

**BRANDERMILL COMMUNITY ASSOCIATION, INC.  
BOARD OF DIRECTORS & DRAFT BUDGET MEETING  
BRANDERMILL WOODS  
Monday, 7:00PM, December 5, 2011**

**AGENDA**

1. **CALL REGULAR MONTHLY MEETING TO ORDER – 7:00 PM**
2. **MEMBER VOICE** **15 MINUTES**
3. **MOTION TO APPROVE MEETING MINUTES – November 7, 2011** **1 MINUTE**
4. **PRESIDENT'S REPORT** **10 MINUTES**
  - A. **Director Reports**
5. **MANAGER'S REPORT** **5 MINUTES**

**Department Reports:**

  - A. **Assistant CM**
  - B. **Community Services**
  - C. **Village Mill**
6. **COMMITTEE REPORTS** **10 MINUTES**
  - A. **Activities**
  - B. **Community Character**
  - C. **Crime Prevention**
  - D. **Facilities**
  - E. **MPOC Project Update – Al Raimo**
  - F. **Natural Resources**
  - G. **NRC**
7. **REVISED BOAT RULES – Al Raimo** **5 MINUTES**
  - A. **Member Comment**
8. **MOTION TO APPROVE COMMITTEE CHARTERS** **5 MINUTES**
  - A. **Activities**
  - B. **Crime Prevention**
  - C. **Finance**
9. **POOL ANALYSIS** **10 MINUTES**
10. **ROUNABOUT SIGN** **15 MINUTES**
11. **COMMUNICATIONS TASK FORCE** **10 MINUTES**
12. **ANNOUNCEMENTS**
  - **Calming Mind & Yoga, 9:30AM, Wednesday, December 7, 2011, Harbour Pointe Clubhouse**
  - **Calming Mind & Yoga, 6:15PM, Thursday, December 8, 2011, Harbour Pointe Clubhouse**
  - **Snowman Earrings Class, 10AM, Saturday, December 10, 2011, Harbour Pointe Clubhouse**
  - **Holiday House Judging, 6PM, Sunday & Monday, December 11 & 12, 2011**
  - **Christmas Holiday, BCA Offices Closed, December 26, 2011 through January 2, 2012**
  - **BCA Board Meeting, 7PM, Monday, January 9, 2012, Brandermill Woods**
13. **ADJOURNMENT**

**BRANDERMILL COMMUNITY ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
November 7, 2011  
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1. **CALL REGULAR MONTHLY MEETING TO ORDER** – The November 7, 2011 BCA Board of Directors meeting was called to order by President McLenagan at 7 PM in the meeting room of Brandermill Woods, 14311 Brandermill Woods Trail, Midlothian, VA 23112. Directors Guthrie, Hillman, Livingston, McGinniss, O'Hanley, and Rowe, Community Manager Pritz, Assistant Community Manager Raimo and Recorder Judy Agce were present.

The board agreed to change the order of the agenda to: Executive Session, Member Voice and Motion to Approve 2012 Draft Budget.

2. **EXECUTIVE SESSION - To discuss a contract**  
MOTION: Director Guthrie moved to enter into executive session to discuss a contract.  
MOTION SECONDED: Director McGinniss  
MOTION CARRIED: Unanimously
3. **RETURN TO OPEN SESSION** - President McLenagan returned to open session.  
  
MOTION: Director Livingston moved to authorize the community manager to enter into a 2-year mowing contract with Chapel Valley.  
MOTION SECONDED: Director Guthrie  
MOTION CARRIED: Unanimously
4. **MEMBER VOICE** - Helen O'Neill, McTyre's Cove stated she was impressed with the budget presentation and thought there should be more emphasis on beautifying the neighborhoods including leaf pick up, trash removal and clean up along curbs.
5. **MOTION TO APPROVE 2012 DRAFT BUDGET** - Dick Guthrie  
MOTION: Director Rowe moved to approve the 2012 draft budget, as presented by the finance committee.  
MOTION SECONDED: Director O'Hanley  
Treasurer Guthrie acknowledged the finance committee for their work and stated there had been no increase in assessments or staff increases in several years. He stated the board supported an increase in assessments to meet the needs of the community and to continue master plan projects. Director Hillman asked if a lower increase in assessments could be considered if there were any funds left over at the end of the year. Director Guthrie stated funds cannot be carried over and if there is excess income Community Manager Pritz will provide a list of unfunded 2011 projects for board consideration at the December meeting.  
MOTION CARRIED: Unanimously
6. **MOTION TO APPROVE MINUTES – October 3, 2011**  
MOTION: Director Guthrie moved to approve the minutes of the October 3, 2011 board of directors meeting, as written.  
MOTION SECONDED: Director O'Hanley  
MOTION CARRIED: Unanimously

