

Boxwood Property Owners Association
Board of Directors Meeting Minutes
Monday, January 18th, 2016

- 6:25 Call to Order & Welcome** **D. Silva Aceituno**
- *In Attendance: Jennipher Lucado, Mike Friedman, Jake Silva, Missy Cunningham, Danielle N. Silva Aceituno*
- 6:26 Comments from Association Members** **Open Floor**
- *224 Marguerite: Needs to add their email address to the Community email list*
 - *568 Lady Slipper: Too many events for kids, not enough Community involvement for the adults – will address this at the annual meeting*
- 6:31 Approval of Minutes** **D. Silva Aceituno**
- Approval of Board Meeting Minutes – 11/02/15
 - *Do not have a copy, will approve next month*
- 6:32 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:*
 - Pool Committee Guidelines – Complete

- Architectural Review Committee Guidelines – Complete
- Common Area Committee Guidelines – In progress (Kevin Struble)
- Social & Events Committee Guidelines – In progress (Missy Cunningham)
- IT Committee Guidelines – In progress (Jake Silva)
- **2016 Volunteer List: Will need to have sign-up sheet available for Annual Meeting in March**
- **2016 Pool Bulletin Board: To be updated in May**
 - *Left Side:* 2016 pool rules, most recent community newsletter, to-date BoD mtg agenda w/schedule, & neighborhood business cards
 - *Right Side:* Copy of Articles 6, 7, & 8, POA operating procedures & committee guidelines, & City of Lynchburg pet guidelines

6:36 Staff Report

J. Lucado

- **Financial Report:** If anyone has ANY questions, contact Jennipher Lucado
- **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

6:37 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: No Report*

Common Area Committee – NOT HERE, NO REPORT

K. Struble

- *RSG Landscaping Contract:*
 - Re-mulching entrance flower beds: *Status?*
 - 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: Complete*
 - Sonny & Cheryl Morris - \$50 value gift basket
 - Dan & Megan Murphy - \$50 value gift basket
 - Sacha Layman - \$25 value gift basket
- *Pool Contracts: Janeen Smith sent Danielle Silva Aceituno updated Requirements for 2 Neighborhood Kids to fulfill the pool cleaning contract, Pool Committee to post an intent to hire post to the Official Boxwood Facebook Page and Unofficial Boxwood Neighborhood Facebook Group*
- *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 – On track (2 new neighbors coming in)*
- *Directory: Andrea Singy to assist with updating the directory after the 1st of the year – IT Committee will take over this topic*
- *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. – Missy to gather signs and follow-up with Ray regarding why the lights kept tripping*
- *Any upcoming Events? – Successful year! FY2015 is complete, no new events until after the annual meeting.*

7:08 Document Revision Campaign

D. Corry

Jennipher 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.

D. Silva Aceituno on D. Corry's behalf

- *As of Fri, Jan 15th, 2016: 94 signatures needed. 100 signatures obtained. Will be signing our declarations / bylaws into permanent existence either tonight or tomorrow morning upon Notary availability. A BIG Thank you to David Corry for taking on AND completing this project before our annual meeting! Thank you Gift for David Corry - \$25.*

7:10 Old Business

D. Silva Aceituno

- *Unofficial Neighborhood FB Group Rules: No updates*
- *Re-mulching Playground: Tabled until Spring, will look at having mulch delivered and pool attendants to help shovel.*
- *Up-Lighting Trees along Pool Driveway Entrance: Discussed the added expense of installation and energy usage.*
 - *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*

- 7:13 New Business** **Open Floor**
- *March Annual Meeting: Jennipher to send Danielle her notes*
 - *Nominations for the Annual Meeting: Think about for next meeting*
- 7:18 Private Business** **Open Floor**
- N/A
- 7:18 Meeting Adjourned** **D. Silva Aceituno**
- *Mike Friedman motions to adjourn, Missy Cunningham seconds the motion, all in favor. Meeting adjourned.*

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