



**BRAMBLETON COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS  
MEETING MINUTES  
February 5, 2019**

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  
Ric Spencer – Director  
Sam Nandi – Director

**OTHERS IN ATTENDANCE:**

Rick Stone – General Manager  
Andrea Martin – Community Standards Manager  
Ara Galang – Accounts & Executive Administrator  
Ram Venkatachalam – Resident

**CALL TO ORDER**

Ms. Adams called the meeting to order at approximately 8:16 a.m.

## **RESIDENT FORUM**

Mr. Ram Venkatachalam shared his candidacy for the Blue Ridge District School Board.

## **APPROVAL OF MINUTES**

Mrs. Martin moved to approve the December 4, 2018 Board meeting minutes as amended. The motion was seconded by Mr. Gurganous and passed unanimously (7-0).

## **RATIFICATION OF ACTIONS TAKEN OUTSIDE OF MEETING**

On December 19, 2018, the BCA Board unanimously approved the Bulk Services Agreement with Verizon outside of a meeting. This action was required due to ongoing negotiations and a signing deadline that occurred after the Board's December meeting. Mr. Viola moved to ratify the action of the Board taken outside of a meeting that unanimously approves a 7-year agreement with Verizon that provides bulk data and video services to the members of the Association. The motion was seconded by Mr. Nandi and passed unanimously (7-0)

## **PERSONNEL COMMITTEE**

The Board's Personnel Committee took action outside of a meeting to approve a new Organization Chart for the Association. Approved salaries and increases to several positions that changed or were created as a result of the elimination of the Director of Resident Services and Administration position. The 2019 Organization Chart and Salary information were provided to the Board for review. It was agreed by unanimous consent to approve the decision of the Personnel Committee to revise the Organization Chart as presented.

## **REPORTS**

The Board received the February 5, 2019 Board Meeting Packet and the following items:

- December 31, 2018 Financial Report prepared by FirstService Residential
- Verizon ONT & Wiring Conversion progress report
- Covenants Committee Minutes from their 11/12/18 and 12/10/18 meetings
- Grounds & Facilities Committee Minutes from their 12/11/18 and 1/8/2019 meetings

Mr. Stone shared the discontinuation of the General Manager's Report and instead will assemble a "Board Brief" for the Board on every 1<sup>st</sup> and 3<sup>rd</sup> Friday of the month, in order to provide the Board with more timely information.

#### **EVENTS COMMITTEE**

Staff would like to establish an Events Committee that would collaborate with staff on new event ideas, critique of existing events, a structured volunteer program, and ideas on expanding the sponsorship program. An Events Committee Charter has been drafted for the Board's review and consideration. Mr. Gurganous moved to adopt the Events Committee Charter as presented. The motion was seconded by Mrs. Martin and passed unanimously (7-0).

#### **CLUBHOUSE RENTALS**

At their December 2018 meeting, the Board directed staff to survey neighboring communities' rental facilities and related fees for private rentals. Staff performed this survey and provided the Board with a summary. After discussion, the Board agreed that the current rental rates and fees are within reason and no further action is required.

#### **2019 GROUNDS MAINTENANCE CONTRACT**

Mr. Stone shared that staff is still waiting for the market comparison verification from Land Planning and Design Associates. Once received, the letter will be sent to the Board, and the grounds maintenance contract will be finalized. In the meantime, HLS has been given the go-ahead to continue maintenance on the property on a month-to-month basis.

### **MONTHLY BOARD MEETINGS**

Staff has requested additional Board Meetings in 2019 to prepare for the transition of the Board in November. Mrs. Martin moved to amend the Board Meeting Calendar to include March 5, 2019 at 8:15 am. The motion was seconded by Ms. Bisaga and passed unanimously (7-0). Additional dates will be discussed further at the following Board meeting.

### **INSURANCE**

USI, the Association's insurance agent, is in the process of gathering quotes for the upcoming year's insurance programs and requirements. Ms. Bisaga moved to authorize President Adams to execute all insurance policies as presented by USI if such policies do not exceed more than \$107,800. In the event that the policies exceed \$107,800, the Board will take action outside of a meeting to approve presented policies prior to the 2/28/2019 deadline. The motion was seconded by Mrs. Martin and passed unanimously (7-0).

