up with Jennifer

Events & Social Committee

Suzanne Corry

- *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?*
 - **Halloween Parade:** *status? No one has stepped up to lead this event, anyone interested?* Danielle

Silva Aceituno to email the Community to see if anyone is interested in stepping up

- **Holiday Decorations:** Mike Friedman currently storing Holiday Decorations – to start discussion after Halloween

7:15 Old Business

Jake Silva

- Boxwood POA Gmail Account:
- 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, 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. – to discuss at October Meeting

- **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*

7:27 New Business

Open Floor

- ***Closing Boxwood Community Streets on Halloween:*** *Neighbors are requesting that a barricade is set up to direct non-residents into the pool parking lot on Halloween night and only allow residents to drive the streets beyond the pool due to the lack of sidewalks and the influx of children in the street. Need to contact the City to see what the rules & regulations are regarding this. – Danielle Silva Aceituno to contact Kyna Thomas on next steps.*

7:27 Private Business

Open Floor

- *Status? N/A*

7:27 Meeting Adjourned

Jake Silva

- ***Aaron Traphagen motions to adjourn, Danielle Silva Aceituno seconds the motion, all in favor. Meeting adjourned.***

Tentative Meeting Schedule

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|----------------------------|----------------------------|
| 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