

BRANDERMILL COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
May 1, 2017

1. Call Board Meeting to Order – The May 1, 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, Tony Nardella, and Greg Pearson, General Manager Cynthia Wright, and Recorder Judy Agee were present.

2. Treasurer Gregory led the meeting with the Pledge of Allegiance.

3. Approval of Agenda

MOTION: 1st Vice-President Nardella moved to approve the Agenda.

MOTION SECONDED: Treasurer Gregory

ADDITIONAL MOTION: Director Pearson moved to add the illegal dock subject as an update to executive session agenda.

MOTION SECONDED: Director Hunt

MOTION CARRIED: Unanimously approved.

ADDITIONAL MOTION: Director Pearson moved to add the permit issue paid to the BCA attorney as an update to executive session agenda.

MOTION SECONDED: 2nd Vice-President Hillman

MOTION CARRIED: Unanimously approved.

ADDITIONAL MOTION: Director Pearson moved to have the board adopt the Resolution regarding the duties of the General Manager in open session.

MOTION SECONDED: Director Hunt

MOTION FAILED: Director Pearson approved, Directors Davis, Gregory, Hillman, Hunt, Nardella opposed, and Director Friedel abstained. This subject will be reviewed in executive session.

ADDITIONAL MOTION: President Davis moved the board adopt the changes to the Guidelines and Priorities for the Board in executive session.

MOTION SECONDED: Director Hunt

MOTION CARRIED: Unanimously approved.

ADDITIONAL MOTION: Director Pearson moved to allow the General Manager to make additions to the already approved 2017 pool fees.

MOTION SECONDED: Director Hunt

AMENDED MOTION: Treasurer Gregory moved the General Manager have authority to set the guest fees for non-residents.

MOTION SECONDED: 2nd Vice-President Hillman

MOTION CARRIED: Unanimously approved.

ORIGINAL MOTION CARRIED: Unanimously approved.

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4. Consideration of Minutes for Meetings of April 3 and 8, 2017

MOTION: 2nd Vice-President Hillman moved to approve the Minutes of the Board of Directors Meeting of April 3, 2017, as presented, and April 8, 2017, as amended.

MOTION SECONDED: Director Hunt

MOTION CARRIED: Directors Davis, Friedel, Gregory, Hillman, Hunt and Nardella approved. Director Pearson abstained.

5. Member Voice - Erin Collins (Oak Springs) and NRC Chair thanked the BCA Board for their anticipated response from Manager Wright regarding the NRC's operational questions. Ms. Collins announced the NRC will host a community meeting using a town hall format on May 11, 2017 at 7 pm at the Harbour Pointe Clubhouse and invited the Board to attend and participate. She reported that as a resident she provided helpful responses to WTVR reporter regarding questions about Brandermill that she provided to the Board, and noted her disappointment the Board did not agree to an interview. Manager Wright verified that the Board's written statement was sent to the reporter. Ms. Collins inquired about the BCA granting an easement to Chesterfield County, as noted in the BCA Special Board meeting minutes of March 25, 2017, and asked for a written statement or announcement of this transaction by the Board's June 5, 2017 meeting.

Director Friedel suggested a survey be conducted with a statistically significant sample size on how Brandermill residents feel about the governance of the Association. Director Gregory suggested holding a focus group meeting to address this subject, and Ms. Collins volunteered the NRC to organize this effort and the importance of offering several types of communication for the residents.

-Bob Malek (Regatta Pointe) as a 37-year Brandermill resident, thanked the present Board for their attention to issues such as pools and social networking, and recalled many of the accomplishments achieved by the past BCA Board members.

-Marie Turner (Birnam Woods) as a 21-year Brandermill resident, stated responses from social media participants were quick to react versus being proactive to concerns expressed. She noted many changes have happened in Brandermill and expects more to come, and expressed her concern that Brandermill attract young families to keep it vibrant while remembering the concerns of older families to keep that sense of community for all age groups.

-Gary Jenkins (Long Shadow and Timber Ridge) as a 21-year Brandermill resident, gave his appreciation for the clean-up work done at neighborhood signs, removal of dead trees in the community, and the maintenance work done at Sunday Park. He thanked President Davis for his leadership and working for the whole of the community.

-Warren Ragsdale (Huntsbridge) as a 40-year Brandermill resident, said he has been active with the BCA Board meetings in the past and has found under President Davis' leadership the meetings have been more effective and less time consuming.

