

**BRANDERMILL COMMUNITY ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**December 5, 2016**

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1. Call Board Meeting to Order – The December 5, 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: Director Hillman moved to approve the Agenda.  
AMENDED MOTION: First Vice-President Pearson moved to amend the Agenda to review Item 7. before Item 4.  
AMENDED MOTION SECONDED: Director Hillman  
AMENDED MOTION CARRIED: Unanimously approved.
4. Presentation: Mr. Jack Wilson, Johnson Development - Self-Storage Facility, Hull Street Road – President Davis introduced Jack Wilson, Esq. who is representing Johnson Development Associates, regarding the proposed Self-Storage Facility to be located off Hull Street Road behind and adjacent to the Watch Harbour neighborhood in Harbour Pointe. He presented proffers and renderings of this proposed facility, which is scheduled to be reviewed by the Chesterfield County Planning Commission on January 17, 2017 for rezoning. If County approval is achieved by February 2017, the developers anticipate construction will begin in 4-5 months.  
MOTION: President Davis moved the Board support this request, as presented.  
MOTION SECONDED: Director Hillman  
MOTION CARRIED: Unanimously approved.
5. Consideration of Minutes for Meeting of November 1, 2016  
MOTION: Director Nardella moved to approve the Minutes of the Board of Directors Meeting of November 1, 2016.  
MOTION SECONDED: Director Pearson  
MOTION CARRIED: Unanimously approved.
6. Consideration of Minutes for Meeting of November 22, 2016  
MOTION: Director Nardella moved to approve the Minutes of the Board of Directors Meeting of November 22, 2016.  
MOTION SECONDED: Director Friedel  
MOTION CARRIED: Unanimously approved.
7. Member Voice – There were no speakers.
8. Reports
  - A. President – President Davis announced the search for the new General Manager is complete. Ms. Cynthia Wright will join the BCA staff on January 1, 2017. Davis noted her

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specific experience includes lake management, lifestyle programs, strategic planning, working with budgets of \$1-\$15 million, working in communities of 4,000+ units of varying types, and developed aesthetic and marketing programs within the communities to enhance property values. President Davis advised there will be a community meet and greet scheduled in January to meet Ms. Wright.

President Davis thanked First Vice-President Pearson, Treasurer Friedel and Director Hunt for their work on the General Manager Selection Committee.

- B. First Vice-President - First Vice-President Pearson thanked Treasurer Friedel and Director Hunt for their participation in the Selection Committee which worked diligently on devising a selection process to choose the best possible candidate. Pearson noted that the BCA ran more ads seeking applicants than in previous years online, in print and with the Community Association Institute (CAI), which produced the best candidates. Out of 98 applications, candidates were narrowed to 18, then to 9, and then further to five applicants through a committee meeting process. Pearson noted that the final five applicants were then interviewed by all Board members. Visits were arranged for the two most qualified candidates to meet the Board, tour the Brandermill neighborhoods and pools, and to discuss the budget in length. Pearson also noted the expenses for bringing the two candidates to Brandermill were covered by the BCA, however, Board members paid for their own meals during the visits. First Vice-President Pearson stated it was a unanimous decision of the full BCA Board to make the offer to Ms. Cynthia Wright.

First Vice-President Pearson thanked Acting General Manager Al Raimo for his hard work and support during this search period.

- C. Treasurer -

MOTION: Treasurer Friedel moved to appoint Patrick McDade (Riverbirch Trace) as a voting member of the Finance Committee for a 3-year term.

DISCUSSION: Finance Committee Chair John Cardea introduced McDade and noted that his experience included work with major businesses as well as his own law firm, and is currently employed as Assistant Attorney General of Virginia in the Medicaid Fraud Control unit.

MOTION SECONDED: Director Hillman

MOTION CARRIED: Unanimously approved.

Treasurer Friedel reviewed the Third Quarter budget figures as reported and went into detail regarding several line items with explanation and assistance from Acting General Manager Raimo. Treasurer Friedel and Second Vice-President Gregory reported they believe Brandermill's budget is in good shape. Treasurer Friedel noted that Chair Cardea will present to the Finance Committee within a month or so a process designed to be more expansive and inclusive of Association members and have projects fully vetted by the sponsoring committee before they are submitted for funding to the Finance Committee.

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- D. Members of the Board – Director Hunt reported the Brandermill Christmas Tree Lighting event heralded in the Christmas season on Friday, December 2 in Sunday Park, with approximately 250 people in attendance. Director Hunt thanked Community Services Director Jennifer Strader and the BCA Staff for their work on this holiday project, and noted the lights will continue to be up until the week after Christmas.  
-Director Hillman led a discussion regarding previous NRC reporting on committee activity. Board members were in agreement that moving forward all committee activity would be reported by the individual committees.
- E. Committees – Appointments, Reports, and Requested Board Action – There were no reports.
- F. Acting General Manager – Acting General Manager Raimo welcomed Cynthia Wright as the new General Manager and thanked the Board for his opportunity to serve during the selection process. Manager Raimo noted he attended three legal hearings in November regarding covenant compliance. He noted there have now been five successive prosecutions of covenant violation cases within this year in which the court awarded Brandermill compensation for legal fees and required that the properties be brought into compliance. Manager Raimo noted a new Property Management Specialist position will soon become available to fill a vacant staff position. He congratulated Community Services Director Jennifer Strader and the Maintenance team for their good work on the Christmas Tree Lighting event. Manager Raimo reported the work on the marina is about 50% complete and is targeted to be finished by the end of December. Manager Raimo reported that over 10% of all residents are using the leaf removal service, and the BCA Maintenance crews will begin street cleaning activities. First Vice-President Pearson commented the number of violations associated with rental properties is larger than violations associated with owner-occupied properties. Second Vice-President Gregory thanked Raimo for a tremendous job as Acting General Manager
9. Self-Help Request, BCA staff Cove Ridge neighborhood – Suzie Popielec, Property Management Specialist, made the request for Self-Help regarding a Cove Ridge property. The Board did not take any action on this request at this time awaiting further legal review of the Self-Help Policy.
10. Executive Session  
MOTION: Second Vice-President Gregory 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: Director Hunt  
MOTION CARRIED: Unanimously approved.
11. Return to Open Session – There was no action taken.
12. Adjournment - President Davis adjourned the meeting at 9:10 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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Alexander Raimo  
Acting General Manager/Secretary  
Brandermill Community Assoc., Inc.