



**BRAMBLETON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS
MEETING MINUTES
June 5, 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 – by telephone
- Ric Spencer – Director
- Ram Venkatachalam – Director

* by telephone, connected prior to the call to order

OTHERS IN ATTENDANCE:

- Rick Stone – General Manager
- Rosemarie Linder – Director of Administration & Services
- Chris Cook – Chair, BCA Covenants Committee
- Jordan Crotty – Chair, BCA Ad Hoc Technology Community Services Committee
- Residents listed in attendance record attached

CALL TO ORDER

Ms. Adams called the meeting to order at approximately 8:01 a.m.

APPROVAL OF MINUTES

Mrs. Martin moved to approve the April 3, 2018 minutes as corrected. The motion was seconded by Ms. Bisaga and passed unanimously (7-0).

PURCHASING & CONTRACTING RESOLUTION

Mr. Stone introduced the draft purchasing and contracting resolution for review and consideration for adoption. He explained the intent of this resolution is to provide clear requirements and authority when it comes to staff responsibility when making purchases and/or entering into contractual agreements on behalf of the Association.

After brief discussion, it was agreed that the Board would take additional time to review the document in detail. Comments or suggestions would be submitted to Mr. Stone and a final revision would be submitted at the next meeting.

SAND VOLLEYBALL AT LEGACY PARK

Over the years the Grounds & Facilities Committee and staff have fielded requests for a sand volleyball at Legacy Park. The Committee reviewed this project at their May meeting and recommends funding of the project.

Mr. Venkatachalam moved to approve and authorize the General Manager to spend up to \$51,700.00 of initial capital funding for the Legacy Park Volleyball Court project as presented. The motion was seconded by Mr. Gurganous and passed unanimously (7-0).

DONATION OF DOG PARK LABOR & MATERIALS

Mr. Stone advised the Board that HLS/TDS/KT had approached the Association to offer a donation of the labor and materials to install the dog park therefore the \$29,000.00 in initial capital will not be spent as approved. The Board asked Mr. Stone to express their appreciation to HLS/TDS/KT.

FACILITY USE AGREEMENT: CAST PROGRAM

The Loudoun County Program, Community and Schools working Together, CAST, has requested use of the same space they are currently using at the Community Center until they can relocate to the Brambleton Library, which is projected to occur in October/November 2018.

Mr. Venkatachalam moved to approve the facility use agreement with the Loudoun County CAST program as presented and to authorize the General Manager to sign the agreement on behalf of the Association. The motion was seconded by Mr. Gurganous and passed unanimously (7-0).

WATER SLIDE RULES

The slide manufacturer has a basic set of rules for their slide, but Association and pool management staff have seen a need to put additional rules in place to address several unsafe behaviors that occur at the pool slide. Staff recommends approval of the rules presented for review.

After discussion, Ms. Bisaga moved to approve the slide rules as presented and to authorize pool management and Association staff to reasonably enforce as deemed necessary. The motion was seconded by Mr. Viola and passed unanimously (7-0).

OWNER CONCERN & POLICY RESOLUTION GUIDANCE

Staff requested guidance regarding the Board's intent regarding enforcement of its policy resolutions as they relate to owners, residents, and tenants.

This request for guidance is a result of a recent owner inquiry as to why staff would respond to a report of concern from a resident/tenant as the referenced policy resolution provides for response to concerns from an owner.

After discussion, it was agreed by unanimous consent that the Board does not intend to exclude staff from responding to written concerns submitted by resident/tenants. It was further agreed by unanimous consent to direct staff to review all of the policy resolutions of the Board, to consult with counsel as necessary, and to present any suggested revisions that would provide clarification of the Board's intent to the Board at their next meeting.

SIGNAGE FOR PRIVATE STREETS

Mr. Stone advised the Board that it was necessary to install signs on the Associations' private streets to provide notice that the streets are subject to BCA's parking restrictions and enforcement actions. He explained that signs needed in the newer sections of the community, are to be placed at community entrances, and are not intended to be placed on every street.

After brief discussion, Ms. Bisaga moved to approve up to \$10,000.00 of initial capital for signs, posts and installations as recommended by staff. The motion was seconded by Mr. Venkat and passed unanimously (7-0).