6. Reports

A. President - President Davis said he looked forward to working with the Board members.

B. First Vice-President - 1st Vice-President Nardella did not have a report.

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- C. Treasurer – Treasurer Gregory reported the Finance Committee is currently verifying the Maximum Annual Assessment (MAA) amount the Board can levy for 2018, and the committee will provide their recommendation at the Board’s June 5th meeting.
Director Pearson referred to the BCA accounts receivable profile and noted that “as of March 31, 2017, 76% of the monies owed the BCA is at least one year old.” He suggested the Board reserve at least 15 minutes at each monthly meeting to review variances in budget line items and 30 minutes to review quarterly budget reports, along with reporting on the collection status of delinquent accounts.
Manager Wright commented that she and Treasurer Gregory will work together to give a report on the auditor’s management letter. She noted changes will not add any additional cost to the budget, but will reallocate responsibilities with the existing staff. Manager Wright agrees with Director Pearson that we have a big task ahead with amending our collection process, and she has arranged to meet with our collection attorney for further direction.
- D. Members of the Board – Director Pearson noted the Covenant Enforcement Task Force met last week with the purpose of reviewing and standardizing the letters and forms used in enforcing the Covenants.
Director Pearson stated the Communications & Marketing Committee will meet on May 4 with their priority on the new website to add more security enhancements to allow more online services available for residents.
- E. General Manager – General Manager Cynthia Wright reported the annual meeting and election procedures in response to several inquiries. She noted the board decided as a best practice to use a third-party accounting firm to gather, collect, open and count all ballots. The BCA staff have no exposure to opening the ballots. The outcome of the election is only announced at the annual meeting when the voting polls are closed.
Manager Wright announced the NRC will host a community meeting on May 11 at 7 pm at Harbour Pointe Clubhouse and invited BCA Board and staff members to speak at this town hall meeting to work together for the betterment of the Community.
Manager Wright announced the hiring of Pam Etter with her responsibilities to streamline processes between the BCA and residents.
Manager Wright reported in the process of reviewing expenses concern whether staff is in the landscaping or maintenance business to have a better understanding of overall costs and the current \$200,000 landscape contract, which will terminate at the end of this year. The Community Appearance & Maintenance Committee will hold a workshop on May 4 to review the requirements for the landscape RFP.
7. Consideration of a Request Driveway Extension and Front Walkway Alteration, Fortune’s Ridge – Al Raimo, BCA Director of Property Management, reported on covenant violations concerning this property that has an asphalt walkway and part of a wraparound driveway built on BCA open space property. At the time of purchase in 1988 there was no disclosure statement found, and in 2010 the BCA determined the owners could keep the property in the same state but these conditions needed to be rectified before the house could be sold. The owner of the property had died within the past year and his wife was seeking a waiver from correcting these violations so the house could be sold since there is a current sale in

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jeopardy because of these violations. The BCA Board will further consider this case and render their decision directly to the owner's wife.

8. Pool Update – General Manager Wright provided the Pool Update during the Item 6. E. General Manager's Report, with the following timeline:

The BCA has filed a law suit against Swim Metro for alleged poor workmanship in re-plastering the BCA pools, or even if the pools should have been re-plastered if they are outside of industry standards.

Late fall 2016, BCA Director of Property Management Al Raimo, along with pool specialist Douglas Aquatics reviewed the status of the pools to determine the level of damages.

In early January 2017, the BCA issued an RFP for repairing the pools, and it was determined the North Beach pool could be brought to industry standards by patch re-plastering and the Harbour Pointe and St. Ledger's pools needed complete re-plastering. RFP responses provided a wide range of pricing and Douglas Aquatics was hired to serve as a pool consultant to evaluate RFP responses, who recommended Swim Club Management to perform the re-plastering work, with Douglas Aquatics overseeing them.

Manager Wright announced the North Beach pool with the patch re-plastering work has been scheduled to open on time. The complete re-plastering work for Harbour Pointe and St. Ledger's pools has been scheduled and requires 14 days of dry weather for the curing process. The existence of Canadian geese nesting in St. Ledger's pool will hold up the work there until the eggs have hatched and the nesting removed.

9. Adoption of Management Letter Implementation Plan –

MOTION: Treasurer Gregory moved the board adopt the plan to address the auditor's concerns in a Management Letter Implementation Plan.

MOTION SECONDED: 2nd Vice-President Hillman seconded.

MOTION CARRIED: Unanimously approved.

10. Executive Session

MOTION: Director Pearson 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: 2nd Vice-President Hillman

MOTION CARRIED: Unanimously approved.

11. Return to Open Session –

MOTION: Director Pearson moved to approve the Duties and Policies and Procedures of the Board of Directors, adding language: all legal correspondence coordinated through the BCA office.

MOTION SECONDED: Director Hunt

MOTION CARRIED: Unanimously approved.

12. Adjournment - President Davis adjourned the meeting at 10:46 PM.

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Submitted by:

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

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