BRANDERMILL COMMUNITY ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

April 7, 2014
7:00 PM – Brandermill Church

AGENDA

1. Call to Order  
2. Pledge of Allegiance  
3. Approval of Agenda  
4. Consideration of Minutes for Meetings of March 5, 2014  
5. Reports:
   A. President  
   B. First VP – Committee Appointments  
   C. Treasurer’s Report  
   D. Members of the Board  
   E. Community Manager  
   F. Committee Chairs  
6. Member Voice  
7. Consideration of Revision to the Residential Design Standards re: Front Yard Gardens  
8. Consideration of Next Steps re: Home-Based Businesses  
10. Announcements  
11. Executive Session:
    Per Virginia Property Owners Association Act, Section 55-510.1.C for purposes of discussing Contractual, Legal and/or Personnel Matters  

Adjourn
1. Call Board Meeting to Order - The March 5, 2014 BCA Board of Directors Meeting was called to order by President O'Hanley at 6:30 PM at Harbour Pointe Clubhouse, 5710 Promontory Pointe Road, Midlothian, VA 23112. Directors Bettin, Blom, Davis, Hillman, Leonard, Malek and O'Hanley, Community Manager Bailey and Recorder Judy Agee were present.

2. Executive Session - Per Virginia Property Owners Association Act, Section 55-510.1.C - For the purpose of discussing Contractual, Legal, and/or Personnel Matters.
   MOTION: Director Hillman moved to enter into executive session according to Section 55-510.1.C of the Virginia Property Owners Association Act for the purpose of discussing contractual, legal and/or personnel matters.
   MOTION SECONDED: Director Davis
   MOTION CARRIED: Unanimously approved.

Return to Open Session - The Board returned to open session.

3. Director Blom led the meeting with the Pledge of Allegiance.

4. Approval of Agenda
   MOTION: Director Hillman moved to approve the Agenda.
   MOTION SECONDED: Director Malek
   MOTION CARRIED: Unanimously approved.

The board agreed to move Item 10. Presentation by Swift Creek Elementary School Principal - Mrs. Peggy Innes, to follow Item 7. Member Voice.

   MOTION: Director Bettin moved to approve the minutes of the January 6, January 28, and February 3, 2014 meetings, as amended.
   MOTION SECONDED: Director Leonard
   MOTION CARRIED: Unanimously approved.

6. Reports
   A. President - President O’Hanley reported that plans for Brandermill’s 40th Anniversary celebrations will include hosting an event each season, starting in the spring with a Garden Tour to be held on Mother’s Day. She recognized BCA Maintenance staff for their excellent assistance with snow removal.
   B. Members of the Board - There were no reports.
   C. Community Manager - Community Manager Bailey noted that the Brandermill Online Newsletter includes advertising and encouraged residents to contribute their stories and photos and to notify the BCA of their email addresses to receive all Brandermill information. He noted that maintenance and upgrades to all pools has begun. Manager Bailey reported pool promotional materials have been sent to non-
resident pool members from last year, and an ad for Brandermill pool memberships and fees will be included in the Summer Fun Edition of the Chesterfield Observer. Manager Bailey reported that approximately 250 violation notices have been sent regarding mailboxes that need to comply with the new standard.

D. Committee Chairs -
   1. ARB – February 11 and January 28, 2014 meeting minutes are attached.
   2. NRC – January 27, 2014 NRC 2014 Annual Meeting minutes are attached.

