



**BRAMBLETON COMMUNITY ASSOCIATION
BOARD OF DIRECTORS
MEETING MINUTES
December 4, 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
Tom Gurganous – Vice President
Meryl Bisaga – Secretary/Treasurer
Pat Martin – Director
Sam Nandi – Director
Ric Spencer – Director
Brian Viola – Director

OTHERS IN ATTENDANCE:

Rick Stone – General Manager
Rosemarie Linder – Director of Administration & Services
Sushma Bangarbale – Resident
Ram Venkatachalam – Resident
Richard Kelsey – Resident
William Cui – Resident

CALL TO ORDER

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

REQUEST FOR RECURRING FACILITY USE

Ms. Bangarbale addressed the Board regarding her request for approval of recurring use of a community facility. She explained that her goal is to provide instruction for breathing techniques and practices designed to support stress and anxiety reduction. She also explained that these services were offered at no charge to individuals who have previously attended a workshop that introduces these techniques. Several Board members asked questions to clarify the request. After brief discussion, staff advised Ms. Bangarbale that the Association would follow up in writing, and Ms. Bangarbale departed the meeting.

EXECUTIVE SESSION

At approximately 8:35 a.m., Ms. Martin moved for the Board to enter Executive Session, in accordance with Virginia Code Sec. 55-510.1 for the purposes of discussing personnel matters and potential litigation. The motion was seconded by Mr. Viola and passed unanimously (7-0).

At approximately 9:25 a.m., the Board excused Ms. Linder from the meeting. Shortly thereafter, Mr. Stone was excused from the meeting.

At approximately 10:10 a.m., the Board took a brief recess.

OPEN SESSION

At approximately 10:15 a.m., all Board members, Ms. Linder, and Mr. Stone returned, and the meeting resumed in Open Session. 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. Nandi moved to approve a 90-day trial period of temporary recurring use as requested by Ms. Bangarbale with the following conditions:

- That times and dates for the classes be coordinated with Association staff with the understanding that Association business and/or paying rentals take precedence;
- That the following items be submitted prior to the first session and prior to recurring sessions as needed;
 - A completed application for recurring use;
 - A Certificate of Insurance with Brambleton Community Association as a named insured;
 - That all participants sign and submit a hold-harmless waiver to be provided by the Association; and
- That Ms. Bangarbale seek a similar arrangement for facility use with the neighboring community so that this use may be shared by the communities and residents that benefit.

The motion was seconded by Mr. Viola and passed unanimously (7-0).

Mr. Viola moved to direct staff to revise the invoice for the matter identified as Item 5c in the Executive Session packet, as discussed in Executive Session. The motion was seconded by Ms. Bisaga and passed unanimously (7-0).

Mr. Viola moved to refer the matter identified as Item 5b in the Executive Session packet to Association counsel for follow-up as discussed in Executive Session. The motion was seconded by Mr. Nandi and passed unanimously (7-0).

BULK AGREEMENT FOR VERIZON FIOS SERVICES

Ms. Bisaga updated the Board to advise that Association counsel, staff, and representatives from The Broadband Group had further reviewed and commented on the agreement and that she was seeking Board approval to direct The Broadband Group to begin negotiations with Verizon on behalf of the Association based upon the collective input. After brief

discussion, it was agreed by acclamation to authorize The Broadband Group to begin negotiations with Verizon using the collective redlined document.

At approximately 10:25 a.m., the Board recessed the meeting for photos of the Board and members. Mr. Viola departed after photos had been taken.

At approximately 10:45 a.m., the Board resumed in Open Session.

APPROVAL OF MINUTES

Mrs. Martin moved to approve the Board meeting minutes from October 2, 2018; October 16, 2018; and October 30, 2018, as corrected, and to approve the 2018 Annual Meeting Minutes, as corrected, for distribution to residents. The motion was seconded by Ms. Bisaga and passed unanimously (6-0).

ELECTION OF OFFICERS

After brief discussion, Mrs. Martin moved to appoint Ms. Adams as President, Mr. Gurganous as Vice President, and Ms. Bisaga as Secretary/Treasurer. The motion was seconded by Mr. Nandi and passed unanimously (6-0).

BOARD MEETING CALENDAR

Mr. Stone presented a draft 2019 BCA Board Meeting Calendar for Board consideration. Mrs. Martin moved to approve the 2019 BCA Board Meeting Calendar as presented and to direct staff to publish as required. The motion was seconded by Mr. Nandi and passed unanimously (6-0).

Ms. Bisaga requested that staff send calendar invites for the meetings to the Board members for the 2019 meeting dates.

GROUNDS & FACILITIES COMMITTEE APPOINTMENT

Ms. Susan Wolford has submitted her application for membership on the Committee. Ms. Bisaga moved to appoint Ms. Wolford to a term set to expire on December 31, 2020. The motion was seconded by Mr. Gurganous and passed unanimously (6-0).

REPORTS

The Board received the December 4, 2018 Management Report and the following items:

- Capital Projects – Active Projects Status Report and Completed Projects Overview
- October 31, 2018 Financial Report & Delinquency Analysis prepared by FirstService Residential.
- November 19, 2018 Collection Summary Status Report prepared by Chadwick.
- October 2018 Approved Covenants Committee Minutes
- October 2018 Draft Financial Advisory Committee Minutes
- October 2018 Draft Grounds & Facilities Committee Minutes
- November 2018 Security Camera and Safety Information Sources Survey

DISCUSSION

Mr. Nandi requested discussion regarding the potential of reducing the fees for private rentals of BCA community facilities. The open session packet included an overview of the current rates and availability of community facilities. After brief discussion, it was recommended that Mr. Nandi attend an upcoming Grounds & Facilities Committee meeting to discuss his request. It was agreed by acclamation to direct staff to refresh the survey of nearby communities that offer private facility rentals and to provide the information to the Grounds & Facilities Committee and the Board for consideration.

Mr. Nandi requested discussion regarding Parks and Recreation Amenity Enhancements. The open session packet included Mr. Stone's overview of the background, resources, 2018 actions, 2019 focus, and list of nearby recreational amenities. There was brief discussion regarding the bond status of certain areas, and staff offered to meet and drive the community to provide additional information.

In response to a resident request for the Association to consider taking direct enforcement action regarding parking in fire lanes, Ms. Linder advised the Board of the Association's standard practice of referring concerns for parking that violates county ordinances, to include fire lane parking, to LSCO for enforcement. She provided the details of the request and the related provision from the Declaration for Brambleton.

ANNOUNCEMENTS

Mr. Stone announced the following upcoming meetings:

- Board Meeting – Tuesday, February 5, 2019

EXECUTIVE SESSION

At approximately 11:40 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 discussing owner obligations. The motion was seconded by Mrs. Martin and passed unanimously (6-0).

OPEN SESSION

At approximately 11:45 a.m., the meeting resumed in Open Session. 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.

YEAR END ACCOUNT BALANCE REVIEW

Mrs. Martin moved to approve the actions as discussed in Executive Session regarding the accounts identified as Item 1c in the Executive Session packet. The motion was seconded by Ms. Bisaga and passed unanimously (6-0).

COVENANTS APPEAL

Ms. Bisaga moved to grant the request of an owner with the condition that the work be accomplished by April 1, 2019. The motion was seconded by Mr. Nandi and passed unanimously (6-0).

ADJOURN

There being no further business to conduct, at approximately 11:46 a.m., Ms. Bisaga moved to adjourn the meeting. The motion was seconded by Mrs. Martin and passed unanimously (6-0).

APPROVED

Attest:



Meryl Bisaga, Secretary/Treasurer



Date