

**Boxwood Property Owners Association
Board of Directors Meeting Minutes
Monday, September 21st, 2015**

- 6:07 Call to Order & Welcome** **D. Silva Aceituno**
- *In Attendance: Danielle Silva, Jake Silva, Jennifer Lucado, Lisa Fabulich, Missy Cunningham, Kevin Struble, Aaron Traphagan*
- 6:07 Comments from Association Members** **Open Floor**
- *Danielle Silva Aceituno: Never heard anything from RSG Landscaping, they never contacted me. However, I did receive 2 recommendations from 2 separate neighbors on 2 separate occasions for CLC Landscaping – recommending we obtain a bid from CLC for 2016; Board needs to make this an agenda item and have the committee put together specs on what we want done in order to solicit for bids*
 - *Danielle Silva Aceituno: ~~Potential-Lawsuit~~*
- 6:10 Approval of Minutes** **D. Silva Aceituno**
- Approval of Board Meeting Minutes – 8/17/15
 - *Lisa Fabulich motions to approve, Jake Silva seconds the motion, all in favor. Minutes Approved.*
- 6:15 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 – *looking to ensure that current guidelines are in compliance with legal documentation; still working on documenting all to-date approvals, have not yet pulled out approvals from years past per meeting minutes* – **Complete**
 - Common Area Committee Guidelines – *Currently working on first draft, will be reaching out to Aaron Traphagen and David Corry for additional help* – Status- In progress (Kevin Struble)
 - Social & Events Committee Guidelines – *Will start putting together a first draft, will let Danielle Silva Aceituno know if help is needed* – Status- In progress (Missy Cunningham)
 - IT Committee Guidelines – *Will start putting together a rough draft at the Inaugural IT Committee Meeting* – Status- In progress (Jake Silva)
- ***2015 Volunteer List:***
 - Putting together a draft volunteer list / directory, The Board needs to review to ensure that no less than 3 and no more than 5 members are on each committee.
 - Need 1 additional committee member for both the Common Area Committee and the Social & Events Committee – *Danielle Silva Aceituno to repost the '2015 Boxwood POA Volunteer Survey Form' on the Boxwood Neighborhood Facebook Group by Sept 1st (once school is back in session and summer activities have come to a close)* – **Complete, but no volunteers have signed up still**
- ***Pool Bulletin Board: In Progress***
 - *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

6:30 Staff Report

J. Lucado

- **Financial Report:** If anyone has ANY questions, contact Jennipher Lucado
 - *New umbrella needed for the pool out of reserves*
 - *Luau went approx \$200 over budget*
 - *Delinquencies are trending steady*
- **2016 Annual Budget:** Need to get official numbers in from all Committees!
 - *Draft of the new year financials coming in Oct/Nov*
- **2016 Reserve Fund Study:** Jennipher Lucado to bring 3 proposals for review: *Reserve Data Analysis (\$2048), Association Reserves (\$3480), DMA (\$3350)*
 - *Lisa Fabulich makes the motion to go with RDA for our reserve study. Aaron Traphagen seconds the motion. Motion carries unanimously.*
 - *The board chooses to pay for this out of operations. Motion by Jake Silva, and Seconded by Missy Cunningham, Motion carries.*
- **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

6:45 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 new requests*

Common Area Committee

K. Struble

- *RSG Landscaping Contract:*
 - Re-mulching entrance flower beds: *not in our original contract to mulch it a second time – \$225**
 - Re-mulching playground (not part of the contract – need additional quote): 2” thick hardwood mulch \$750 – *We will move this to the Spring, and look at having mulch delivered and pool attendants to help shovel.*
 - Flower rotation in entrance: *Contract is for 2x year; pansies the 1st week of October; deer netting included*
 - Entrance landscaping maintenance: *at no cost, they will regularly trim the shrubs. Boxwood shrubs have historically been an ongoing problem (scheduled to be pruned in the Fall), consider either replacing shrubbery with landscaping that requires less maintenance OR revise contract to require more frequent trimming of current boxwood shrubs. What is the cost difference between these two options?**
 - Tree replacement of 2 trees previously removed: 2 *cherry trees in stock (2” caliper size) – \$240*
 - Blowing grass into the pool: *They will try to be more conscientious, but they would like to have the pool code so that they can clean up after themselves**
 - Crepe Myrtle Tree Trimming (Baby Pool area): *RSG apologizes for not trimming the tree, but they will do it*

**Motion to approve \$465 for mulching entrance and trees added to the island/front entrance: Missy Cunningham makes the*

motion; seconded by Lisa Fabulich. Motion carried.