7. Member Voice
   - Joyce Rowe, Shallowford Landing, and past board director, submitted her comments to be read by President O’Hanley. Ms. Rowe noted she supports Todd Borawski’s appeal to the board regarding the ARB denial to keep the awning on his home in Shallowford Landing.
   - Dr. Robert Friedel, Winterberry Ridge, and past board director, urged the board to make their statement to the county for support of BCA covenants, which represent a “sacred” agreement between members and the BCA. He also noted covenants can only be changed by the membership.
   - George Lawson, Huntsbridge, expressed his opposition to the Roberts’ request and urged the board to enforce the covenants in this matter.
   - Kara Ritter, Court Ridge, noted the BCA board could not pick and choose which home-based businesses to enforce the covenants on and urged the board to support Ms. Roberts’ request.
   - Rosemary Hardwich, Planter’s Wood, commented the Roberts’ licensed home day care center on her street is not a concern.
   - Stephen Hardwich, Planter’s Wood, commented on his support of the Roberts’ request to the board and noted there are no traffic issues. He urged the board to represent the residents without hypocrisy.
   - Terry Earnest, North Point, noted he didn’t envy the board’s position in deciding the Roberts’ case and wondered how they will enforce the covenants on other home-based businesses.
   - Hasson Roberts, Planter’s Wood, reported he has not heard of any traffic issues, except for one resident, in relation to the Roberts’ home day care business.
   - Howard Roberts, Planter’s Wood, noted the community has heard the pros and cons related to the Roberts’ home day care business in the current residential property. He expressed concern that moving the business to a commercial setting would cause the Roberts’ business to lose its personal touch. He stated the board should treat all home-based businesses equally.
   - Scott McDowell, Shadow Ridge, stated we live in a society of rules and asked the board to consider the question, “If we don’t enforce this covenant, which ones do we enforce?”
   - Joni Roberts, Planter’s Wood, expressed her concern that the board’s failure to support her application for a conditional use permit would cause financial disaster for her family. She stated she has heard that newer planned communities are
approving family day care homes, and that Brandermill needs to do so to stay competitive. She reminded the board that all of her adjacent neighbors support her application and that the conditional use permit has a time limit of five years. She noted the Chesterfield County Board of Supervisors has deferred her case until April and asked the board to either approve her conditional use permit or table their decision until the government entity can review and rule on her application.

8. Presentation by Swift Creek Elementary School Principal – Mrs. Peggy Innes – Swift Creek Elementary School Principal Peggy Innes and Assistant Principal Bruce Fillman reported on the Third Annual Great Gator 5K and Kid’s Fun Run annual fundraiser to support the school’s technology initiative, which will be held on Saturday, April 26. They thanked the board for the BCA’s continued support of this community event, which will begin and end at the school, includes Brandermill roads and pathways, and encouraged resident participation.

9. Reconsideration of Request of Support by Mrs. Joni Roberts regarding family day home

MOTION: Director Hillman moved to reaffirm the board’s decision of May 2003 to deny support to Mrs. Roberts’ request for conditional use permit to operate a family day home in her residence.
MOTION SECONDED: Director Malek
Discussion: All board members were involved in the discussion of this motion.
MOTION CARRIED: Directors Davis, Hillman, Leonard, Malek and O’Hanley approved, Director Blom opposed, and Director Bettin abstained.

10. Appeal Hearing of Mr. Todd Borawski –
MOTION: Director Davis moved to affirm Mr. Borawski’s appeal and approve the awning.
MOTION SECONDED: Director Malek
Discussion: The process of this appeal was shared by Manager Bailey and then the board heard comments from the chair of the ARB, Andy Wyman, and from Mr. Borawski. All board members were involved in the discussion of this motion.
MOTION CARRIED: Directors Bettin, Davis, Malek, and O’Hanley approved, Directors Hillman and Leonard opposed, and Director Blom abstained.

11. Consideration of Proposal for Landscape Management Services –
MOTION: Director Davis moved to authorize approval of expenditure for 22 months of no more than $200,000 per year for landscaping services by Ruppert Landscaping.
MOTION SECONDED: Director Bettin
Discussion: Manager Bailey presented information regarding the landscaping RFP and the process by which Ruppert Landscaping came to be selected as the proposed contractor. The board discussed some of the issues related to the proposal.
MOTION CARRIED: Unanimously approved.
12. **Consideration of New Capital Requests – Maintenance Department Equipment**
   a. Radio communications
   b. Leaf blower

   **MOTION:** Director Davis moved to authorize purchasing four Motorola digital communication radios and one leaf blower to be used by Maintenance staff.
   **MOTION SECONDED:** Director Malek
   **Discussion:** Manager Bailey shared information on both capital items and the board indicated their support.
   **MOTION CARRIED:** Unanimously approved.

13. **Executive Session - Per Virginia Property Owners Association Act, Section 55-510.1.C - For the purpose of discussing Contractual, Legal, and/or Personnel Matters.**
   **MOTION:** Director Malek moved to enter into executive session according to Section 55-510.1.C of the Virginia Property Owners Association Act for the purpose of discussing contractual, legal and/or personnel matters.
   **MOTION SECONDED:** Director Hillman
   **MOTION CARRIED:** Unanimously approved.

14. **Return to Open Session -** The Board returned to open session.
    No action was taken.

15. **Adjournment -** President O'Hanley adjourned the meeting at _____ PM.

Submitted by:

Joan O'Hanley, President
Board of Directors
Brandermill Community Assoc., Inc.

