

Approved 3/21/2016

**Boxwood Property Owners Association
Annual Association Meeting Minutes
Monday, March 16, 2015**

- 7:03 Welcome & Introductions** **David Corry**
- ***In Attendance:*** David & Suzanne Corry, Virginia Cabaniss, Bo & Missy Cunningham, Steven Clay, Robert & Gail Copelan, Lisa Fabulich, Richard Kingsley, Michael Freidman, High Clover, LLC, Matthew Johnson, Kenneth & Patricia Hawkins, Jeffrey Kite, Daryl Morris & Maureen Sheedy-Morris, Brandon & April O'Donnell, Kimberly & Colleen Mosley, Megan Murphy, Harold & Margaret Schmitt, Danielle Silva Aceituno, Aaron & Lauren Traphagen, Susan Wingfield, & Kevin Struble
- 7:05 Review & Approve Minutes from 2014 Annual Meeting** **Danielle Silva**
- Motion to approve by Gail Copeland, Motion seconded by Brian Hartsell, all in favor – carried unanimously
- 7:07 Overview by President on the State of Boxwood Property Owners' Association, Inc.** **David Corry**
- Overall philosophy of the Board has not changed, we have replaced anything that has been broken or dead professionally per the budget
 - All social events were successful – no cancellations
 - Enhancement of the community – Facebook page for communications, community newsletters
 - Pleased with the community cooperation and participation this past year
- 7:20 Document Revision Campaign** **David Corry**
- HOA Restrictions are set to expire after 25 years, this year's board worked with an attorney to draft up, review, revise, and reestablish the legal documentation of the HOA as a more permanent fixture due to the nature of our community, specifically in regards to our common areas: pool, playground, etc.
 - 39 Lots have already been signed – well over the halfway mark, need approx. 80 prior to bringing all signatures to a public notary for finalization
 - Looking forward to concluding this process within a matter of months to ensure homeowner signatures remain to-date
- 7:18 Committee Reports**

Common Area Committee Report

Steve Clay

- Repainted front fence in community entrance, pool / playground fence, and sign posts - \$699.00
- Seal-coated the pool parking lot and driveway to preserve the asphalt and enhance the community appearance - \$2,275.00
- Drainage repair in playground area – approx. \$1,100
- RSG Landscaping contract has been approved and renewed at a 3% raise – first raise in 3 years
- On the docket: Re-mulch playground and flowerbeds in common areas

Architectural Review Committee Report

Steve Clay

- Reviewed / approved a handful of homeowner requests including sheds, home additions, etc. to maintain the community appearance
- Mailbox painting was facilitated by the board and paid for per homeowner that responded

Pool Committee Report

Megan Murphy

- Had all chaise lounges refabricated / restrung
- 2 tables were replaced last summer
- Water Fountain will be replaced and winterized prior to pool opening on May 16 (closing date = Sept 13)
- Having pool deck power washed and safety codes repainted (no running, no diving, etc.)
- Dayle Mayberry resigned contract to maintain cleanliness of pool and bathrooms
- Pool rules have been revised to a homeowner may bring up to 4 guests OR 1 guest family to accommodate large families
- 2 tables to be ordered – in progress of searching for pedestal style tables
- 1 additional camera is being added to the current security system to capture the pool parking, this should greatly reduce / minimize unwelcome visitors late at night
- Discussion of pursuing a Saltwater Pool has begun in regards to adding it to the reserve fund docket, though resurfacing the pool is a priority

Social and Events Committee Report

Lisa Fabulich

- Did not have to cancel any events this past year
- Had a great RSVP response for the luau, however the weather did not permit for 100% turnout (had about half show) – plan to move the luau to the beginning of the summer

- Halloween Parade included pets this year, which had a positive response
- Neighborhood welcoming committee greets new homeowners with gift baskets which includes the neighborhood directory, coupons, etc.
- Easter Egg Hunt = March 28th
- Neighborhood Yard Sale = May 2nd
- Volunteer Sign-up sheets are available, volunteer leads have leeway to choose the event date and organize the event as they see fit

