

Boxwood Property Owners Association

Board of Directors Meeting

Monday, April 1, 2019

Minutes

Call to Order: The meeting was called to order at approximately 6:43 pm at 515 Lady Slipper Lane by acting chair Jennipher Lucado, who was appointed by the Board to run the meeting until officers could be selected. Present were: directors David Corry, Suzanne Corry, Colene Mosley and Andrea Singy; staff Jennipher Lucado of Brownstone Properties; and guest Cheryl Morris, member/homeowner. Absent was: director Aaron Traphagen. A sheet was circulated to exchange contact information from each director and staff member present.

Minutes: Motion to approve minutes for January 10, 2019 meeting made by Andrea, seconded by David, unanimously approved.

Member Comments: Jennipher called for any comments from resident members. None were present and no new comments were reported from Board members.

Staff and Financial Report (Jennipher): CLC landscaping contract approved by prior board which was consistent with the budget was presented for execution. Since the last Board meeting, the Annual Meeting packet was prepared and mailed to homeowners. New homeowner names were given to Andrea for use by the Welcome team. Cheryl Morris returned the remaining pool worker funds from the 2018 pool season of \$20 to Jennipher. Teresa Thomas, Brownstone's new Accounting Manager, will be sending financial reports to the Board members on behalf of Brownstone. No new financial information has become available since March 2019 Annual Meeting.

Common Area Committee Report (David): Projects for the year tentatively are consideration of replacement of boxwood plants in the entry island, and installation of a basketball hoop in the pool area. Bids would be needed for purchasing and installing a basketball hoop at the pool. Cheryl Morris offered to donate her family's basketball hoop to the neighborhood.

Pool Committee Report (Cheryl): Pool will open May 18 & close September 21, 2019 and will be salt water this year. A new motor was installed. Hannah Bilodeau will serve as point of contact for pool cleaner Markus. Markus will be asked to replace the underwater lights. Cheryl will make small signs for the umbrella poles reminding members to put down the umbrella before leaving the pool area. Cheryl will forward signs to be laminated to Colene. David requested that all signs be consistent with a positive message. The pool rules remain current and no changes were made for the 2019 season. Cheryl will solicit pool help from teens age 14 and older via email to residents. Amanda Council will take pool party reservations this season. Sacha Layman will update the gate codes and handle processing of invoices this season. Andrea will apply the new trash sticker to pool trash can. Hannah Bilodeau will be in charge of maintaining and replacing pool furniture. Jennipher will follow-up with Paint/Power Wash Company for which \$700 was previously approved by the prior Board to be sure the work is completed before opening day but after the pool covers are removed and line up the sign painter from the bids to professionally letter the depth and no diving warnings, as well. 3 pool access keys exist of which Aaron has two and Cheryl has one. The pool bulletin board key is hanging in

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the pool room. The pool security system, while behind locked doors, is not currently password protected. Pool accidents, vandalism, etc. will be dealt with per incident and investigated by members of the pool committee and/or IT committee to try to identify parties responsible. It is to be determined as to who on the pool committee will handle the fire extinguisher inspection in July.

Social and Adopt-A-Street Committee Report (Andrea): Margaret Schmidt is organizing the Adopt a Street clean up to coincide with the April 6 Lynchburg City clean-up day. Erin Friedman will organize the Easter Egg Hunt scheduled for April 20. Colene volunteered to coordinate the advertising and signage for the yard sale if Trena Nowlin does not volunteer. Colene will obtain cost estimates from 'Signs By Tomorrow' for a waterproof/plastic covered sign to be placed at the neighborhood entry that can be used for multiple events. Andrea will solicit event volunteers via Facebook posts. The committee is in need of organizers for the Summer Pool Party and Ice Cream Social. The board suggested rotating cul-de-sac parties in lieu of the adult socials experimented with last year.

I/T Committee Report (Jennipher): Suzanne will contact Aaron regarding the security cameras being in place by May 18, for pool opening day.

New Business

Board Organization: Margaret Schmidt emailed secretary duties/template to the board and Jennipher will forward that email to Suzanne. Suzanne will solicit directory updates via email to the POA. Andrea said she would share the POA email account password so all board members have access when needed.

Officer Elections: David volunteered to be the President/Chair and was nominated, Andrea volunteered to be Vice-President and was nominated, and Suzanne volunteered to be Secretary and was nominated. **Motion to close nominations** was made, seconded and unanimously approved so the new officers of the board were unanimously elected.

Committee Appointments: The board selected committee members as follows and all selections were unanimously approved:

- **Architectural Review Committee:** Aaron Traphagen as Chair, Tad Hardin, Brian Hartsell and Kevin Struble.
- **Common Area Committee:** David Corry as Chair, Kevin Struble, and Aaron Traphagen.
- **Street Clean-up Team Subcommittee:** Erica Pfitzer, and Margaret Schmidt.
- **Pool Committee:** Colene Mosley as Co-Chair, Hannah Bilodeau as Co-Chair, Amanda Council, Sacha Layman and Cheryl Morris.
- **Social Committee:** Andrea Singy as Chair, Julia Harris and Suzanne Corry. **Welcome Team Subcommittee:** To be determined.
- **I/T Committee:** Aaron Traphagen as Chair, Rutger Bergers, Ty Bilodeau and Brenden Singy.

The Board agreed to facilitate giving certifications of community service hours for students who work with committees or on committee projects for no pay.

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Upcoming Meetings: Future Board meetings will be hosted by the Corry's at 515 Lady Slipper Lane at 6:30 pm. Tentative meeting dates decided by the Board are:

June 3, 2019

August 5, 2019

October 7, 2019

December 2, 2019 (hold but may not be used if not needed)

January 6, 2020

The 2020 Annual Meeting will be March 6 with a March 20 back up date in case of snow.

Adjourn: Motion to adjourn made by Colene, seconded by Andrea, unanimously approved.

Submitted by

Suzanne Corry
Secretary

Complete 2019-2020 Tentative Meeting Schedule

Monday, April 1, 2019	Board of Directors Meeting
Monday, June 3, 2019	Board of Directors Meeting
Monday, August 5, 2019	Board of Directors Meeting
Monday, October 7, 2019	Board of Directors Meeting
Monday, December 2, 2019 (on hold)	Board of Directors Meeting
Monday, January 6, 2020	Board of Directors Meeting
Friday, March 6, 2020	Members Annual Meeting
Friday, March 20, 2020 (back-up date)	Members Annual Meeting