

**BRANDERMILL COMMUNITY ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**April 3, 2017**

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1. Call Board Meeting to Order – The April 3, 2017 BCA Board of Directors Meeting was called to order by President Charlie Davis at 7:00 PM at The Brandermill Church Fellowship Hall, 4500 Millridge Parkway, Midlothian, VA 23112. Directors Charlie Davis, Bob Friedel, Bob Gregory, Frances Hillman, Ann Hunt, and Tony Nardella, General Manager Cynthia Wright, and Recorder Judy Agee were present. Director Greg Pearson was not present.
2. Director Friedel led the meeting with the Pledge of Allegiance.
3. Approval of Agenda  
MOTION: Treasurer Gregory moved to approve the Agenda, as presented.  
MOTION SECONDED: Second Vice-President Hillman  
MOTION CARRIED: Unanimously approved.
4. Consideration of Minutes for Meetings of March 2, 4, 6 and 25, 2017  
MOTION: Director Nardella moved to approve the Minutes of the Board of Directors Meeting of March 2, 4, 6 and 25, 2017.  
MOTION SECONDED: Treasurer Gregory  
MOTION CARRIED: Unanimously approved.
5. Member Voice – Erin Collins (Oak Springs) and NRC Chair provided the Board with two letters for response by the next meeting. She addressed the letters dated March 31, 2017 regarding “Pool plans and maintenance 2017,” and April 3, 2017 regarding “Operational concerns about the BCA,” which included questions addressed to the NRC representatives from residents and more particularly what the plans are for the pools for the 2017 season.
6. Reports
  - A. President – President Davis had no report.
  - B. First Vice-President – First Vice-President Pearson had no report.
  - C. Treasurer – Treasurer Gregory had no report.
  - D. Members of the Board – Director Hunt inquired about the status of the repairs to the Harbour Pointe dock.
  - E. General Manager – General Manager Cynthia Wright reported that the Harbour Pointe dock from the walkway out to the rock was removed by Maintenance staff which revealed that structure was compromised and not safe. The replacement cost of the dock is not in the 2017 reserve fund. The walkway was found to be safe for use but there is erosion that will need to be reviewed by an engineer to provide a long-term plan to stop the erosion. The company that recently reinforced the dock at the marina and Sunday Park provided a quote for the Harbour Pointe dock. Several quotes are needed for a small floating dock to launch small boats in the water in this area. Manager Wright reported a pool company has been hired as a consultant to review the bids from three companies to provide needed repairs to the three pools, which will be discussed by the board in executive session tonight. Manager Wright reported the staff hours have been changed to provide better service to residents starting May 1 with office hours 8 am to 6 pm Monday through Friday and Maintenance staff to check for general cleanup during the

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weekend. This will be accomplished by scheduling the needed coverage and will not result in increased wages. Manager Wright stated legal counsel has been hired in regard to the alleged pool plastering deficiencies. She noted RFPs are needed for the landscape contract for 2018. The annual meeting ballots have been counted and announced a quorum has been reached; she encourages all to make sure to submit their ballot due by April 17 for the Annual Meeting of the Membership at The Brandermill Church.

7. Consideration of a Request for Bulkhead, Walker's Ferry - Second Vice-President Hillman - Consideration for plan to place a bulkhead in the reservoir by member Roby Monday (Walker's Ferry) in order to control erosion that is jeopardizing trees in buffer behind his property. East-West developers have asked that BCA provide their approval of the plan. Plan approved by Community Appearance and Maintenance, (documentation attached).

MOTION: President Davis moved to approve placing a bulkhead in the reservoir by member Roby Monday (Walker's Ferry) in order to control erosion that is jeopardizing trees in buffer behind his property.

MOTION SECONDED: Second Vice-President Hillman

MOTION CARRIED: Unanimously

8. Presentation and Adoption of 2016 Audit - Treasurer Gregory distributed copies of the 2016 Audit Report Treasurer's Comments, and noted the BCA received a clean opinion of the Association Financial Statements for 2016. The Auditors concluded the financial statements were materially accurate with no qualifications on that opinion.

MOTION: Treasurer Gregory moved the Board of Directors approve the BCA 2016 Audit Report

MOTION SECONDED: Director Friedel

MOTION CARRIED: Unanimously

9. Executive Session

MOTION: Director Hunt moved to enter into executive session according to Section 55-510.1.C of the Virginia Property Owners Association Act for the purpose of discussing contractual, personnel and legal matters.

MOTION SECONDED: Second Vice-President Hillman

MOTION CARRIED: Unanimously approved.

10. Return to Open Session - There was no action taken.

11. Adjournment - President Davis adjourned the meeting at 8:35 PM.

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Submitted by:

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Charlie Davis, President  
Board of Directors  
Brandermill Community Assoc., Inc.

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Cynthia Wright  
General Manager/Secretary  
Brandermill Community Assoc., Inc.