COMMUNICATIONS, CORRESPONDENCE and DISCLOSURES

Mr. Stone reviewed the correspondence forwarded to the Board on 4/16/2018 regarding a request for reimbursement for a dog illness alleged to be related turf applications on common areas. Mr. Stone also updated the Board on receipt of numerous concerns related

to suspension of mowing services due to the extended period of rain and the Common Area re-naturalization plans.

Mr. Stone confirmed that the 2018 Audit is underway and that staff had received a draft version of the Reserve study update and expected that both would be presented to the Board at their August meeting.

ANNOUNCEMENTS

Mr. Stone announced the following upcoming meetings and activities:

6/16	9am – 10:30am	Community Bus Tour departing from the Welcome Center
6/30	6pm – 10pm	Red, White & Bram
8/7	8:15am	BCA Board Meeting

REPORTS

The Board received the June 5, 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.
- April 30, 2018 Financial Report prepared by FirstService Residential.
- April 30, 2018 Delinquency Analysis Report prepared by FirstService Residential.
- May 28, 2018 Collection Summary Status Report prepared by Chadwick's Office.
- April 2018 Approved Covenants Committee Minutes
- March 2018 Draft Grounds & Facilities Committee Minutes

EXECUTIVE SESSION

At approximately 8:32 a.m., it was agreed by acclamation that the Board enter into executive session in accordance with Virginia Code Sec. 55-510.1 for the purpose of discussion of matters involving violations of the declaration or rules and regulations of the Association and to discuss and consider the personal liability of members to the Association.

At approximately 9:27 a.m., by unanimous consent, the Board agreed to take a brief break.

OPEN SESSION

At approximately 9:33 a.m. the Board reconvened in open session and Ms. Adams noted that during executive session the Board restricted its discussion to the purposes identified in the motion to enter Executive Session, in accordance with Virginia Code Sec 55-510.1.

Mr. Venkatachalam moved to approve the application for a screened in porch in Case 20180605CC3A with the condition that the porch must be identical, in all regards, including but not limited to size, materials, color, roof pitch and materials, as was offered by the builder as an option. The motion was seconded by Ms. Bisaga and passed unanimously (7-0).

Ms. Bisaga moved to uphold the determinations of the Covenants Committee in Case 20180605 CC3B. The motion was seconded by Mr. Viola and passed unanimously (7-0).

Mr. Venkatachalam moved to approve the application for a pergola with privacy screening for Case 20180605 CC3C with the following conditions;

- The two (2) top and two (2) bottom horizontal boards must be removed from both sections of the pergola where boards are currently installed, leaving seven horizontal boards in place.
- Stain must be applied to the areas where boards have been removed to achieve a consistent finish.
- No additional horizontal boards may be installed on the pergola structure.
- Landscaping must be installed to sufficiently screen the pergola from the street.

The Board granted 30 days for the required board removal and staining to be completed and for an approvable landscaping plan to be submitted to the Covenants Committee for consideration. The motion was seconded by Mrs. Martin and passed unanimously (7-0).

By unanimous agreement, the Board noted their understanding that the standard approval of an application provides six months to start and a year to achieve substantial completion of the project and that additional time would be necessary for the landscaping material to grow and provide the required screening.

Mr. Venkatachalam moved to uphold the Covenants Committee's denial of the applications for garden trellises in Cases 20180605 CC3D and CC3E and to grant until the end of the growing season, or September 30, 2018, whichever comes first, for the applicants to remove the structures and all associated materials from the properties. The motion was seconded by Mr. Gurganous and passed unanimously (7-0). The Board also noted that pictures submitted with Case 20180605 CC3D appeared to reveal that the garden size was larger than permitted without an approved application and directed staff to follow up with the owner to request that a Design Review Application be submitted within 30 days.

Ms. Bisaga moved to approve the fence stain for Case 20180605 CC3F and CC3G and to direct the Covenants Committee to revise the Design Guidelines for Brambleton to allow for transparent stain in natural wood tone colors to be used for fencing in attached homes in certain sections. The motion was seconded by Mr. Venkat and passed unanimously (7-0).

