

BRANDERMILL COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
September 6, 2016

1. Call Board Meeting to Order – The September 6, 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. Director Hunt led the meeting with the Pledge of Allegiance.
3. Approval of Agenda
MOTION: Treasurer Friedel moved to approve the Agenda.
MOTION SECONDED: Director Hillman
MOTION CARRIED: Unanimously approved.
4. Consideration of Minutes for Meeting of August 1, 2016
MOTION: Director Nardella moved to approve the Minutes of the Board of Directors Meeting of August 1, 2016.
MOTION SECONDED: Director Hillman
MOTION CARRIED: Unanimously approved.
5. Member Voice -- Becky Bennett (Chimney House) gave an update on the property in her neighborhood and noted that there are more police patrols in this area which have helped with noise and loud parties, that BCA Property Management staff needs to inspect this property since there were at least 6 vehicles and other equipment in the backyard, and that there is a lot of traffic involved with the home child day care business operated at that property and the children are playing unsupervised on BCA open space.
 - Walter Bennett (Chimney House) reported he confirmed the county does not allow inoperable vehicles to be stored, but magistrates will not enforce this law. He noted there are 6+ vehicles stored on the property in his neighborhood. He also noted the home child day care business at this property provides no supervision for the 4-5 children, which he understands is not licensed by Virginia.
 - Linda Quackenbush (Walker's Ferry) expressed her concerns that the landscaping in the medians, specifically at the Brandermill Parkway/Genito Road intersection, and the perennial plantings need more attention. Director Hillman stated the Community Appearance and Maintenance Committee (CAM) is working with Ruppert Landscaping to identify and improve the appearance and health of the landscaping, and suggested Ms. Quackenbush contact Dianne Cardea, chair of the CAM subcommittee, with her specific concerns.
 - Jim Schrecengost (Timber Ridge) expressed his concern about the need for one-sided street parking and provided photos of vehicles parked on streets in his neighborhood which made difficult passage for emergency vehicles. He supported the Board's consideration to enact such regulation.
 - President Davis commented that our options are limited since the streets are not under the authority of Brandermill, and stated the BCA board would continue to make residents aware of the issue with the parking of vehicles so that they would not block traffic or create

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a traffic hazard, with the hope that voluntary action would be a significant step in addressing this problem.

- Craig Nelson (Promontory Pointe) and two of his neighbors stated the Canadian geese have taken over the pool and playground areas in Harbour Pointe which is causing an unsafe and unhealthy environment. He asked the BCA for any direction to decrease their population and the board suggested checking on actions that could be taken that do not violate the Protected Species Regulations.

- Darrell Moore (Promontory Pointe) also expressed his concerns about the overpopulation of the geese and agreed that Brandermill residents could share knowledge from the Woodlake residents who are taking "legal" measures to help with this same situation. President Davis suggested they put together a plan to present to the Board.

- Jeff Quackenbush (Walker's Ferry) stated his agreement that the geese population has gotten out of hand and the Harbour Pointe Playground had goose excrement in plain view upon his visit to the site. He noted the area along Brandermill Parkway close to Brandermill Country Club entrance needs to be cleared of thick brush and removal of a dead tree. He also shared his concern about a large old tree in the BCA open space near his home.

- Director Pearson expressed concern that residents might feel that they have taken their concerns before the BCA board and that nothing has happened in response. He clarified that some of the issues brought to the board involve issues of jurisdiction and others the board cannot comment on due to legal concerns. Director Gregory stated it was important that residents contact directly the various county and state agencies since the BCA was not physically present to describe the situation.

6. Reports & Appointments

A. President - President Davis announced a Special Committee to Study the Covenant Enforcement Process has been formed that will be chaired by First Vice President Pearson and will include Director Nardella and Finance Committee member Ben Carter. President Davis noted this special committee will begin its work soon with completion by early 2017.

He also announced a Special Meeting of the Board of Directors will be held on Thursday, September 8, tentatively set for 2:00 pm, to meet with the developer of the proposed Waterford Adventure Park, to learn of proffers and other progress that has been planned. He noted the Chesterfield County Planning Commission meets on September 20 and the Board of Supervisors will meet on September 28.

B. First Vice-President - First Vice President Pearson reported the Communications & Marketing Committee will meet on September 8 at 4:00 PM, and following that meeting the existing BCA software provider will give a presentation as the group continues to evaluate the BCA website and internal operating programs.

C. Treasurer - Treasurer Friedel reviewed financial reports provided in the Board package and noted the schedule for the 2017 budget meetings. First Vice President Pearson noted he appreciated receiving the quarterly accounts receivable report and Director

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Hillman asked for clarification of a few projects listed on the 2016 Reserve Fund project list.