John S. Bailey
Community Manager/Secretary
Brandermill Community Assoc., Inc.
Robert L (Bob) Gregory

Brief resume

Occupation: Retired Internal Auditor

Education: B.S. Accounting Virginia Tech, 1970

Prior Professional Certificates: (all certificates are currently in an inactive status due to my retirement) Certified Public Accountant (CPA), Certified Internal Auditor (CIA) and Certified Information System Auditor (CISA)

Work Experience: Performed accounting and auditing duties for 43 years including 35 years in audit management roles. Employed in public accounting (Arthur Young & Company), two NYSE Corporations (General Medical Corporation and Whittaker Corporation) and the Commonwealth of Virginia.

Public Service: Member of the Bon Air Manchester Midlothian (BAMM) Lions Club serving two terms as Club President

Personal interests: Gardening, golf, running and Va Tech Sports
## BRANDERMILL COMMUNITY ASSOCIATION

### Budget Variances including YTD Operating

February 1, 2014 to February 28, 2014

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<thead>
<tr>
<th>ACCOUNT</th>
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<th>YTD</th>
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|                               | $              | $              | $              | $              | $                | $                |
|                               | 37,081         | 38,387         | (1,305)        | 500,149        | 500,737          | (588)            |

|                               | $              | $              | $              | $              | $                | $                |
|                               | 2,219,795      | 1,719,646      |                |                |                  |                  |

|                               | BUDGET         | REMAINING      |
|                               | $1,667,055     | $1,249,691     |
|                               | 48,000         | 37,334         |
|                               | 2,000          | (700)          |
|                               | 140            | 101            |
|                               | 80,000         | 69,887         |
|                               | 5,500          | 5,500          |
|                               | 7,000          | 7,055          |
|                               | 37,000         | 32,375         |
|                               | 30,000         | 30,000         |
|                               | 8,000          | 6,413          |
|                               | 5,000          | 4,827          |
|                               | 4,000          | 4,000          |
|                               | 33,600         | 26,000         |
|                               | 34,000         | 33,989         |
|                               | 4,500          | 2,600          |
|                               | 2,500          | 946            |
|                               | 4,500          | 2,993          |
|                               | 20,000         | (110)          |
|                               | 227,000        | 208,540        |

|                               | 1,000          | 1,000          |
### BRANDELMILL COMMUNITY ASSOCIATION

Budget Variances including YTD Operating
February 1, 2014 to February 28, 2014

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>CURRENT PERIOD</th>
<th>YTD</th>
<th>ANNUAL</th>
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<td>702000 Salaries</td>
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<td>702500 Car Allowance - Community Mgr</td>
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<td>717000 Employee Retirement</td>
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<td>750000 Annual Audit</td>
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<td>785000 Drainage Work</td>
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<td>788000 Dues &amp; Subscriptions</td>
<td>$ 175 $</td>
<td>$ 200 $</td>
<td>(25) $</td>
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## BRANDERMILL COMMUNITY ASSOCIATION

### Budget Variances including YTD Operating

**February 1, 2014 to February 28, 2014**

<table>
<thead>
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<th>ACCOUNT</th>
<th>CURRENT PERIOD</th>
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<tbody>
<tr>
<td></td>
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<td>BUDGET</td>
<td>VARIANCE</td>
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<td>BUDGET</td>
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<td>1,000</td>
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<td>6,000</td>
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<td>829000 Marketing Programs (Pools)</td>
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<td>3,000</td>
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## BRANDELMILL COMMUNITY ASSOCIATION

### Budget Variances including YTD Operating

February 1, 2014 to February 28, 2014

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To: John S. Bailey, Community Manager  
From: Al Raimo, Director Property Management  
Subject: Monthly Report – March, 2014  
Date: April 1, 2014

1. Property Management Department – March  
   A. Architectural Review Board  
      Applications processed – 33, last month – 10  
      Applications approved as submitted – 26  
      Applications approved limiting conditions – 4  
      Applications denied – 1  
      Applications preliminary review – 2  
      Applications requiring consultant architect – 0  

   B. Covenant Enforcement  
      Violations issued - 43, last month - 140.  
      Violations resolved – 72, last month – 58.  
      Mailbox transition- (see attached report).  
      Hearing Panel referrals – 20 (17 were mailbox related), last month 12.  
      Properties referred for legal action – 7, zero court appearances for March.  