# BRANDERMILL COMMUNITY ASSOCIATION, INC.

## BOARD OF DIRECTORS MEETING MINUTES

November 7, 2011

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7. **PRESIDENT'S REPORT** - President McLenagan reported that he, Activities Committee Chair Chris Schwarz and Jennifer Strader visited about 30 neighborhoods during the Community Clean Up Day on November 5th. He thanked all residents who helped clean debris from open space using the bagsters which were provided by the BCA. President McLenagan reported the roundabout at the intersection of Old Hundred Road /Brandermill Parkway had no traffic accidents since it was installed. Several directors stated they have received positive comments from residents regarding the roundabout and the sign. President McLenagan encouraged members to consider participation on committees and stated there will be two open board positions for the 2012 election.

**A. Director Reports** - Director Hillman asked if the Community Character Committee was directed to review the covenants and, if so, she thought they should wait until resident input is received from the NRC visual survey before any changes are made. Community Manager Pritz noted that the Community Character Committee held neighborhood meetings to educate the community about the covenant enforcement process. Assistant Community Manager Raimo noted that should any covenants require changes they would first be reviewed by MPOC and the ARB prior to submitting to the board and community for approval.

- Director Guthrie reported he recently visited the planned community of Reston and noted they are in the process of updating their 47 year old master plan. He noted they are marketing their community as a unique concept, soliciting information from residents, and coordinating with George Mason University to catalog their history. Director Guthrie noted that Reston was interested in communicating with Brandermill regarding the master plan and other similar interests.

- President McLenagan reported past director and president of the BCA board, Ed Moldof recently passed away. Director Livingston stated Ed helped the board and community develop a strategic plan and was a great asset to Brandermill. Director Guthrie reported Ed was also past president of the Brandermill Region Men's Club.

8. **MANAGER'S REPORT** -- Community Manager Pritz highlighted her written report and stated that reports were included from staff. Community Manager Pritz noted there may be possible funding from the county to extend the sidewalk from the roundabout to Clover Hill High School. Director Rowe suggested that the sidewalks be wide enough for both walking and bicycles. Director Guthrie suggested a sign be placed at the completion of a master plan project to make it easier for residents to identify the projects.

- Assistant Community Manager Raimo stated the Colonial Pipeline easement clearing has not started and The Village Mill will include updated information in the November edition. Mr. Raimo noted that six green directional signs will be installed on Tuesday.

### 9. **COMMITTEE REPORTS**

**A. Activities** - There was no report.

**B. Community Character** - August 16, 2011 minutes are attached.

**C. Crime Prevention** - There was no report.

**D. Facilities** - Community Manager Pritz reported the committee will meet on November 10th to review the 2011 pool season, the pocket park project, trail review project, 2011 and 2012

**BRANDERMILL COMMUNITY ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**

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MPOC projects, and to discuss the frequency of committee meetings.

**E. MPOC Project Update** - Al Raimo - September 15, 2011 minutes are attached. Mr. Raimo reported MPOC will meet on November 17th to review unfunded 2012 projects, the tree management program, marketing brochures for real estate agents, and setting long term (3-5 year) plans for projects as encouraged by the finance committee.

**F. Natural Resources** - October 19, 2011 minutes are attached.

**G. NRC** - There was no report.

10. **EMERGENCY RESPONSE PLAN** - Al Raimo - Assistant Community Manager Raimo presented the Emergency Response Plan prepared after Hurricane Irene at the request of President McLenagan and with the assistance of Directors Guthrie and O'Hanley.
11. **REVISED BOAT RULES** - Al Raimo - Assistant Community Manager Raimo reviewed the boat rules and requested board members email suggested changes. This item will be on the December meeting agenda for member comment and board approval.
12. **MPOC CHARTER APPROVAL**  
MOTION: Director Rowe moved to approve the MPOC Charter as amended.  
MOTION SECONDED: Director Hillman  
MOTION CARRIED: Unanimously
13. **ADJOURNMENT** - President McLenagan adjourned the meeting at 8:20 PM.

