

**Boxwood Property Owners Association
Board of Directors Meeting Minutes
Monday, May 18th, 2015**

Approved

- 7:10 Call to Order & Welcome** **D. Silva Aceituno**
- ***In Attendance:*** Jennipher Lucado, Missy Cunningham, Jake Silva Aceituno, Danielle Silva Aceituno, Aaron Traphagen
- 7:15 Comments from Association Members** **Open Floor**
- 7:15 Approval of Minutes** **D. Silva Aceituno**
- Approval of Board Meeting Minutes as amended - 2/9/15
 - Approval of Board Meeting Minutes - 4/20/15
- 7:20 President's Report** **D. Silva Aceituno**
- ***Culture & Vision:***
 - A Board that is open to new ideas and changes in regards to effective and efficiency
 - More transparency in budget and committees between the Board and the community
 - Would like to open the communication between neighbors in a positive manner – support each other from a social media aspect, business aspect, babysitting aspect, kid's clubs / teams, etc.
 - ***Boxwood Property Owners Association Operating Procedures (has been tabled until June discussion):***
 - Review & Revise – As it stands, the current board is in non-compliance with the following 'operating procedures': 1) a., 1) b., 1) f., 1) g., and 2)
 - Recommend a Committee Guidelines Addendum to the Operating Procedures
 - ***Pool Bulletin Board:*** Danielle Silva to update and post:
 - *Left Side:* 2015 pool rules, most recent community newsletter, to-date BoD mtg agenda w/schedule, & neighborhood business cards
 - *Right Side:* doc campaign final letter & signature page, copy of Articles 6, 7, & 8, POA operating procedures & committee guidelines, & City of Lynchburg pet guidelines
 - ***2015 Volunteer List:*** Need a copy of the full volunteers list for social events and committees (names & email addresses, preferably) – Danielle Silva to ask Lisa Fabulich if there's a list available and let Aaron Traphagen know to have him send out volunteer request form. Missy

Cunningham to post via boxwoodpoa and Facebook.

***Note: according to the governing legal documents, no less than 3 and no more than 5 members may serve per committee*

- **IT Committee:** Recommending creating a potential IT Committee to handle a website restructure & the creation of an Official Boxwood Facebook page – tabled until next meeting
 - *Gombos Consulting:* Current website host / maintenance provider. Domain has been renewed for May 16, 2015 – May 15, 2016. Notes of interest: Gombos Consulting does not host the site on their own servers (a third-party vendor is used), and would like to put in a bid to handle website restructuring per Boxwood’s defined requirements and budget. Currently charge \$90/qtr. to host website, \$22/yr. for domain, and \$0 for ongoing maintenance. They have been notified that we will be obtaining additional quotes to put together and maintain the site via a WYSIWYG site builder / web hosting service online. ***Next steps: Will need to put together detailed requirements (e.g., automated forms, etc.), research website hosting and cost of domain transfer, and put together an assigned budget for going live in 2016.*
- **2015 Financial Breakdown:** Recommending restructuring the annual budget to be more easily understood at a glance and tracked on a monthly basis. Would like to see what the budget is, how much of the budget has already been allotted, how much has already been spent, and how much we really have to work with to ensure adherence to budgetary guidelines – specifically when it comes to Common Area Committee, Pool Committee, Social & Events Committee, and Reserve Fund usage.
 - *Reserve Fund:* \$9800 go into it every year, expenses are made per a reserve fund study (mandatory every 5 years) that is reviewed on an annual basis with our budget – next mandatory study is in 2016 (in-house or professional)
 - Danielle Silva to schedule a financial meeting with Jennifer Lucado

7:55 Staff Report

J. Lucado

- **Financial Report:** If anyone has ANY questions, contact Jennifer Lucado
 - *Restricted Funds:* Set aside previously to fund

- approved reserve fund items
 - *Social Events*: Would like to see this broken down within monthly financial report
- *New Neighbors*: Holly Snead is sending those out to Missy Cunningham

8:09 Committee Reports

Architectural Review Committee

A. Traphagen

- Recommends a boxwoodpoa website to document approvals, guidelines, etc.
- Deck has been submitted for approval at board meeting
- Aaron Traphagen to review rules & regulations – will draft up guidelines

Common Area Committee – No update

K. Struble

- Remulching flower beds in common areas – Kevin Struble to double-check that this has been completed
- Remulching of the playground – Kevin Struble to take a look at the mulch to ensure that this item is up-to-date

