



**BRAMBLETON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS
MEETING MINUTES
April 3, 2018**

A meeting of the Board of Directors was convened at the Brambleton Community Association Management Office located at 42395 Ryan Road, Suite 210, Brambleton, Virginia 20148.

BOARD ATTENDANCE:

Kim Adams – President
Meryl Bisaga – Secretary/Treasurer
Brian Viola – Vice President
Tom Gurganous - Director
Pat Martin – Director
Ram Venkat – Director

OTHERS IN ATTENDANCE:

Rick Stone – General Manager
Rosemarie Linder – Director of Administration & Services

ABSENT

Ric Spencer – Director

CALL TO ORDER

Ms. Adams called the meeting to order at approximately 8:15 a.m.

APPROVAL OF MINUTES

Ms. Bisaga moved to approve the February 6, 2018 minutes as corrected. The motion was seconded by Mrs. Martin and passed unanimously (6-0).

BRAMBLETON BETTAS SWIM TEAM UPDATE

Mr. Stone advised that after communicating the BCA Board decision requiring meets to be held at the Community Center Pool, the swim team initially expressed concerns for lighting and additional support from BCA staff. Mr. Stone assured the team that BCA would provide the requested support and it was agreed that the swim team will move forward with meets and practices as required by the BCA Board.

The team submitted their financials in support of their request for financial assistance from BCA to pay for the required lifeguards during practices and meets. Mr. Viola moved to approve up to \$3000.00 towards expenses for the required lifeguards for the 2018 swim season. The motion was seconded by Mr. Gurganous and passed unanimously (6-0).

RATIFICATION OF ACTION TAKEN OUTSIDE OF A MEETING

The Board took action outside of a meeting to approve the replacement of the Community Center play equipment as recommended by the Facilities & Grounds Committee and presented by staff. The motion was made by Director Pat Martin, seconded by Director Ram Venkat and unanimously passed by all via email on March 14, 2018.

Mrs. Martin moved to ratify the action taken outside of a meeting on 3/14/2018 to fund and replace the Community Center tot lot as presented and recommended. The motion was seconded by Mr. Viola and passed unanimously (6-0).

COMMUNICATIONS, CORRESPONDENCE and DISCLOSURES

Mr. Stone updated the Board on the status of the \$200 Fine Sign Request. The request was approved by the Loudoun County Board of Supervisors at their March 22nd meeting and installation is pending.

Mr. Stone confirmed that as approved by the Board at their February 6, 2018 meeting, staff had submitted a letter to the developer stating it is the desire of the Association to request a change of the proffers to allow construction of a 3-lane pool with separate play/splash area and beach entry in place of the existing 6-lane competition style pool that is currently proffered.

ANNOUNCEMENTS

Mr. Stone announced the following upcoming meetings and activities:

Saturday, April 7 – Bramble Bunny Egg Hunt

Saturday, May 19 - Brewfest

Saturday, June 2 – BCA Bus Tour

Tuesday, June 5 - BCA Board Meeting

At approximately 8:45 a.m., Ms. Bisaga stepped out of the meeting briefly and then returned.

REPORTS

The Board received the April 3, 2108 Management Report and the following items:

- Capital Project Calendar, Report, and Dashboards
- Bond Release Update for Sections 17, 19/Overlook, 12/Water Towers, Town Center Residential and 22.
- Status report on the 2018 Reserve Study update due in 2018
- February 28, 2018 Financial Report prepared by FirstService Residential.

- February 28, 2018 Delinquency Analysis Report prepared by FirstService Residential.
- March 26, 2018 Collection Summary Status Report prepared by Chadwick's Office.
- February 2018 Approved and March 2018 Draft Covenants Committee Minutes
- March 2018 Draft Grounds & Facilities Committee Minutes
- March 2018 Draft Financial Advisory Committee Minutes
- January & February Draft Ad Hoc Technology Community Services Committee Minutes

Mr. Stone confirmed that staff had signed off on the agreement for Miller Dodson to perform the 2018 Reserve Study update and advised it was anticipated that the study would begin in April and that a draft would be available for review by August 2018.

Mr. Stone also advised that the 2017 Annual Audit is underway and that it is anticipated that a draft will be available for review by August 2018.

Mr. Stone also updated the Board to advise that the Asphalt Subcommittee held its first meeting in March 2018 and that they will continue meeting on the same night as the Grounds & Facilities Committee, starting at 7pm.

At approximately 8:55 a.m., Ms. Bisaga departed the meeting.

OFFICE LEASE & NEW OFFICE RENOVATIONS/PURCHASES

Information pertaining to the office lease was included under the Executive Session Packet for the Board to review, discuss, and take action in open session. Mr. Venkat moved to authorize the General Manager to sign a 5-year lease agreement as outlined and discussed in executive session and approve an additional \$22,000 in lease payments for 2018 for a total annual expenditure of \$67,000. The motion was seconded by Mr. Viola and passed unanimously (5-0).

As part of the office move staff has outlined renovations, move expenses, and necessary purchases for the Board to consider. Mrs. Martin moved to approve and authorize the General Manager to spend up to \$77,550 in office renovations and purchases as presented. The motion was seconded by Mr. Gurganous and passed unanimously (5-0).

BUS WRAP

Mr. Stone presented a proposal and graphic representation of the proposed wrap for the new bus with request for approval of the proposal. Ms. Adams moved to approve up to \$4,600.00 for the vehicle wrap of the new bus. The motion was seconded by Mrs. Martin and passed unanimously (5-0).

ZIPLINE DONATION PROPOSAL

BCA has been offered the donation of a zipline from Burke Equipment. Acceptance of the donation requires that the Association pay for the required borders and surfacing. The cost of these elements is projected to be approximately \$16,000.00. Mr. Venkat moved to approve up to \$16,000.00 for the installation of the required borders and surfacing to accept the donation of the zipline. The motion was seconded by Mr. Viola and passed 4-1, with Mr. Venkat, Mr. Viola, Ms. Adams and Mrs. Martin voting yea and Mr. Gurganous nay.

At approximately 9:35 a.m., the Board agreed by unanimous consent to take a brief break.

At approximately 9:44 a.m., the Board resumed the meeting.

DISCUSSION

Mr. Venkat initiated a discussion regarding the future of the BCA Board and its directors. It was requested that the Board receive an update regarding the projected timeline for transition of the community and advice from the developer regarding their intentions for remaining on the Board. It was agreed by unanimous consent to direct staff to seek this information for presentation to the Board at their next regularly scheduled meeting.

EXECUTIVE SESSION

At approximately 9:50 a.m., it was agreed by acclamation that the Board enter into executive session in accordance with Virginia Code Sec. 55-510.1.

OPEN SESSION

At approximately 10:03 a.m. the Board reconvened in open session and Ms. Adams noted that during executive session the Board restricted its discussion to matters in accordance with Virginia Code Sec 55-510.1.

OWNER OBLIGATIONS

Mr. Viola moved to take actions as discussed in executive session regarding all of the cases presented. The motion was seconded by Mr. Venkat and passed unanimously (5-0).

ADJOURN

There being no further business, the meeting was adjourned by acclamation at approximately 10:05 a.m.

APPROVED

Attest:

Meryl Bisaga
Meryl Bisaga, Secretary/Treasurer

4/5/18
Date