- D. Members of the Board - There were no reports.
- E. Acting General Manager - Acting General Manager Raimo reported on the following:
1. The general contractor for the Marina upgrades will begin in October. All contracts (general and electrical) have been reviewed and approved.
 2. The new employee in the Property Management Department, Suzie Popielec, began employment in August and will serve as Senior Property Management Specialist, and the department is now fully staffed.
 3. Neighborhood inspections will begin again in October, with Planter's Wood being the first to be accomplished.
 4. BCA covenant enforcement action in Chesterfield Circuit Court resulted in a Planter's Wood homeowner given 60 days to bring the property into compliance and ordered to pay delinquent assessments and the BCA's attorney fees in successfully prosecuting the action.
 5. The next BCA covenant enforcement action in Circuit Court will be in November regarding property in Ridge Creek.
 6. With regard to the concerns of Chimney House residents, the BCA is pursuing the next step in its covenant enforcement process on the property in question. The BCA has contacted the Chesterfield County Police Department, the Commissioner of the Revenue, and the Department of License Inspections on matters that were outside BCA's authority.
 7. The tree management project on the section of Genito Road west of Brandermill Parkway was completed, and the office has received compliments on the action taken.
 8. The bucket truck has arrived and will begin work in Commodore Point, Planter's Wood loop road, a neighborhood in Harbour Pointe, and Riverbirch Trace.
 9. Starting on September 12, the Harbour Pointe Pool and Clubhouse entrance road, lower parking lot and drop off circle will be resurfaced with asphalt, which is expected to take 7-10 days depending on the weather.
 10. The brush pick up crew anticipates finishing trail cleanup activities during September.
 11. The Maintenance Department will begin neighborhood sign cleaning (blue street signs) in October.
- F. Committees - Appointments, Reports, and Requested Board Action - Planter's Wood resident and NRC Chair Mamie McNeal recognized the persistence of Ridge Creek residents who lobbied VDOT for additional signage along Brandermill Parkway near

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the entrance of Ridge Creek, indicating the severe curvature of the road in order to warn drivers of this condition.

McNeal also asked the board for clarification regarding the NRC's reporting on the budget process. Finance Committee Chair Cardea, Treasurer Friedel and Director Gregory expressed that the official Finance Committee minutes should provide information regarding the outcome of committee meetings, which would also provide the necessary information on the budget deliberations.

7. Update of GM search - Executive Search Committee Chair Pearson reported that the committee had received 96 applications and has narrowed the search to 18 applicants. The committee will meet on September 7 to narrow that list to 10 candidates.
8. Approval of Executive Session Board meeting for September 7, for purposes of discussing GM applications - The Search Committee meet on September 7 and go into Executive Session to discuss the 18 candidates and determine who should move onto the next phase.
9. Draft Budget - Schedule and Overview - Manager Raimo discussed the proposed schedule and process of the 2017 draft budget. Finance Committee Chair Cardea reported that the committee will hold a workshop on September 7 to discuss the 2017 draft budget especially to understand the Reserve Fund and how to tighten controls on that Fund. The Finance Committee will host a Community Meeting on the proposed 2017 Budget at 7 PM on September 19 at The Brandermill Church Fellowship Hall.
10. Update of Proposed Water Adventure Park - President Davis reported there will be a Special Board Meeting tentatively set for 2 PM on Thursday, September 8 at the BCA office for the developer to discuss proffers and key issues, including traffic and noise.
11. Discussion of Self Help Policy - Consideration of Changes - President Davis submitted for consideration at the October board meeting a change to the Self Help Policy. The change reduces the time required for written notification from 30 to 14 days before the Association plans to take corrective action on a property. The reduction to 14 days written notice to a resident whose property is not in compliance is consistent with the Property Owners Association Act (POAA) as it relates to the Hearing Panel referral notice. During discussion it was clarified that this change would allow the BCA to go onto the property after the 14-day notice to take action to correct a violation. The property owner would be invoiced by the BCA for the work completed. Manager Raimo explained that such action could be taken in lieu of Hearing Panel action.
12. Discussion of No Parking Neighborhood Streets - President Davis suggested that the BCA should ask people to be aware of the problems created by vehicles parked along residential streets and commented that beyond asking for voluntary compliance, there is not much the BCA can do to enforce the parking restrictions as the roads are owned and policed by Chesterfield County and maintained by VDOT.

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13. Executive Session

MOTION: Director Hillman 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: First Vice President Pearson

MOTION CARRIED: Unanimously approved.

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

15. Adjournment - President Davis adjourned the meeting at 9:50 PM.

Submitted by:

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

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