***Board discussed getting proposals from CLC Landscaping and others for future common grounds maintenance. It will need to be an agenda item at a future meeting and the committee will need to put together specs on what we want done in order to solicit for bids*

Pool Committee

D. Silva Aceituno

- *Pool Access Code: Janeen Smith has deactivated the resident code, and Danielle Silva Aceituno has established a Vendor Code – **This code is only to be shared with Pool Vendors upon notice and approval from The Board. The Board and The Pool Committee must know who is going in and out of the pool at all times, especially during off seasons. 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 – status? In Progress***
- *Janeen Smith Invoice: **Paid - *Note: Janeen Smith has refused the monies, given the money for the 8 cleaning days to her son, Jake Smith. Jake Smith will not be submitting an invoice for the last 8 cleaning days he completed to reflect this decision financially. Janeen Smith recommends the following be done with the monies:***
 - *Sonny & Cheryl Morris - \$50 value gift basket*
 - *Dan & Megan Murphy - \$50 value gift basket*
 - *Sacha Layman - \$25 value gift basket*

**Vote Info: Mike Friedman has submitted his vote for ‘yay’ – see attached email for details. ** Motion made by Jake Silva, seconded by Missy Cunningham. Approved.*

- *Jake Smith Contract: **Complete***
- *Janeen Smith ‘Thank You Gift’: **Total of \$48.99 – Brownstone Properties has reimbursed Danielle Silva Aceituno. Janeen was VERY grateful and loved the gift.***

‘The basket is so thoughtful and I will enjoy everything in it. Thank you too for the Massage Envy gift card. Wow! You are right, is nice to be appreciated and please thank the board for the kind words and gifts.’ - Janeen

- *Pool Contracts: Danielle Silva Aceituno in progress of revising 'Pool Maintenance Contract' and 'Pool Cleaning Contract' for 2016. Will have final numbers / quotes available and ready for renewing / rebidding by October meeting.*
- *Repainting Pool Safety Labels: Danielle Silva Aceituno waiting to hear back from 3 individuals regarding a quote for repainting the pool deck safety labels around the pool edge.*
- *Reconciliation of Pool Attendant monies: Janeen Smith has reimbursed Brownstone Properties a total of \$45.03 for monies not spent on pool attendants and supplies.*
- *Miscellaneous:*
 - *Umbrella Bases: Megan Murphy ordered 2 new umbrella bases to replace broken items, Total of \$212.24 – Paid Jennipher Lucado to send Danielle Silva Aceituno copy of final invoice*
 - *Lounge Chair Repair: Danielle Silva Aceituno to follow-up with Megan Murphy on this item*
 - *Baby Pool Cover: Marcus Lezniak authorized to purchase for \$900, has been ordered*
 - *Clean Pool Storage House Gutters (assigned to Jake Silva): status ~~Complete- No need for gutter covers~~*
 - *Pool Storage House Temperature Control System: Marcus Lezniak recommends that the pool storage house be temperature controlled during the heat of the summer months and the cold of the winter months to protect current Video Surveillance System Technology. Brownstone Properties to obtain a minimum of 3 quotes – **Brownstone Properties obtained quotes – minimum of \$1800 (for air venting ONLY, this does not include heat protection for winter months) to protect a \$2500 investment that has not has any issues for the last few years. The Pool Committee made the decision to table this topic indefinitely.***
 - *Pool Fence Mesh (assigned to Kevin Struble): status? Pool Committee to send height and color of mesh to Kevin Struble after Pool Committee Meeting (charcoal color; 3' x 100ft (x3) + 3' high x 25ft= \$155.25; zip-ties 100pc- \$4.23= \$159.53*

plus tax)