   C. Other Department Activities  
      Tree removal requests – 10, last month - 7.  
      Disclosures requests received – 18, last month - 12.  

2. Other Activity  
   A. Continued review of non complaint mailbox structures to determine status of mailbox transition, (see attached report).  
   B. The BCA case management system has 1,869 email addresses for members.  
   C. Worked with homeowner in coordinating purchase and installation of “memorial bench” for loved one.  
   D. Worked with sign contractor to complete refurbishment of sixteen (16) neighborhood signs. Since 2012 a total of Forty One (41) have been completed. Approximately Forty (40) remain. They will be reviewed and prioritized next year.  
   E. Working with Market Square owners on draft of changes to signage.  
   F. Re started hiring process for 2nd part time department employee. Interviews were conducted, and are continuing.

ii Weather conditions, planned absences’, and training session, all contributed to a lower number of new violations submitted, in addition to heavy concentration of follow up visits for mailbox compliance.
To: John S. Bailey, Community Manager
From: Al Raimo, Director Property Management
Subject: Special Report—Mailbox Transition
Date: April 1, 2014

During the weeks of March 10th/17th a follow up review on non compliant mail box structures was conducted. You may recall that in February all single family residential neighborhoods were reviewed to determine the status of the mail box transition. Please see below for updated information.

Below is a breakdown of key information:

1. There are One Hundred and Eighty Five (185) non compliant structures. This represents less than 5% of all residential properties. There were Two Hundred and Forty Eight (248) non compliant in February.
2. There are now seventeen (17) neighborhoods fully compliant, in February there were fifteen (15).
3. Four (4) neighborhoods have ten (10) or more non compliant structures. In February there were seven (7).
4. All One Hundred and Eighty Five (185) single family owners have been sent violation notices or they have notified the BCA that arrangements with a contractor have been made.
5. Seventeen (17) of the twenty (20) March Hearing Panel notices sent out are mailbox structure related for single family residences.
6. Four (4) clusters units still need to be installed. In February there were seven (7).
7. Six (6) cluster owners have not paid. In February there were nine (9).
8. Two (2) cluster owners were referred to the March Hearing Panel, two (2) were referred in February.

Please let me know if you require additional information.

1 All are in Long Shadow. Litchfield Bluff, and Five Springs are now complete.
2 Of the four referred three of the four paid prior to the hearing.
MEMBERS: Andy Wyman, Sherry Blom, Miguel Chueca, Graham Henderson, Nanette Parsons, Chuck Rayfield, Carol Russek

BCA Board of Directors Liaison - Tom Leonard

Staff: Al Raimo, Bobbi Glenn, Lloyd Johnson

MEMBERS ABSENT: Sherry Blom, Carol Russek

MEMBER VOICE: None

APPROVAL OF MINUTES: Motion made by Chuck Rayfield to approve as submitted the February 25, 2014 Minutes, second Nanette Parsons and unanimously approved.

AGENDA ITEMS:

RESIDENTIAL AGENDA:

Item #1
Long Shadow/IL
Eric Vlk
4938 Long Shadow Drive
- Replacement Windows - AAS - Motion made by Chuck Rayfield to approve as submitted the replacement windows, second Nanette Parsons and unanimously approved.

Item #2
Sagewood/52-III
Randall Hoffman
13908 Sagebrook Road
- Screened Porch on existing deck - ALC
Motion made by Andy Wyman to approve the screened porch with the following conditions; the roof pitch should be a minimum of 3/12 and the shingles match house roof shingles; all vertical members of the porch should be painted to match the house trim; the drink rails and pickets to be salt treated wood; and if the area under the deck is to be used for storage it should be screened with lattice, second Nanette Parsons and unanimously approved.
Item #3
Timber Ridge/12
William David Cox
3907 Timber Ridge Road
- Screening Fence - AAS - Motion made by Andy Wyman to approve as submitted the screening fence, second Chuck Rayfield and unanimously approved.

Item #4
Timber Ridge/12
William David Cox
3907 Timber Ridge Road
- Appeal denial of Lamp Post - Denied - Motion made by Nanette Parsons to deny the appeal -- style does not match the house style per Residential Design Standards 4.6.17, second Graham Henderson and unanimously approved.