Ms. Bisaga moved to approve the installation of hip/ridge cap shingles in Case 20180605 CC3H with note that cap color and material must be identical to that of the replacement shingles and that the cap must be installed entirely on the property of the applicant. The motion was seconded by Mr. Gurganous and passed unanimously (7-0).

Mr. Viola moved to uphold the Covenants Committee's decisions regarding the application for a six-foot fence in the Case 20180605 CC3I. The motion was seconded by Mrs. Martin and passed unanimously (7-0).

EXECUTIVE SESSION

At approximately 9:45 a.m., it was agreed by acclamation that the Board enter into executive session in accordance with Virginia Code Sec. 55-510.1 for the purpose of

discussion of matters involving violations of the declaration or rules and regulations of the Association and to discuss and consider the personal liability of members to the Association.

OPEN SESSION

At approximately 9:51 a.m. the Board reconvened in open session and Ms. Adams noted that during executive session the Board restricted its discussion to the purposes identified in the motion to enter Executive Session, in accordance with Virginia Code Sec 55-510.1.

Ms. Bisaga moved to deny the request of an owner in Case 20180605 CC3J to park a box truck vehicle in the community on a recurring basis for the following reasons:

- The vehicle is larger than normally used for noncommercial purposes;
- The vehicle has a load capacity in excess of one ton,
- The vehicle is considered to be oversized, per the Declaration for Brambleton, Article 8.2n ii, per the statement of the vehicle owner who advised the Board that the vehicle is 9 feet high.

The motion was seconded by Mrs. Martin and passed unanimously (7-0).

*At approximately 9:51 a.m. Mr. Viola announced that he was disconnecting from the call and leaving the meeting.

AD HOC TECHNOLOGY COMMITTEE DISCUSSION

Jordan Crotty, Chair of the Committee provided a brief overview of the committee's work to date and responded to questions from several Board members. Mr. Crotty advised that the Committee had received the results of the resident survey and hosted a listening session and that currently it is anticipated that the Committee is on track to submit their recommendation to the Board, as per the charter, by Q4 2018.

RESIDENT FORUM

A resident addressed the Board to suggest extending the Town Home Grounds Maintenance program to all town home owners; that the Association take additional action regarding pet waste concerns, that the Board consider implementing restrictions on the number of investors purchasing property in Brambleton. The Board thanked the resident for attending the meeting and sharing his suggestions.

At approximately 10:45 a.m. Mr. Gurganous left the meeting.

TENNIS COURT CONDUIT

Mr. Stone advised the Board that he had sought a proposal for conduit installation at the new tennis courts being installed by the developer. The conduit installation would be the most cost-effective solution to allow for the installation of court lighting if desired by the Association at some time in the future.

Mrs. Martin approved up to \$15,000.00 of initial capital to install conduit at the new tennis courts. The motion was seconded by Ms. Bisaga and passed unanimously (5-0).

EXECUTIVE SESSION

At approximately 10:49 a.m., Ms. Bisaga moved to enter into executive session accordance with Virginia Code Sec. 55-510.1 for the purpose to discuss and consider the personal liability of members to the Association. The motion was seconded by Mr. Venkat and passed unanimously (5-0).

OPEN SESSION

At approximately 10:59 a.m. the Board reconvened in open session and Ms. Adams noted that during executive session the Board restricted its discussion to the purposes identified in the motion to enter Executive Session, in accordance with Virginia Code Sec 55-510.1.

Ms. Bisaga moved to take actions as discussed in Executive Session regarding Case 20180605 AR2A. The motion was seconded by Mrs. Martin and passed unanimously (5-0).

Ms. Bisaga moved to take action as discussed in Executive Session regarding Case 20180605 AR2B & 2C. The motion was seconded by Mr. Venkatachalam and passed unanimously (5-0).

Ms. Bisaga moved to take action as discussed in Executive Session regarding Case 20180605 AR2D as presented at the meeting. The motion was seconded by Mr. Venkatachalam and passed unanimously (5-0).

ADJOURN

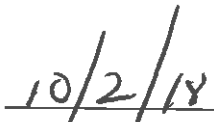
At approximately 11:03 a.m., Ms. Bisaga moved to adjourn. The motion was seconded by Mr. Spencer and passed unanimously (5-0)

APPROVED

Attest:



Meryl Bisaga, Secretary/Treasurer



Date