

Boxwood Property Owners Association
Board of Directors Meeting Minutes
Tuesday, September 20th, 2016

6:05 Call to Order & Welcome

Jake Silva

- ***In Attendance:** Suzanne Corry, Jennipher Lucado, Jake Silva, Kyna Thomas, Mike Friedman, & Danielle Silva Aceituno*

6:06 Comments from Association Members

Open Floor

- ***421 Harvest Court:** Would like to move the 2017 Pool Season from Memorial Day Weekend to end of September due to current weather patterns – Pool Committee discussed and provided a response to the Board, Jake Silva to forward Pool Committee decision to BoxwoodPOA@gmail.com*

6:10 Approval of Minutes

D. Silva Aceituno

- Approval of Board Meeting Minutes – 08/16/16
 - ***Mike Friedman motions to approve. Suzanne Corry seconds motions. All in favor. Approved.***

6:11 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**

6:19 Staff Report

J. Lucado

- **Financial Report:** If anyone has ANY questions, contact Jennipher Lucado
 - *Boxwood POA Dues – status? On track*
- **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*

7:15 **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? 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*
 - ***Signage:*** *Draft a detailed policy regarding signage*

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*
 - **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
 - **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? Absent, unknown*
- *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? No change*
 - **Exposed Rebar:** wood beams surrounding playground are splintering and have exposed rebar, replacement / repairs needed – Jennipher Lucado to have maintenance guy nail these back in – *status? Complete*
 - **Playground Replacement:** due for replacement in accordance with Reserve Fund Study – Jake Silva to have a contractor take a look at the structure – *status? 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.

- **Sewer Drainage:** ground is dissipating around the sewer drain, looks as if a potential sinkhole is forming – **Jennifer Lucado** to call DuraSeal to retake another look at this – *status? \$850 quote received from DuraSeal. Mike Friedman motions to approve \$850 for Stormwater Structure Repairs in Common Area from Contingency Line item within the Reserve Fund, Jake Silva seconds the motion, all in favor. Motion approved.*
- **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 – *status? Negotiations in progress*

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:** Mike Friedman assigned to handle monthly Pool Key Pad setup (Janeen Smith will be the backup) and manage Pool Maintenance Contract. *Janeen Smith changed code on Key Pad for September 1st*
- *Pool Furniture Repairs / Replacements:* Budget is \$1500
 - **Lounge Chair:** Megan Murphy will be handling this after pool setup on Sat, 5/7 – *status? No repairs needed, repaired by Pool Committee, no financials needed*
- *Miscellaneous Action Items:*
 - **Residential Grade Pool Step Ladders:** to be replaced as aluminum / commercial grade at end of Pool Season unless they break prior – **Complete**
 - **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*
 - **Power Wash Pool Deck:** Mike Friedman to power wash pool deck and pool lighting to remove debris and bugs at his availability – *status? Complete*
 - **Pool Rules / Bulletin Board:** Pool Bulletin Board approved and Mike Friedman to contact Cheryl Morris per Jennipher 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.) – *status? Obtaining quotes, in progress*
- *2017 Pool Reserve Fund Items:*
- **Saltwater Pool:** \$8,500 (14 years, including install) – *scheduled for beginning of 2018 Pool Season* – Jennipher Lucado to follow-up with National Pools to get on schedule – *Final Affirmation Vote for Transitioning to Saltwater Pool needs to be made; Suzanne Corry motions to poll the neighborhood for a saltwater conversion, Mike Friedman seconds the motion, 1 in favor, 3 against, 1 abstained, motion defeated. Danielle Silva Aceituno motions to convert to a saltwater pool for Spring of 2018, Mike Friedman seconds the motion, 4 in favor, 1 against, motion approved.*
 - **Pool Resurfacing:** \$18,000 – *scheduled for end of 2017 Pool Season* – Jennipher Lucado to follow-up with National Pools to get on schedule – *status? Danielle Silva Aceituno motions to approve the resurfacing of the pool at the end of the 2017 Pool Season for the proposed amount of \$18,980, Mike*

Friedman seconds the motion, all in favor, motion approved.

Events & Social Committee

Suzanne Corry

- *Welcome Packages:* Ongoing – delivered 1 package on Wild Turkey.
- *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? no changes*
- *Any upcoming Events?*
 - **Ice Cream Social:** *status? SUCCESS, and about \$16 over budget*
 - **Holiday Decorations:** Mike Friedman currently storing Holiday Decorations – *to start discussion after Halloween*

7:40 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? Mike Friedman motions to approve Aaron Traphagen, Jake Silva, Tad Hardin, Chuck Jarrett, and Brian Hartsell as Architectural Review Committee Members to establish the 2016 Architectural Review Committee, Kyna Thomas seconds the motion, all in favor. Motion approved.; Kyna Thomas motions to approve Cheryl Morris, Mike Friedman, Janeen Smith, Megan Murphy, and Sacha Layman as Pool Committee Members to establish the 2016 Pool Committee, Danielle Silva Aceituno seconds the motion, all in favor. Motion approved.; 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*
 - **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*

8:25 New Business

- *Status? N/A*

Open Floor

8:27 Private Business

- *Status? N/A*

Open Floor

8:29 Meeting Adjourned

Jake Silva

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

Tentative Meeting Schedule

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