CONSENT AGENDA:
Item #1
Cove Ridge/19-II
Samuel and Christina Waters
3100 Cove Ridge Road
- Fence - AAS

Item #2
Deer Meadow/58
Mid-Atlantic Properties
14302 Deer Meadow Drive
- Vinyl Siding - AAS

Item #3
Fox Chase/21
Professional Restoration Services
3211 Fox Chase Road
- Roof Shingles - AAS
- Vinyl Siding - AAS

Item #4
Two Notch/24
Amy Sherwin
14006 Two Notch Court
- Roof Shingles - AAS

Item #5
Walnut Creek/11
Stephen and Olivia Tatum
13914 Walnut Creek Road
- Replacement Windows - AAS
- Sliding Glass Doors - AAS

Motion made by Graham Henderson to approve the consent items as submitted, second Nanette Parsons and unanimously approved.
MEMBERS: Andy Wyman, Sherry Blom, Miguel Chueca, Chuck Rayfield, and Nanette Parsons, Carol Russek, Graham Henderson

BCA Board of Directors Liaison – Tom Leonard

Staff: Al Raimo, Bobbi Glenn, Lloyd Johnson

MEMBERS ABSENT: Chuck Rayfield

MEMBER VOICE: None

APPROVAL OF MINUTES: Motion by Graham Henderson to approve the February 11, 2014 Minutes as submitted, second Nanette Parsons 5 approved, 1 abstained

AGENDA ITEMS:

COMMERCIAL AGENDA:
Item #1
Central Fidelity Bank
4910 E. Millridge Parkway
- Signage - AAS - Motion by Graham Henderson to approve the signage as submitted, second Nanette Parsons and unanimously approved.

RESIDENTIAL AGENDA:
Item #1
Winterberry Ridge/16B
Sam and Susanne Diebert
13723 Hickory Nut Point
- New Construction - ALC
Motion by Graham Henderson to approve the project with the following conditions: the corner property lines need to be staked and identified along with the corners of the house and deck. This needs to be accomplished prior to identifying all trees to be removed (contact the BCA office for approval to remove); a landscape plan needs to be submitted to the ARB for final approval, second Sherry Blom and unanimously approved.

Item #2
Chimney House/22
Hugh and Karen Catlett
2506 Chimney House Place
- New Deck - ALC - Motion made by Graham Henderson to approve the deck with following conditions: the rails and posts are to be dark brown composite and the pickets to be metal painted black, second Miguel Chueca and unanimously approved.
Item #3
Huntsbridge/51
Alicia Clayton Vidal
3105 Quail Hunt Court
- Screened Porch - ALC - Motion made by Nanette Parsons to approve the screened porch with the following condition that all vertical members of the screened porch match the house trim (white), second Carol Russek and unanimously approved.

Item #4
Huntsbridge/15
Robert and Patricia Barcalow
3124 Quail Hill Drive
- Vinyl - AAS - Motion made by Nanette Parsons to approve the vinyl siding as submitted, second Carol Russek and unanimously approved

Item #5
Oak Springs/20
Frank and Teri Coleman
14318 Huntgate Woods Road
- Accessory Building - ALC - Motion made by Andy Wyman to approve the accessory building with the following conditions: Beaded Hardi Plank siding to match the style and color of the house; all trim on the shed to match the house trim in style and color; all doors on the shed will match the house front door in style and color; roof shingles to match the house as closely as possible, second Nanette Parsons and unanimously approved.

CONSENT AGENDA
Item #1
Copper Hill/14
Tedd and Margaret M. Smith
14005 Copper Hill Road
- Garage Door Paint Color - AAS
Motion made by Nanette Parsons to approve as submitted the consent agenda, second Andy Wyman and unanimously approved

ADMINISTRATIVE ITEM

Item #1
Residential Design Standards 9.7 Landscaping
Motion made by Graham Henderson to accept the revised language concerning Residential Design Standards 9.7 Landscaping, removing "sheds" from 9.7.1b, and submitting the revisions to the Board of Directors to review; second Nanette Parsons and unanimously approved.
BRANDERMILL COMMUNITY ASSOCIATION
COMMITTEE MINUTES OF THE
BRANDERMILL HISTORY PROJECT COMMITTEE

Date: March 12, 2013
Time: 7:00 PM
Location: Harbour Pointe Club House

Committee Members Present
Tom Jacobson, Earl McKesson, Jimmy Nixon, Donna Pletcher

Committee Members Absent
Ed Applequist, Mickey Blalock, Dick Guthrie, Michael Maxwell, Adrienne May, Hank Meyer, Dennis Peterson, Elsa Smith

Quorum Present? No

Staff Present: JB Bailey, Community Manager,

Board Member Present: Joan O’Hanley,

Member Voice None

Approval of previous meeting minutes
As there were not enough members present for a quorum, no official actions were taken.