### **2019 POOL MANAGEMENT CONTRACT**

The proposal and related information regarding the agreement was provided to the Board for review and consideration. After discussion, Mr. Viola moved to contract with American Pools as presented and recommended by the Grounds & Facilities Committee and to authorize the General Manager to execute an agreement for the 2019 swim season. The motion was seconded by Mr. Nandi and passed unanimously (7-0).

## **SWIM TEAM AGREEMENT**

Staff has worked with the Team on an agreement for 2019. The Team has reviewed the agreement and is requesting changes. After discussion, Mr. Viola moved to approve the 2019 Swim Team agreement to include a \$3,500 funding cap for guards at practices and meets; limit the number of meets to one time trial, two Wednesday meets, two Saturday meets, and one All-Star meet; and not to allow or fund the purchase and installation of a permanent PA system at the pool. The motion was seconded by Mr. Nandi and passed unanimously (7-0).

## **COMMON AREA ACCEPTANCE GUIDELINES**

Staff has reviewed, updated, and revised the guidelines. The Developer commented on the revisions. After Discussion, Mr. Viola moved to adopt the Common Area Acceptance Guidelines as presented. The motion was seconded by Mr. Gurganous and passed unanimously (7-0).

## **ASPHALT REJUVENATOR**

The Asphalt Sub-committee finished their review, report, and recommendation for future rejuvenators and sealcoat products for Association streets. The G&F Committee accepted the report and recommends resuming sealcoat operations with a non-coal tar rejuvenator. After discussion, Mr. Gurganous moved to accept the recommendation of the Asphalt Sub-committee and Grounds & Facilities Committee and to direct staff to resume the asphalt maintenance program with a non-coal tar rejuvenator. The motion was seconded by Mr. Viola and passed unanimously (7-0).

## **AT&T CELL TOWERS**

Staff met with a representative from AT&T regarding the installation of two small cell towers in the community. Related information and a sample agreement were

provided to the Board. There is interest among the Board to move this forward and have the AT&T representative attend the next Board meeting.

The Board understands that small cell towers will become more popular as 5G is launched nationwide and would like the future Tech Committee to review small cell towers on a more comprehensive level.

### **2019 STRATEGIC PLAN**

The 2012 Strategic Plan was provided to the Board for review. The Board agreed unanimously to review future Association needs and to begin the process of updating the Strategic Plan. Mr. Stone will forward the plan and needs outline to the Board, and the Board will provide their recommendations to Mr. Stone by Friday, February 8, 2019 to be further discussed at the next scheduled meeting.

### **SALARY/WAGE GRADES**

At the December 2018 meeting, the Board asked that a grade system be developed for staff that would provide additional salary structure. A chart has been drafted and provided to the Board for review. Mr. Viola moved to approve the salary grade system as presented. The motion was seconded by Mr. Gurganous and passed unanimously (7-0).

### **EXECUTIVE SESSION**

At 9:59 a.m., Mrs. Martin moved for the Board to enter Executive Session in accordance with Virginia Code Sec. 55-510.1 to discuss owner obligations, legal matters, and personnel matters. The motion was seconded by Mr. Nandi and passed unanimously (7-0).

### **OPEN SESSION**

At 11:15 a.m., the Board adjourned back into 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 approve the late fee waiver request for the owner in Case 20190205A of the Board's determination as discussed in Executive Session. The motion was seconded by Mr. Nandi and passed unanimously (7-0).

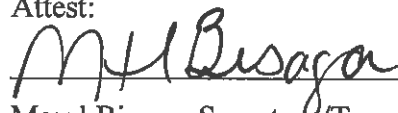
Ms. Bisaga moved to deny the late fee waiver request for the owner in Case 20190205B of the Board's determination as discussed in Executive Session. The motion was seconded by Mr. Nandi and passed unanimously (7-0).

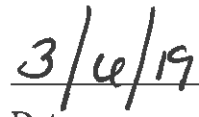
#### **ADJOURN**

There being no further business to conduct, at approximately 11:20 a.m, Mr. Gurganous moved to adjourn the meeting. The motion was seconded by Mr. Nandi and passed unanimously (7-0).

#### **APPROVED**

Attest:

  
Meryl Bisaga, Secretary/Treasurer

  
Date