Submitted by:

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Jane Pritz, CMCA®, AMS®  
Community Manager/Secretary  
Brandermill Community Assoc., Inc.

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John McLenagan, President  
Board of Directors  
Brandermill Community Assoc., Inc.

## **Brandermill Community Association, Inc.**

Date: December 2, 2011

To: BCA Board of Directors

From: Jane Pritz, Community Manager

Re: Manager's Report – December 5, 2011 Board Meeting

I received information from 6 residents who are interested in serving on the Communications Task Force. The board will need to appoint 4 residents to serve with staff and Joan O'Hanley, our board representative.

Included with this report are the projects that I sent to the finance committee for their review. We have projected approximately \$50,000 in income which is primarily from the salary line item, payroll taxes and the employer IRA contribution. This excess income is due to two employees who have been out on long term disability. I would like the board to approve several of these projects utilizing the 2011 excess income. The only item that I don't recommend at this time is the generator. We would like the opportunity to look into updating our phone system to provide remote access which would give us the capability of changing messages in the event of an emergency off site. I feel this would be more beneficial to the community. The \$6500 generator would provide electric for lights and computers to the main BCA office, not to The Village Mill or covenant department and it would provide no heat.

The facilities committee met on Thursday, November 10<sup>th</sup> and there was not a quorum. The committee members present discussed the end of year pool report and the North Beach pocket park. Mel Burton sent an email to the committee to let them know this was the second meeting without a quorum and asked each member to let him know if they intended to continue serving on the committee. We also discussed the need for the committee to bring projects to MPOC now for 2013. The North Beach pool cover will be installed by early next week. The installation was delayed due to concrete work that needed to be completed.

I attended the Volunteer Reception on Thursday, November 17<sup>th</sup> which was very well attended by volunteers from various committees, board members and residents who participated in community events. Many thanks go to Jennifer Strader for planning the event and Brandermill Woods for serving a wonderful meal and providing us the use of their beautiful facility.

Attached to my report is the annual meeting schedule for 2012. Nomination packages will be available at the BCA office beginning January 3, 2012.

I emailed Art Warren after the last meeting and made him aware of the suggestion that a wider pavement area be constructed to allow bike riders access to Clover Hill High School in addition to those that walk. He responded that he would see what could be done.

The ARB is requesting board approval for Carol Russek as a new member to their committee. Carol is an attorney who worked for many years at the Virginia Attorney General's Office. Carol lived in Brandermill and Woodlake in the 80's until she moved out of state. While living out of state in a planned community Carol served on a committee similar to our Hearing Panel. About a year ago Carol and her family moved back to Brandermill. Carol is now retired and would like to volunteer by serving on the ARB.

I successfully completed the CAI M-201 class, Facilities Management which was a two day class that I attended right before Thanksgiving. In order to maintain my current designations I need to take continuing education courses.

#### MAINTENANCE

- Several boards and rubber bumpers were replaced on the dock at the marina that were damaged by the storm. The pump was removed and the water lines were winterized.
- Sunday Park - Maintenance is blowing leaves from the parking lots at Sunday Park on Tuesdays and Fridays. The brush piles have all been picked up from the open space near the businesses and the playground. The boat tie downs were replaced at the end of the dock. The overgrown shrubs around the large sign at the entrance were removed and new plants and mulch were installed. All of the posts were painted the dark green in the parking lot.
- The leaves were removed along Millridge and Brandermill Parkways
- Christmas lights were installed at Harbour Pointe, at the main entrance on Hull Street, at the entrance near Brandermill Woods and the BCA offices.
- The mulch was finished at the new North Beach pocket park and a split rail fence was installed to define the entrance along the bike path.
- Maintenance continues to work on storm clean up as time allows.
- All maintenance employees took the test required by VDOT to work as road flag men to direct traffic when needed.

