



**BRAMBLETON COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS  
MEETING MINUTES  
August 7, 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

**OTHERS IN ATTENDANCE:**

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

**CALL TO ORDER**

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

## **APPROVAL OF MINUTES**

Mr. Venkatachalam noted that he had recently reverted to using his full legal name and requested the Association to revise all contact information and records to reflect his full legal going forward.

Mrs. Martin moved to approve the June 5, 2018 minutes as corrected for grammatical errors and to reflect Mr. Venkatachalam's full legal name. The motion was seconded by Mr. Venkatachalam and passed unanimously (7-0).

## **CONSULTANT CONTRACT RECOMMENDATION**

Mr. Gurganous noted that the Board had not acted unanimously outside of a meeting to approve the recommendation of the Ad Hoc Technology Community Services Committee to contract directly with The Broadband Group for consultancy services to the Committee. This was determined to be due to an email delivery problem related to the recent email upgrade.

After brief discussion, Mr. Venkatachalam moved to approve the agreement and expenditure of Association funds for telecom consulting services with the Broadband Group and to authorize the General Manager to execute the agreement on behalf of the Association. The motion was seconded by Mr. Viola and passed 6-1 with Mr. Gurganous voting no.

## **COMMUNICATIONS, CORRESPONDENCE and DISCLOSURES**

Mr. Stone noted that staff had resubmitted a request for the County to consider traffic awareness and calming measures on the VDOT portion of Olympia Drive.

He shared that staff had met with the Fire Marshal's Office regarding ongoing concerns for parking in Section 12.

## **ANNOUNCEMENTS**

Mr. Stone announced the following upcoming meetings and activities:

### **Upcoming Meetings**

- Board Meeting – Tuesday, October 2<sup>nd</sup>
- Annual Meeting – Tuesday, November 13<sup>th</sup>
- Board Meeting – Tuesday, December 4<sup>th</sup>

### **Upcoming BCA Events**

- Summer Concert – August 9<sup>th</sup>
- Movie on the Green – August 17<sup>th</sup>
- Doggone Pool Party –September 9<sup>th</sup>
- Neighborhood Campout – September 15<sup>th</sup>
- Fall Yard Sale – September 22<sup>nd</sup>
- Race Brambleton: Two by Four 5K – September 29<sup>th</sup>

## **REPORTS**

The Board received the August 7, 2108 Management Report and the following items:

- Capital Project Status Report, and Completed Projects Overview
- Bond Release Update for Sections 17, 19/Overlook, 12/Water Towers, Town Center Residential and 22.
- June 30, 2018 Financial Report & Delinquency Analysis prepared by FirstService Residential.
- July 24, 2018 Collection Summary Status Report prepared by Chadwick.
- May & June 2018 Approved Covenants Committee Minutes
- July 2018 Draft Grounds & Facilities Committee Minutes
- May 2018 Approved Asphalt Subcommittee Minutes

Mr. Stone advised the Board that the draft reserve study had been received and that staff will review the document for errors and omissions and forward to the Board for review once complete.

Ms. Linder advised the Board that the Ad Hoc Technology Community Services Committee had determined to conduct a brief follow up resident survey to be conducted by staff.

## **2017 AUDIT**

The 2017 Annual Audit was provided for review and adoption by the Board.

Ms. Bisaga moved to accept the 2017 Audit as prepared by Johnson, Bremer, & Ignacio, CPAs, P.C. and to authorize herself to sign the representation letter. The motion was seconded by Mr. Viola and passed unanimously (7-0).

## **PURCHASING & CONTRACTING RESOLUTION**

Staff has drafted and revised the purchasing and contracting resolution as discussed at the June meeting. The revised draft was emailed to the Board on 7/10/2018 for further review.

Ms. Bisaga moved to adopt the Purchasing & Contracting Resolution as presented. The motion was seconded by Mr. Venkatachalam and passed unanimously (7-0).

## **BRAMLIFE PASS PROGRAM**

Mr. Stone reviewed the program and explained the purpose and goals for the program.

Mr. Venkatachalam moved to approve the BramLife Pass Program as presented. The motion was seconded by Mr. Viola and passed unanimously (7-0).

## **DRAINAGE ISSUES**

Mr. Stone explained that staff has discovered two areas that have continuous drainage/stagnant water issues. Staff has developed plans for resolution and is requesting funding, of up to \$5,000 for Grahams Stable Square and up to \$4,000 for the trail at Shreveport and Belmont Ridge Road, to address the drainage concerns in these areas.

After discussion, Mrs. Martin moved to approve the expenditure of up to \$9,000 for the installation for two French drain systems as presented by staff. The motion was seconded by Mr. Viola and passed unanimously (7-0).

## **SAND VOLLEYBALL RULES**

Mr. Stone advised the Board that staff has developed rules for the volleyball court and that once approved, signage with the rules would be placed court side.

After discussion, Mr. Venkatachalam moved to approve the rules for the sand volleyball court as presented. The motion was seconded by Mr. Viola and passed unanimously (7-0).

## **DISCUSSION**

Mr. Stone reviewed the Red, White & Bram event and shared the disappointment of staff and the community about the laser show. He explained staff's efforts to find alternative space for fireworks and committed to continuing this effort and to keep the Board updated on progress.

Mr. Stone advised the Board that the Association has received concerns for VDOT's activities to apply slurry seal in the community and provided additional details from VDOT about the program.

Mr. Venkatachalam raised the recent resident concerns for security personnel at the Town Center. Ms. Adams confirmed that the developer's office was aware and considering their options.

Mr. Viola shared information with the Board about a recent experience of a neighbor seeking to complete community service and suggested that the Association reconsider efforts towards establishing a non-profit foundation. Mr. Stone confirmed that staff has been investigating the potential.

Ms. Adams provided a brief update regarding the developer's activities in Brambleton, at the Brambleton Town Center and at Birchwood at Brambleton.

## **EXECUTIVE SESSION**

At approximately 9:41 a.m., it was agreed by acclamation that the Board enter executive session in accordance with Virginia Code Sec. 55-510.1 for the purposes of discussion of personal liability of members to the Association, personnel matters, contracts, and matters involving violations of the declaration.

At approximately 10:30am Mr. Gurganous departed the meeting.

## **OPEN SESSION**

At approximately 10:42 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.

In discussion, the Board clarified that Mr. Viola, Ms. Bisaga and Mrs. Martin were appointed by the Board to serve as the Personnel Committee of the Board. It was agreed by unanimous consent, of the Board members present, to direct staff to make the

Personnel Committee aware of any future concerns which are escalated for review by the Association's contracted human resources support.

Mr. Viola moved to direct staff to research and present information to the Board including the process, purpose, and benefits of establishing a non-profit foundation. The motion was seconded by Mrs. Martin and passed unanimously (6-0).


Mr. Viola moved to deny a fee waiver request of an owner as discussed in Executive Session. The motion was seconded by Ms. Bisaga and passed unanimously (6-0).

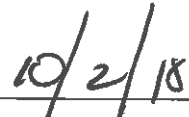
### **ADJOURN**

At approximately 10:55am a.m., as there was no further business, the meeting adjourned by acclamation.

### **APPROVED**

Attest:

  
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Meryl Bisaga, Secretary/Treasurer

  
\_\_\_\_\_  
Date