

BRANDERMILL COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
August 1, 2016

1. Call Board Meeting to Order – The August 1, 2016 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, Acting General Manager Al Raimo, and Recorder Judy Agee were present.
2. Second Vice President Gregory led the meeting with the Pledge of Allegiance.
3. Approval of Agenda
MOTION: Director Hunt moved to approve the Agenda.
MOTION SECONDED: Director Hillman
MOTION CARRIED: Unanimously approved.
4. Consideration of Minutes for Meeting of July 5, 2016
MOTION: Treasurer Friedel moved to approve the Minutes of the Board of Directors Meeting of July 5, 2016, as amended.
MOTION SECONDED: Second Vice President Gregory
MOTION CARRIED: Unanimously approved.
5. Member Voice -- Becky Bennett (Chimney House) expressed her concerns regarding a rude neighbor and the reckless and unsafe activity at this property. She submitted documentation noting reckless driving, unregistered vehicles, loud noise, and disregard for the proper supervision of children at this property. She had made numerous calls to the police and BCA office but felt there has been no improvement and asked the BCA for assistance.
 - Whit Southall (Chimney House) also spoke about the same neighbor stating that he has called the police with concerns relating to noise, unacceptable language, and concern for unsupervised children. He submitted documentation detailing the behavior and activities of this neighbor.
 - Terry Cox (Long Hill) noted her property backs up to the same property and is aware of activity in their backyard and the surrounding BCA open space. She stated she also does not feel comfortable with the behavior exhibited by this neighbor.
 - Dan Pringle (Chimney House) expressed his concern to add support to all of the other speakers regarding the Chimney House neighbor.
 - Blair Bennett (Chimney House) noted he had a detailed confrontation with the neighbor in question and that he had called the police several times.Mr. Bennett also noted BCA Maintenance staff provided assistance to clean a backed up culvert near his property, and expressed his concern that the staff did not pick up litter in the surrounding BCA open space.

President Davis stated that many of these complaints were matters for the police, and that the police officers retained by the BCA will be alerted to this additional information. First Vice President Pearson recommended sending emails to establish a documentation path and also gave information for communicating to the Chief of Police. It was confirmed there

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is no NRC representation for Chimney House.

-Mary Jane Zander (McTyre's Cove) stated that The Landing needs continued care with the control of weeds, grass cutting, and upkeep of shrubs in this area to be scheduled every spring and fall since it is not being maintained.

First Vice President Pearson asked Acting General Manager Raimo to call Ruppert Landscaping so they may have an updated report to the Community Appearance and Maintenance (CAM) Committee meeting, which is scheduled on Tuesday, August 9, to review the status of landscaping projects that will include The Landing area. Director Hillman asked to include in their review the upkeep of some of the neighborhood entrances.

6. Reports & Appointments

A. President - President Davis asked Acting General Manager Raimo to look into both matters mentioned in member voice and invited everyone back in September for an update. He also reported on the progress VDOT is making on road maintenance in Brandermill.

B. First Vice-President - First Vice President Pearson reported the Communication & Marketing Committee will meet Thursday, August 4 at 4 PM at the BCA office regarding marketing and pursuing a new website.

C. Treasurer -

MOTION: Treasurer Friedel moved to appoint Maria Slowe to the Finance Committee.

MOTION SECONDED: First Vice President Pearson

MOTION CARRIED: Unanimously approved.

Treasurer Friedel reported he, Finance Committee Chair John Cardea, Acting General Manager Al Raimo, and Maintenance Supervisor Danny Ramsey recently looked at three areas, including the BCA Marina, the Sunday Park dock, and the Harbour Pointe Pool and Clubhouse, and noted they would be suggesting repair modifications to the budget plan. President Davis thanked this group for their assistance in taking care of the bids for the marina repairs. He suggested since the marina is self-sufficient and is a revenue stream that we explore adding more slips in the future.

