



**BRAMBLETON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS
MEETING MINUTES
October 2, 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:

Dan Streich – Chadwick, Washington, Moriarty, Elmore & Bunn, P.C.
Rick Stone – General Manager
Rosemarie Linder – Director of Administration & Services
Andrea Martin – Community Standards Manager
Chris Cook – Covenants Committee Chairperson
Jordan Crotty – Ad Hoc Technology Community Services Committee Chairperson
Kimber Cole – Resident
Mark Bicocchi – Resident

Ram Sriramon – Resident

Matthew & Sandy Ouano – Residents

CALL TO ORDER

Ms. Adams called the meeting to order at approximately 8:13 a.m.

EXECUTIVE SESSION

At approximately 8:14 a.m., Ms. Bisaga moved for the Board to 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 and matters involving violations of the declaration. The motion was seconded by Mr. Venkatachalam and passed unanimously (7-0).

At approximately 9:36am, Ms. Adams briefly stepped away from the meeting. She returned at approximately 9:39am.

OPEN SESSION

At approximately 9:50 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. Immediately after convening in open session, it was agreed by acclamation to take a brief recess.

AD HOC TECHNOLOGY COMMITTEE DRAFT RECOMMENDATIONS

Mr. Crotty, Chair of the Committee provided an overview of the Committee's recommendations. There was some discussion and Mr. Crotty answered several Board member questions.

APPROVAL OF MINUTES

Mrs. Martin moved to approve the August 7, 2018 Board meeting minutes as submitted. The motion was seconded by Mr. Venkatachalam and passed unanimously (7-0).

COMMUNICATIONS, CORRESPONDENCE and DISCLOSURES

Mr. Stone advised the Board that the request for traffic awareness and calming measures on the VDOT portion of Olympia Drive had been denied. The County performed the study and determined that current conditions do not warrant additional traffic measures. BCA staff will forward the data to LCSO and ask for additional enforcement.

ANNOUNCEMENTS

Mr. Stone announced the following upcoming meetings:

- Special Meeting: Telecom Recommendation – Tuesday, October 16th at 7:00pm
- CAI Board Leadership Training Workshop – Saturday, October 27th at TBD
- Special Meeting: Budget & Telecom – Tuesday, October 30th at 8:15am
- Annual Meeting – Tuesday, November 13th
- Board Meeting – Tuesday, December 4th

REPORTS

The Board received the October 2, 2108 Management Report and the following items:

- Capital Projects – Active Projects Status Report and Completed Projects Overview
- August 31, 2018 Financial Report & Delinquency Analysis prepared by FirstService Residential.
- September 26, 2018 Collection Summary Status Report prepared by Chadwick.

- July & August 2018 Approved Covenants Committee Minutes
- August 2018 Approved Grounds & Facilities Committee Minutes
- September 2018 Draft Grounds & Facilities Committee Minutes

TRUCK PURCHASE/REPLACEMENT

Staff is requesting the purchase of a new vehicle that will eventually replace the 2007 Ford F350/Utility/Plow truck. This is a planned replacement and the purchase of this vehicle will be funded by the general reserve account.

After discussion regarding the condition and potential disposition of the existing vehicle and accessories, Mrs. Martin moved to approve expenditure of up to \$60,000 for the truck, plow, lights and accessories as presented and to direct staff to dispose of the existing truck in the most financially advantageous manner. The motion was seconded by Mr. Viola and passed unanimously (7-0).

COVENANTS COMMITTEE APPOINTMENTS

The Committee has two open positions and residents Darryl Lansey and Andrea Painter have submitted applications for membership. Per the Committee Charter, the Board must appoint members to the Covenants Committee.

Mrs. Martin moved to appoint Darryl Lansey and Andrea Painter as members of the Covenants Committee with their term set to expire on December 31, 2020. The motion was seconded by Mr. Gurganous and passed unanimously (7-0).