Presentations review – Tom Jacobson
Tom began the meeting by reporting on his two recent presentations to the Brandermill Men's Club and Lions Club. He plans to visit the Brandermill Women's Club in the fall as they are solidly booked with programs through August, the Rotary Club, and he also plans to schedule a presentation before the BCA board.

Time capsule subcommittee – Tom Jacobson
Tom asked the committee for suggestions on what should go into the Brandermill time capsule that will be buried on the 5th of July as part of the community’s 40th anniversary celebration. Some suggestions given were:
- first of everything – first telephone directory, first Village Mill, early maps, marketing materials, etc.
- early marketing materials showing prices for the lots
- early and later copies of the Village Mill
- early books with plats of the subdivisions

Jimmy Nixon said that he has some early books with plats of the subdivisions and will drop them off at the Village Mill office at some point. Tom asked that we have a list of items ready by our April 9th meeting and Jimmy Nixon agreed to lead this project. He said he would contact Franny Powell and other early staff people about what they might be able to contribute.
Timeline update – Donna Pletcher
Donna Pletcher gave an update on the timeline and talked about the need for more pre-1974 print and non-print resources, in particular, video interviews of early residents and those involved in the development and marketing of Brandermill.

Other - JB report on display equipment
JB Bailey, Brandermill’s Community Manager, gave a report on display equipment that could be purchased and used for a variety of purposes including the Market Square Green Market, Sunday Park, and other outdoor events throughout the year. He had brochures and information pamphlets available for review. His suggestions included a zoom tent, banners, collage panel of Brandermill photographs, and a kiosk with a DVD player running in a continuous loop with content promoting the Brandermill lifestyle.

Discussion of Brandermill early development - members
Jimmy Nixon and Earl McKesson agreed to talk about their early days here in Brandermill while being recorded with a video camera. Jimmy Nixon focused on his early involvement with Brandermill and the development of the golf course. Earl McKesson talked about the reservoir, the beginnings of the sailing club, and his experience as an early resident building a home with only dirt road access to the empty lots. It was an interesting and enjoyable interview session.

Committee Action Items for the next meeting (or to occur in the future)
- Work with Jimmy Nixon on procuring items for the time capsule
- contact early staff and residents about materials they could contribute and memories to be shared
- JB Bailey will make recommendation on display equipment
- schedule second interview video for April 9th meeting

Items that Need Board Action: none

Adjournment
As there were not enough members present for a quorum, no official actions were taken.

The meeting ended at 8:15 p.m. The next meeting will be on Wednesday, April 9th, 2014.

Respectfully submitted:
Donna C. Pletcher
March 21, 2014
BRANDERMILL COMMUNITY ASSOCIATION
NOTES
BRANDERMILL HISTORY PROJECT COMMITTEE

Date: January 15, 2014
Time: 7:00 PM
Location: Harbour Pointe Club House

Committee Member Present:
Mickey Blalock, Dick Guthrie, Tom Jacobson, Hank Meyer

Others Present:
Joan O’Hanley, Lisa Payne, J.B. Bailey

Minutes were reviewed and no changes made. Approval recommended when a quorum is present.

Archival Materials – Mickey Blalock will continue to work with Fritz Sergeant to acquire his early Brandermill materials.

40th Anniversary Sub Committee – Lisa Payne reported that four major events are planned
1. Garden tour
2. July 5th Homecoming – Historic Project Committee requested to assemble a time capsule for burying. A historic display should be planned.
   Golf tournament? - discuss with Jimmy Nixon
3. October 25th – Octoberfest at Market Square – historic display to be included.
4. December – holiday trolley tour
   They also plan to publish a monthly timeline of events that happened in 1974

Display & exhibit equipment – JB Bailey will work to acquire necessary equipment. Will contact Brandermill Church to see if cost/use sharing possible.

Presentations Review – see Work Program.

Work Program discussed and see attached.

Notice asking for volunteers for needed committee work - should be published in electronic newsletter.
9.7 LANDSCAPING

9.7.1 General Landscaping: Landscaping of individual lots is required as defined in this section. The ARB does not review minor landscaping decisions of the homeowner.

Minor landscaping shall be defined broadly to include but not be limited to: adding plants, planting grass, using ground cover materials, or pruning and grubbing of existing plant material.