Suggested Projects Prior to Year-End	Estimated Costs	
(3) Handicap Lifts at Pools	\$20,000.00	
(14) Stonewalls @ interior neighborhoods	\$9,800.00	
Change (3) light globes at The Landing & (3) in Sunday Park	\$6,500.00	
Shoreline Erosion	\$11,500.00	
Re-Install Reader Board	\$2,984.00	
Generator	\$6,500.00	
Stump Grinder	\$13,500.00	\$250 per day to rent
	\$70,784.00	



BRANDERMILL

Community Association

## 2012 ANNUAL MEETING SCHEDULE

- 1/03/12 Candidate Packages Ready for Pick up
- 1/03/12 Nomination Letter Delivered to Community (Flier for Hire)
- 1/9/12 Secure Brandermill Woods for Annual Meeting (April 16, 2012)
- 1/23/12 Order Election Envelopes – Catalogue and Ballot Return Envelopes (blue)
- 2/03/12 Nomination Deadline for Candidate Profiles March Issue of *The Village Mill*
- 2/20/12 Deadline for the March issue of the *The Village Mill*. Tenant Voting Rights/Delinquent Assessment Notice March Issue
- 3/05/12 BCA Board Meeting -- 7 p.m. Brandermill Woods Meeting Room – Present Proxy/Ballot and Notice to Board for approval
- 3/06/12 Proxy/Ballot to Legal Counsel for Review (subject to Board approval and only if needed)
- 3/13/12 “Meet the Candidates” night – Brandermill Woods – 6:30PM, NRC sponsored
- 3/12/12 Property Ownership Eligibility Cutoff (establishing voting rights)
- 3/16/12 Election Notice and Proxy Mailing to Post Office
- 3/26/12 Deadline for the April issue of *The Village Mill*.
- 4/16/12 Annual Meeting 7 PM, Brandermill Woods



# BRANDERMILL

Community Association

To: Jane Pritz

From: Al Raimo

Subject: Monthly Report

Date: November 30, 2011

## 1. Committees -

### A. MPOC -

November meeting held, approved minutes from previous meeting in October, attached.

- **Activities** – Community Clean Up Day was held Saturday November 5<sup>th</sup> and was a huge success. A total of 73 Bagsters were used and collected. Over 35 neighborhoods participated. Waste Management Company was a more than capable partner in this endeavor.
- **Facilities** - North Beach Pocket Park has been completed. Facility committee members, led by Chair Mel Burton and Eric Johnson, and neighborhood volunteers participated on Saturday November 19<sup>th</sup> and spread the mulch, set the picnic tables and trash receptacles. The BCA maintenance department which had cleared path and area for picnic table placement, also installed sections of split rail fence to enhance the entrance. Shrubs required by the county to mitigate land disturbance were previously planted by Theresa Biagioli. Project was completed under budget. I'm working with the sign company to add appropriate signage near the walking path to announce the park.
- **Marketing** – Six directional signs were placed in different areas as replacements for the older green wooden signs. Three more signs have been ordered and are expected to be installed prior to the end of the year.
- **Natural Resources** – Nuttree Park Picnic Pavilion is scheduled for construction to be completed by BCA Maintenance by the end of the year, weather permitting.
- **NRC** - Cluster Mailbox Implementation Plan. Two separate cluster units have been ordered and installed in Long Shadow, bringing to three the total number of new units installed, all in Long Shadow.
- **Reviews of six Charters for the following committees have been completed, with no changes suggested:** Activities, Community Character, Crime Prevention, Finance, Hearing Panel, and Natural Resources. ARB is actively under review with suggested modifications being viewed at next ARB meeting. Other chairs are aware they need to have their committee members review.
- **Community Character**- With Chair Cardea and BCA Maintenance I began planning for the work on the 2012 tree management program for Millridge Parkway.

## 2. BCA Departments-

A. Community Services –See Jennifer Strader report.

B. Front Desk Operations - Processed 12 Disclosures for the month to date. There were 8 processed in October.

C. Community Standards – Because of the Thanksgiving Holiday, Hearing Panel cases will be held in early December.

## 3. Other Activity -

A. Pipeline clearing activities began shortly before Thanksgiving. There are no reports of problems or issues, as of this writing. Portions of the bike path near Two Notch, running parallel to Sandyridge Parkway will be closed when work begins in that area around the first week in December. An e-mail blast will be sent prior to the work beginning in that area.

