

Boxwood Property Owners Association
Board of Directors Meeting Notes
Wednesday, October 25, 2017

Meeting Called to Order at 6:07 by Kyna Thomas

Kyna welcomed board members able to attend and committee reps

Attending: Kyna Thomas, Margaret Schmitt, Robert Pyle, Aaron Traphagen, David Corry, Andrea Singy, Jennipher Lucado.

Approval of 9/20/17 Meeting Notes – Kyna moved approval, Robert seconded: Meeting notes approved

Staff Report provided by Jennipher Lucado

- **General Information:**
 - Jennipher is preparing a 2018 budget for the board's review
 - Jennipher needs resource requests from committees/board as soon as possible
- **Financial Report**
 - Reviewed monthly financial report

Comments/Questions from the Members

- Questions received about low hanging tree branches along Marguerite – since been resolved
- A few on-going comments have been received about the potential for a clubhouse at the pool
- Reminders are needed that dog owners need to pick up after their dog(s) regardless of where the dogs are walked – common areas, yards, planted areas, etc.
- Replacement bags are needed at the stations – Brownstone maintenance will refill and check regularly

Committee Reports

- **Architectural Review Committee**
 - Committee approved fence request: black aluminum fence of a wrought iron type design
 - Aaron will continue to maintain a log of requests/approvals and send a copy to Jennipher quarterly to maintain a historical record
- **Common Area Committee**
 - Committee will identify issues and bring them to the board for approval and action
 - Committee submitted a list of requested maintenance and repair proposals for board consideration
 - Highest priority action is to add wood chip mulch to the playground – approved
 - The following items will be coordinated by Brownstone:
 - Take action on dying boxwoods at the entrance
 - Inspect and repair electric at the entrance, including coach light on right wall

- Prior to pool opening next spring ensure that the signs are painted and straightened and fence is painted as necessary, power wash pool house including gutter and soffits, consider installing storage shelving above new pool equipment in the pool house, consider replacement of some pool furniture (pool committee is gathering estimates)
 - Install Christmas lights by volunteers vs professional. David Corry will inventory current stock of lights and lead project
 - Board authorized purchase of up to 5 new “children at play” signs
- **Pool Committee**
 - The resurfacing has gone well and Marcus will be installing the cover
 - Committee is gathering estimates for some replacement pool furniture
- **Social Events Committee**
 - Halloween event is upcoming
 - Christmas lights activities will be coordinated by Suzanne Corry
 - 10 Welcome Baskets have been completed and delivered to new residents
- **IT -no report**
 - Board is questioning the need for this committee and it doesn’t have adequate members at this point
 - Goals could be to leverage technology to improve communications, improve the website, and improve all communications and processes

Old Business

- Committee Membership confirmation

Architectural Review	Common Area	Pool	Social & Events
Aaron Traphagen	David Corry	Cheryl Morris	Andrea Singy
Brian Hartsell	Kevin Struble	Sacha Layman	Colleen Moseley
Tad Harden	Aaron Traphagen	Megan Murphy	Julia Jackson-Henderson
Kevin Struble		Amanda Council	Suzanne Corry

- Playground Issues – mulch approved and common area committee will follow-up with research and proposals for repair/replacement
- Homeowner Survey about Annual Meeting – members reviewed a draft survey and provided feedback for improvement

New Business

- Security Issues/Concerns – Cameras
 - Noted that lots of input and interest via Facebook in recent weeks
 - Cameras are a challenge and the board wants to improve safety as is feasible
 - Discussion around best options and potential costs
 - Agreed to contact the Lynchburg Police Department’s Crime Prevention Unit for assessment and input – Margaret will reach out to them
- Speeding Issues/Concerns
 - As homeowner turnover occurs, this topic resurfaces on a regular basis.
 - Aaron suggested compiling a FAQ section on the website to address this and other issues/concerns that are raised. The FAQ’s would list issues as well as

history of research and actions taken. Also, available resources could be listed such as who to call when the dog stations need bags.

- Board Composition
 - Due to resignations and relocations, two board seats are available
 - According to by-laws, the seats could be left vacant or the board could appoint someone to fill the remaining term
 - Aaron Traphagen is willing to serve on the board – a vote will be taken at the next meeting.
 - Other volunteers will be recruited via an email blast or a Facebook post
- Officer Realignment

Next Meeting Date and Location – November 15, 2017 6:00 at 329 Wild Turkey Rd
Meeting Adjourned at 8:30 p.m.

Tentative Upcoming Meeting Schedule

Wednesday, November 15, 2017	Monthly Board Meeting
Wednesday, December 20, 2017	Monthly Board Meeting
Wednesday, January 17, 2018	Monthly Board Meeting
Wednesday, February 21, 2018	Monthly Board Meeting
Monday, March 19, 2018	Members Annual Meeting
Back up Date: Monday, March 26, 2018	