Pool Committee

D. Silva Aceituno

- *Pool Rules & Pool Security Letter*: revised and sent out via mailing to entire community on Fri, May 8th
- *Pool Set-up*: completed on Tue, May 12th, key pad has been successfully programmed, and pool attendants have been trained (Wed, 5/13) for pool opening on Sat, May 16th
- *Pool Access Code*: Janeen Smith will change the code on June 1st and an email will need to be sent out (Danielle Silva to send out 4 4-digit random codes to Janeen)
- *Facebook Page*: Danielle Silva sent Missy Cunningham the following text to add to the ‘About Us’ section of the Facebook page:

A place to post events, concerns, and comment upon the overall well-being of the Boxwood Community in Lynchburg, VA. **Please note: This page is not associated with the Boxwood POA - Board of Directors. Please direct all questions, comments, and concerns directly to the Board via email at BoxwoodPOA@gmail.com.

2015 Board of Directors is as follows:

President – Danielle Silva Aceituno
 Vice President – Michael Friedman
 Secretary – Lisa Fabulich

Common Area Committee Chair – Kevin Struble
Architectural Review Committee Chair – Aaron Traphagen
Pool Committee Chair – Danielle Silva Aceituno
Social / Events Committee Chair – Missy Cunningham
Ad Hoc Document Revision Campaign Chair – David Corry

Additional Info: If you would like to host a party / event at the Boxwood Community Pool, please contact Sacha Layman by email: sachalayman@gmail.com or phone: (434) 420 - 4113.

Missy Cunningham to update

- *Water Fountain Repair/Winterize*: Completed by Premier Home Solutions
- *Power Wash Pool Deck*: Completed by Dan Murphy
- *Repaint Pool Deck Safety Labels*: Deemed unnecessary by the Pool Committee & confirmed by Premier Home Solutions, maybe address next season?
- *Pool Parking Lot Security Camera*: Installed on Tue, May 12th by Lynchburg Alarm Company (LAC) - ~~\$371.30~~
- *Pool Attendants*: Janeen Smith has been given the budgeted ~~\$700~~ to pay for pool attendants, cleaning supplies, and paper products as needed throughout the season – receipts will be submitted at the end of the season and she will settle up with Brownstone then (per usual)
- *Pool Tables*: Megan Murphy has ordered 3 new pool tables from Park n Pool (scheduled to arrive in 2 to 3 weeks) - ~~\$433.33~~
- *Miscellaneous*: Megan Murphy to order 2 new umbrella bases to replace broken items, Holly Snead to order security sign to be placed at pool entrance indicating that the pool and surrounding areas are under video surveillance, Dayle Mayberry contract – Danielle Silva Aceituno to revise and initial current contract, Jennipher Lucado to leave both copies at counter for Dayle when she picks up her check
- *Saltwater Pool Research*: Ongoing process, waiting to hear back from Marcus Lezniak regarding his current saltwater pool clients for further research and feedback.

Events & Social Committee

M. Cunningham

- *Welcome Packages*: Ongoing – \$15 budget per basket, 120 Marguerite (April), 306 Wild Turkey, 532 Lady Slipper (May) – Andrea Singy will take over handling the directory
- *Yard Sale*: May 2nd – successful
- *Ice Cream Social*: Cancelled for other pool events – schedule coming soon
- *Luau*: has been moved to the beginning of the summer

before the rainy season – June 27th or July 18th

- *Boxtoberfest / Halloween Parade*: TBD
- *Holiday Decorations*: TBD

9:30 Document Revision Campaign

Jennipher Lucado has passed over names of existing homeowners left to sign the legal doc. Status?

D. Corry

9:30 Old Business

- Pool Light Fixtures: Kevin Struble to contact AEP to ensure pool parking lot lights are functioning properly / well lit during night hours
- Boxwood Community Street Repair: Mike Friedman to locate schedule information on the general city website and communicate to homeowners via Facebook page / email communications
- Pool Chain: BoD will discuss need for pool chain at pool entryway should new security system not function as intended

D. Silva Aceituno

9:40 New Business

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Open Floor

9:42 Private Business

- Speeding Issue: Follow-up with Kemp Mosely
Background Info - 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 – Danielle Silva: email a follow-up

Open Floor

9:45 Meeting Adjourned

Aaron Traphagen motions to adjourn, Jake Silva Aceituno seconds the motion, all in favor

D. Silva Aceituno

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, October 19, 2015	Board of Directors Meeting
Monday, November 16, 2015	Board of Directors Meeting
Monday, December 21, 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