7:40 Financial Reports

Jennifer Lucado

- Review 2014 Year-End Financial Report
 - Fell about \$1500 short this past year: 1 lot owner has never paid – property is continuously leased, 1 owner has brought their account to date, and the last owner has promised to pay
 - Went over on the Maintenance & Repair budget, but we have always been well under budget in previous years
 - Social Events was over-budget by about \$600 due to holiday contest winners not being paid until the following year so there was rollover, and the luau required a tent due to the large number of people which came in handy during the rain
 - Pool phone budget went over slightly due to inflation on contract – legally necessary for emergencies
 - Pool budget went over slightly by \$80 due to kiddie pool latch and pool gate latch being replaced
 - EOY Budget was at a loss by about \$750 – not a huge issue as we continue to put money into the reserve fund
- Review 2015 Operating Budget
 - See attachment

7:50 Election of New Directors

David Corry

(Nominations may be made from the floor.)

- Lisa Fabulich nominates Jake Silva, seconded by Megan Murphy
- Aaron Traphagen nominates himself, seconded by Steve Clay
- David Corry nominates Kevin Struble, seconded by Aaron Traphagen
- Megan Murphy motions to close nomination, seconded by

- Maureen Sheedy-Morris, all in favor
- Mike Friedman motions to elect new board members into office, seconded by Lisa Fabulich, all in favor – passed unanimously

8:00 Approve Date of Next Annual Meeting

David Corry

- Monday, March 21, 2016
 - With a back-up date of Monday, March 28, 2016
 - Motioned to approve dates made by Brian Hartsell, seconded by Missy Cunningham, all in favor – passed unanimously

8:15 Matters from the Floor

Open Floor

(Each homeowner will be given an opportunity to speak. However, out of courtesy for all, comments will be limited to 2 minutes per homeowner.)

- Have considered adding a chain, security gate, and various other security systems to the pool entrance to deter unwelcome visitors late at night – currently have 3 cameras that extend up to 50 feet: adult pool lengthwise, kiddie pool, and in the eaves of the pool house / restroom area that allow us to review surveillance tape up to 30 days prior – adding a 4th camera will simply heighten security, cannot access them remotely currently due to lack of wireless internet
- Recommendation to post a sign that indicates that the pool area is under camera surveillance to deter unwelcome visitors
- Jennifer Lucado to contact our vendor that handles the pool light fixtures to ensure that the pool parking lot remains well lit during night hours
- How do we contact / petition the City of Lynchburg to repave the community streets? – The Board will contact the Streets Division to determine where Boxwood Community falls in regards to street replacement per the city schedule
- Have we considered setting aside a little bit of money to pay for a single snow plow service per year in case the City of Lynchburg falls short of plowing the streets?
- Is there anyone that Boxwood contracts out / volunteers out to help plow out neighbors during the winter months? – Contact Lisa Fabulich via the BoxwoodPOA email account for details
- Kent Mosely (Board to follow-up post-discussion): As a parent, many neighbors are concerned about speeding issues – in the previous years, the HOA has added signage throughout the community, looked into contracting a

portable sign to document speed but it was not cost-effective, the city also has the ability to rent out portable signs but it is difficult to obtain, portable speed bumps are also available but it is difficult to obtain as well, no permanent speed bumps are allowed in city limits due to snow plows and we cannot add a speed bump ourselves because the city owns the streets – the HOA has sent out newsletters and made comments via Facebook in the past year but that’s as far as our outreach is legally capable of, we have also seen some homeowners put some cones out to slow people down – Board will potentially discuss this upcoming year

8:45 Door Prize Drawings

David Corry

- Floor voted for Board to be able to win floor prizes
- Steve Clay won Isabella’s gift card, Mr. Kite won Home Depot gift card, and David Corry won Fresh Market gift card

9:00 Adjournment

David Corry

- Susan Wingham motions to adjourn, Bo Cunninham seconded the motion, all in favor – passed unanimously

Tentative Meeting Schedule

Monday, March 21, 2016

Members Annual Meeting

Back up Date: Monday, March 28, 2016