Major landscaping decisions that affect the character of the lot must be approved by the ARB. These include but are not limited to:

- a. General clearing of vegetation for structures, driveways, yards, decks and patios, or any other larger use. Clearing of existing trees shall be regulated by paragraph 4.3.3.
- b. Construction of landscape structures such as fences, walls, trellises, arbors, gazebos, sheds, etc.

- c. Implementation of any landscape plan requiring replacement of existing vegetation with new play areas or planting beds.
- d. Any earthwork creating changes in topography, site drainage or creation of ponds, pools or other water features.

9.7.2 Minimum Landscape Specifications: The following specifications apply to all improved lots in Brandermill:

- a. All cleared areas shall be mulched, seeded or sodded, or planted with an approved ground cover.
- b. Foundation planting is required along street facing facades of houses (at a minimum) per "Appendix D."
- c. All foundation planting beds and all other planting beds shall be mulched.
- d. Any landscaping required to restore a buffer improperly cleared, or to provide a buffer in cases where privacy between lots would otherwise be severely compromised, will be in addition to the minimum allowance required.
- e. Where nursery trees are required as part of landscape requirements they shall be correct in form for their species, have normal growth habit, have well developed branches, densely foliated, and be planted with the proper space to allow growth to maturity. Emphasis on scarcely wooded lots shall be on placement of street trees directly along street frontage. On heavily wooded lots where adequate trees exist, emphasis should be placed on accent trees located to highlight building entry zones or architectural elements of the house. All trees shall be adequately planted and staked. (See Harbour Ridge in the NEIGHBORHOOD MATRIX.)
- f. No new landscaping shall commence until all trash, stones, gravel, branches, weeds, and construction debris have been removed from the lot.

- g. Fruit & Vegetable Gardens: Minor fruit and vegetable gardens do not require approval by the ARB. A minor garden is defined as one that is (60) square feet or less and is located beyond the back plane of the house and within the rear side lines of the house. The resident shall consider the visual impact of such gardens on neighboring properties.

Major fruit and vegetable gardens that are larger than (60) square feet must be approved by the ARB and shall be located to the rear yard. However, consideration will be given to planting fruit and vegetable gardens in side yards that do not face the street if there are proven growing
condition limitations in the backyard of a particular property. All fruit and vegetable gardens must be regularly maintained (mulched and weeded throughout the year and cleared at the end of the growing season). The size of a fruit and vegetable garden shall be appropriate for the size of the lot, and shall not exceed 90 square feet or 15 feet on any given side, and shall be no closer than 5 feet from a lot line. Individual fruit and vegetable plants shall not exceed 48” in height.

Front yard gardens will be permitted when rear and side yard gardens are not possible and will be limited to 75 sq. feet or 10 feet on any given side. Applications must include statements from all surrounding immediate neighbors indicating their approval of the proposed front yard garden.

The ARB shall consider the visual impact of such gardens on neighboring properties.

Property owners desiring a vegetable garden that does not meet the conditions described herein should consider renting a plot at Heritage Farms and should contact the BCA for further information and availability.

h. Artificial vegetation is prohibited.

i. Any earthwork creating changes in topography, site drainage, or creation of ponds, pools, or other water features must be approved by the ARB. Exterior fountains and ponds are not permitted in front yards unless approved by the ARB.
GARDEN LANGUAGE – Draft changes proposed to Residential Design Standards

ARB RECOMMENDED VERSION

9.7 LANDSCAPING

9.7.1 General Landscaping: Landscaping of individual lots is required as defined in this section. The ARB does not review minor landscaping decisions of the homeowner.

Minor landscaping shall be defined broadly to include but not be limited to: adding plants, planting grass, using ground cover materials, or pruning and grubbing of existing plant material.

Major landscaping decisions that affect the character of the lot must be approved by the ARB. These include but are not limited to:

a. General clearing of vegetation for structures, driveways, yards, decks and patios, or any other larger use. Clearing of existing trees shall be regulated by paragraph 4.3.3.

b. Construction of landscape structures such as fences, walls, trellises, arbors, gazebos, sheds, etc.

c. Implementation of any landscape plan requiring replacement of existing vegetation with new play areas or planting beds.

d. Any earthwork creating changes in topography, site drainage or creation of ponds, pools or other water features.