- *Pool Key Pad and Padlock – The padlock code will remain at the discretion of The Pool Committee ONLY. Therefore, one of The Pool Committee members will only remove the padlock prior to a scheduled Vendor appointment, most likely the evening before OR the morning of the appointment. That way the Pool Committee members will maintain control over the comings and goings of Vendors during emergency pool closings and off seasons, and will not have to rearrange their schedules to meet vendors when quotes need to be provided / work is scheduled to be done in the future (i.e., Bo Cunningham will be winterizing the pool water fountain soon). The padlock will remain on the pool entrance during emergency pool closings and off seasons.*
- *Pool Resurfacing: National Pools quoted us for \$17,900.00, waiting to hear back from Marcus Lezniak for a 2nd quote from his guy - Tom, need to obtain a 3rd quote from Perry Pools (Brownstone: can you please handle this?) **Brownstone will follow up with Perry, Jennifer strongly recommend National Pools based on experience and the fact that they installed our pool**, This is an expense that will need to be addressed in the next few years- not this year necessarily*
- *Saltwater Pool Research: Pool Committee would like to start this process when we resurface the pool – Here are the cost comparisons:*
 - *Per year cost: Saltwater @\$250/yr vs Chlorine @\$1000/yr*
 - *Realistic Numbers: Saltwater (install plus chemicals) years 1 – 7 @\$3975/yr (Initial \$3375 built into the years 1-7) & years 8 – 14 @\$3705/yr vs Chlorine 2012 @\$5797, 2013 @\$5083, 2014 @\$5104.50, and 2015 (to-date) @\$5435.50+ (numbers still in progress for 2015)*

**Danielle will add pool resurfacing and salt water pool change financials to the reserve fund study*

Events & Social Committee

M. Cunningham

- *Welcome Packages: Ongoing – \$15 budget per basket – status? 3 people on the Welcome Committee – doing a great job, will probably exceed the budget due to the high turnover rate of the houses in this neighborhood; **have been extended to new renters***
- *Directory: Andrea Singy has agreed to help with this – status? Willing to start helping after the 1st of the year*
- *Boxtoberfest / Halloween Parade: status? Suzanne Corry willing to lead this effort*
- *Holiday Decorations: status? All contest winners from 2014 have agreed to be judges; Will be sending out the Holiday Decorations judging date on the official calendars to give all homeowners a chance to participate (thinking about the evening of the 23rd to judge the decorations)*
- *Just under \$900 left in the budget for the year; Overall under budget so far even though the luau went over.*
- *Discussed asking neighbors to submit receipts before the end of the year or within 30 days*
- *Boxtober fest is scheduled for 10/24 at 3pm. Possibly add the chili cookoff and pet parade to the date as well*
- *Discussed reducing the cost of the gift cards for the holiday lights winner and getting re-usable signs.*
- *Nov 1- Jan 9 holiday lights*

7:45 Document Revision Campaign

Jennifer 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. Corry

D. Silva Aceituno on D. Corry's behalf

- *Last we heard: 81 signatures so far. 96 needed. – status? **Danielle Silva Aceituno to reach out to David Corry - currently no update for The Board***
- *Danielle Silva Aceituno to obtain an updated list from David Corry prior to campaigning on Wild Turkey Road.*

7:50 Old Business

D. Silva Aceituno

- *Boxwood Community Street Repair: Mike Friedman to locate schedule information on the general city website and communicate to homeowners via Facebook page / email communications – status?*
- *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*

7:55 New Business

Open Floor

- *Suspicious Activity: Neighborhood LPD Safety Meeting being held at Boxwood Community Pool on Monday, October 5th – This is not an official board event. Thank you to Missy for organizing this*
- *Missy is working on rules for the FB page (this is an unofficial facebook page)*
- *Suggestion made by Missy Cunningham to have volunteer incentives for being on committee or joining the board (ex- % off dues, gift card, etc.) It was discussed that it would not be appropriate for the board to accept any type of compensation. Possible thank you recognition, raffle or something similar discussed instead. We will continue this conversation with ideas at our next board meeting.*

8:20 Private Business

Open Floor

- N/A

8:21 Meeting Adjourned

D. Silva Aceituno

Danielle Silva Aceituno 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, 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