D. Members of the Board -

MOTION: First Vice President Pearson moved to appoint Samantha Dorr as a voting member to the Communications & Marketing Committee.

MOTION SECONDED: Treasurer Friedel

MOTION CARRIED: Unanimously approved.

-Director Hillman asked about the status of the replacement globes for the street lights and President Davis noted the BCA has continued to work with Dominion VA Power

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to get assistance with the pricing of the globes for county approval, and expects an answer by September.

-Second Vice President Gregory asked about the status of the purchase of a bucket truck and Acting General Manager Raimo responded this truck has been ordered and requires a revitalization process for use with the tree trimming activities of the Maintenance Department. The truck is expected to be delivered in a few weeks.

- E. Acting General Manager - Acting General Manager Raimo reported the September board meeting is scheduled on Tuesday, September 6 since the first Monday is Labor Day Holiday, and the November board meeting is scheduled on Tuesday, November 1 since the first Monday, November 7, the meeting room needs to be set up as an election precinct for the November 8 presidential election.

Mr. Raimo reported meeting recently with Charles Hutchens, Holladay Corporation, who provided plans for the senior care facility planned at the former Brandermill Inn location, for presentation at the August 9 ARB meeting.

Mr. Raimo noted the Property Management Department reports, including ARB, Covenant Enforcement and Disclosure activities, Report on Abandoned Properties, Violations by Neighborhoods: July 1 - 31, 2016, and Pool Membership Comparison 2015 vs. 2016 YTD are included in the board packet. He noted the 2017 BCA Budget Schedule will include dates for the Board workshop and community feedback meeting to complete that timeline. First Vice President Pearson asked if the Abandoned Property report could include what is owed to the BCA, and Mr. Raimo said he will check on publishing this data.

- F. Committees - Appointments, Reports, and Requested Board Action - NRC Chair Mamie McNeal expressed appreciation to the BCA Maintenance Staff for clearing the drainage pipe in Walker's Ferry. Ms. McNeal suggested that the community feedback meetings on the 2017 budget be moved up on the calendar.

-Finance Committee Vice-Chair George Lawson indicated that newly appointed committee member Maria Slowe had never been approved by the Finance Committee. He also noted the nominee cannot simultaneously serve on the Investment Subcommittee and the Finance Committee. Treasurer Friedel responded that he and Finance Committee Chair John Cardea will discuss this matter.

7. Consideration of changes to job description and duties of GM - The Board discussion followed the review of the General Manager's job description, and the proposed changes.

MOTION: First Vice President Pearson moved to accept the General Manager's job description, as presented.

MOTION SECONDED: Director Gregory

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AMENDED MOTION: President Davis moved to accept the General Manager's job description, as amended to include the word "additional" to the 3rd bulleted paragraph under RESPONSIBILITIES, after the word "on" and before the word "organizational".

MOTION SECONDED: Director Gregory

MOTION CARRIED: Unanimously approved.

AMENDED MOTION CARRIED: Unanimously approved.

8. Report & Discussion on process related to hiring search for General Manager - The hiring process and advertising of the General Manager vacancy were discussed. A committee of three to include: Treasurer Friedel, Director Ann Hunt, and First Vice President Pearson, will receive resumes of potential candidates, and conduct initial reviews and interviews. Interested candidates should apply by September 2.
9. Discussion Proposed Water Adventure Park - President Davis advised that the Planning Commission is scheduled to address the park at the August 16 meeting, but a request for deferral to the September meeting is likely to be made by the developer. The County has taken a keen interest in water quality to minimize potential public safety issues.
10. Executive Session
MOTION: Director Nardella 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 Gregory
MOTION CARRIED: Unanimously approved.
11. Return to Open Session - There was no action taken.
12. Adjournment - President Davis adjourned the meeting at 9:45 PM.

Submitted by:

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

Alexander Raimo
Acting General Manager/Secretary
Brandermill Community Assoc., Inc.