9.7.2 Minimum Landscape Specifications: The following specifications apply to all improved lots in Brandermill:

a. All cleared areas shall be mulched, seeded or sodded, or planted with an approved ground cover.

b. Foundation planting is required along street facing facades of houses (at a minimum) per "Appendix D."

c. All foundation planting beds and all other planting beds shall be mulched.

d. Any landscaping required to restore a buffer improperly cleared, or to provide a buffer in cases where privacy between lots would otherwise be severely compromised, will be in addition to the minimum allowance required.

e. Where nursery trees are required as part of landscape requirements they shall be correct in form for their species, have normal growth habit, have well developed branches, densely folialted, and be planted with the proper space to allow growth to maturity. Emphasis on scarcely wooded lots shall be on placement of street trees directly along street frontage. On heavily wooded lots where adequate trees exist, emphasis should be placed on accent trees located to highlight building entry zones or architectural elements of the house. All trees shall be adequately planted and staked. (See Harbour Ridge in the NEIGHBORHOOD MATRIX.)

f. No new landscaping shall commence until all trash, stones, gravel, branches, weeds, and construction debris have been removed from the lot.

g. Fruit & Vegetable Gardens: Minor fruit and vegetable gardens do not require approval by the ARB. A minor garden is defined as one that is 36 square feet or less and is located beyond the back plane of the house and within the rear side lines of the house. The resident shall consider the visual impact of such gardens on neighboring properties.

Major fruit and vegetable gardens that are larger than 36 square feet must be approved by the ARB and shall be limited to the rear yard. However, consideration will be given to planting fruit and vegetable gardens in side yards that do not face the street if there are proven growing
condition limitations in the backyard of a particular property. All fruit and vegetable gardens must be regularly maintained (mulched and weeded throughout the year and cleared at the end of the growing season). The size of a fruit and vegetable garden shall be appropriate for the size of the lot, and shall not exceed 90 square feet or 15 feet on any given side, and shall be no closer than 5 feet from a lot line. Individual fruit and vegetable plants shall not exceed 48" in height. The ARB shall consider the visual impact of such gardens on neighboring properties.

Property owners desiring a vegetable garden that does not meet the conditions described herein should consider renting a plot at Heritage Farms and should contact the BCA for further information and availability.

h. Artificial vegetation is prohibited.

i. Any earthwork creating changes in topography, site drainage, or creation of ponds, pools, or other water features must be approved by the ARB. Exterior fountains and ponds are not permitted in front yards unless approved by the ARB.
HOME-BASED BUSINESS ISSUE ACTION PLAN

Recommendation of the Community Manager, John S. Bailey
March 28, 2014

March / April

Review the list of those addresses that are on file with Chesterfield County as having a business license; cull it for accuracy.

Obtain a specific legal opinion on whether the Board of Directors has the authority to interpret the covenants

April 7 – Board meeting

Discussion of Survey Results & Consideration of a Home-Based Business Action Plan
Consider call for Community Meeting in mid-May
   Board could direct the CM to set a date and publish notice of a community meeting to be held in mid-to-late May for the purpose of discussing the issue of home-based businesses and what to do about them going forward, including how the covenant would be enforced.
Consider publication of a Draft Residential Use Policy
AND/OR
Consider directing the CM to enforce Covenant 2a as is

May

Publish a Draft Residential Use Policy AND/OR Information on how Covenant 2a could be enforced

Mid-to-late May

Conduct community meeting
June 2 – Board meeting

Discuss the Community Meeting and determine next steps

   Enforce Covenant 2a as is
   OR
   Adopt a Residential Use Policy

BOD vote on interpretation and/or enforcement of Covenant 2a

If adopted, certain home-based businesses could be allowed, with restrictions.
If not adopted, then the interpretation of Covenant 2a stands as is.

Enforcement – Now OR Later

Send a certified letter to each home-based business; letter to indicate why we are contacting them and to include an affidavit form directing them to verify whether or not they are indeed operating a business out of their home and, if yes, to indicate what the business is, the days and hours of operation, and to affirm or deny that they have any clients or customers coming to their home address. Business owners would have to sign the affidavit and return it by a specified date.

There are some home-based businesses that do not have a business license, and thus are not on the county list. The owners of those business enterprises may contact the Association directly and let us know that they need to be sent a letter and affidavit; those that do not run the risk of being reported by others, thus still resulting in the letter and affidavit being sent to them.

There should be determination of an appropriate period of time for which home-based businesses that are in violation of Covenant 2a be allowed to cease operations.

After this time period has ended, the Community Manager would direct staff to issue notices of violation to home-based businesses that are operating in violation of Covenant 2a and continue the internal due process for enforcement.