DISCUSSION/PRESENTATION

Draft 2019 Budget and Assessments – Staff has drafted an initial 2019 Budget for the Board to consider. Staff is suggesting that the Board postpone adopting the budget in consideration of the scheduled special meeting of the Board to hear the Ad Hoc Committee recommendations and resident input and for any potential negotiations with Verizon.

It was agreed by acclamation that the Board would postpone adoption of the budget until after they received the Ad Hoc Committee's recommendations and received resident input.

Belmont Trace/Belmont Ridge Road Fence – The fences are in poor condition and need of replacement or removal. Staff would like the Facilities & Grounds Committee and Board to consider its removal.

The Board agreed by acclamation to refer the matter to the Grounds & Facilities Committee with request that they gather resident input and consider other necessary factors to make a recommendation to the Board. It was noted that if replacement of the fences is recommended, there should be consideration for; a Limited Common Area Assessment for the replacement and maintenance costs, alternative placement of the fence, and an alternative to wood fencing.

Unused Association Assets – The Association has out of service and unused property that is currently being stored. Staff has been storing these items because the Association doesn't have a policy or procedure for selling items that may have some minimal value. Staff requested direction regarding disposing of Association property.

It was agreed by acclamation to direct staff to seek the most financially advantageous method to sell if possible, or donate if not, items that may have some minimal value and to ensure that items are fully depreciated and/or written off.

COVENANTS COMMITTEE APPEALS

It was agreed by unanimous consent of the Board to request counsel to respond to the matter of Case20181002CC3A as discussed in Executive Session.

Mr. Viola moved to approve a variance for the fence placement in Case20181002CC3B due to the placement of the areaway and the unique shape of the lot. The motion was seconded by Mr. Venkatachalam and passed unanimously (7-0).

Ms. Bisaga moved to deny the request for a variance for fence placement in Case201810023C, to require that the fence be relocated to the rear plane on the left side of the home as viewed from the front, and to align with the plane of the areaway on the right side of the home as viewed from the front, to direct staff to provide the applicant with a plat marked with the approved placement with the decision letter, and to grant the applicant 60 days to complete the relocation of the fence to meet the requirements for placement. The motion was seconded by Mr. Viola and passed unanimously (7-0).

Mr. Viola moved to deny the request for a variance for fence placement in Case201810023D, to require that the fence be relocated to the rear plane and inside the tree line on the left side of the home as viewed from the front, to direct staff to provide the applicant with a plat marked with the approved placement with the decision letter and to grant the applicant 60 days to complete the relocation of the fence to meet the requirements for placement. The motion was seconded by Mr. Venkatachalam passed unanimously (7-0).

It was agreed by unanimous consent of the Board to reverse the decision of the Covenants Committee in Case201810023E, to approve the outdoor storage cabinet, and to direct staff and the Covenants Committee to clarify the definitions in the Design Guidelines for Brambleton for sheds, outdoor storage bins, and outdoor storage cabinets.

Ms. Bisaga departed the meeting at approximately 11:10am.

Mr. Venkatachalam moved to uphold the determinations of the Covenants Committee in Case20181002CC3G. The motion was seconded by Mr. Viola and passed unanimously (6-0).

After extensive discussion, it was agreed by unanimous consent of the Board members present to direct staff to take the following actions:

To seek the opinion of a hydrologic engineer or similar professional, with expertise in drainage concerns, to review the matters raised in Case20181002CCf and to advise the applicants that;

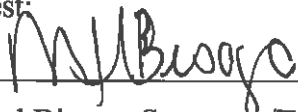
- the Board recognizes that time is of the essence,
- the Board will seek a professional assessment
- the Board will provide a decision once they are able to review the professional assessment.

ADJOURN

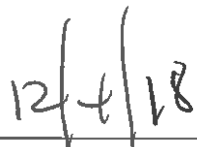
There being no further business to conduct, at approximately 11:27am, Mr. Viola moved to adjourn the meeting. The motion was seconded by Mr. Venkatachalam and passed unanimously (6-0).

APPROVED

Attest:



Meryl Bisaga, Secretary/Treasurer



Date