B. Redrafted BCA boat rules and regulations, per Board of Directors input. Document to be an agenda item for December Board meeting, see attached.

C. Finalized BCA Emergency Response Plan for distribution to Board members at the December meeting, see attached.

## 4. December Goals -

A. Finalize the overall directional signage master plan, for location and appropriate directions.

B. Begin preparations for the Landing 2012 project, including meeting with contractors and BCA maintenance.

C. Reserve Item- A 2011 Reserve study suggested structural review of the Millcrest/Chimney House bike trail bridge. The review has now been completed by the Balzar engineering firm, and BCA maintenance will look to address concerns. I will work with BCA maintenance in coordinating the repair in accordance with Balzar's report.



# BRANDERMILL

Community Association

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**Date:** December 1, 2011  
**To:** BCA Board of Directors  
**From:** Jennifer Strader  
**Subject:** Community Services Department Update

The Activities Committee met on November 14th.

**November 5: Brandermill Community Cleanup Day** was a huge success. We had a total of 73 Bagsters used in the cleanup. We had an astounding 40% participation rate from our neighborhoods. Board President, John McLenagan, Chairman Chris Schwarz and I drove around during the day and were able to speak with some of the participants. We received positive feedback on the program.

**November 15 & 16: AARP Safe Driving Class** at Harbour Pointe Clubhouse. We had 15 participants in the class.

**November 17: Volunteer Appreciation Dinner** was held at Brandermill Woods. Mike Ess entertained the volunteers during a cocktail hour and then dinner was served following. We had 55 volunteers attend this year.

**November 19: Holiday Green Market in Market Square.** The first Holiday Green Market was a success. We had many shoppers and the vendors were pleased with their sales.

- The Pavilion was not rented in November .
- The Harbour Pointe Clubhouse was rented 6 times in November.

#### **Upcoming Events for December :**

**December 7: Perfect Health, Calming the Mind w/Optional Yoga,** Thurs., Dec. 1, 8, 6:15 p.m., Wed., Dec. 7, 9:30 a.m., Harbour Pointe Clubhouse.

**December 3: "Make a Gift" Children's Workshop** at Harbour Pointe Clubhouse. Sat., Dec. 3, 10-Noon.

**December 10: Snowman Earrings Class** at Harbour Pointe Clubhouse, Sat., Dec. 10, 10-Noon.

**December 11 & 12: 2011 Holiday House Contest. Judging by residents of Brandermill Woods.**

There were 7 new residents in Brandermill during the month of November.

27 New Resident Welcome bags were delivered by Jennifer during November.

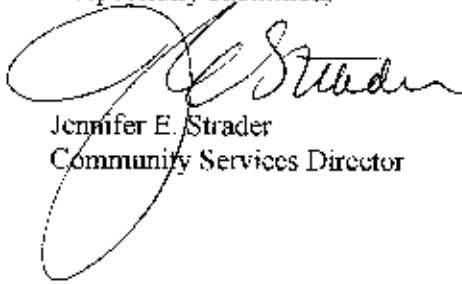
#### **Other Department News:**

2012 Brandermill Telephone Directory entries completed and Community information pages have been updated. Staff is currently proof reading and final will be sent to printer early December.

The Harbour Pointe Clubhouse will undergo some renovations starting the end of December. I have contracted with Old Dominion Flooring to re-carpet and re-tille the floors. Our Maintenance Department will be installing new countertops, sink and faucet.

I am currently working with the Crime Prevention Committee to include a flyer in our New Resident bags, about the Neighborhood Watch Programs currently active in Brandermill and how to start a Neighborhood Watch if your neighborhood is currently not participating.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jennifer E. Strader". The signature is fluid and cursive, with a large loop at the beginning and end.

Jennifer E. Strader  
Community Services Director



# The Village Mill

Brandsmill Community Association Newspaper • 3807 East Boundary Terrace, Middleburg, Virginia 22112

## NOVEMBER 2011 UPDATE

To: Jane  
From: Wendy  
Re: The Village Mill

### **The Village Mill**

Published November Issue of The Village Mill

### **Meetings & Events Attended**

November 7 - BCA Board Meeting - Wendy  
November 17 - Volunteer Reception - Wendy

### **Web**

BCA, CPC Website Updates - Tina, Lynda, Wendy  
Blast Email - Wendy

### **Special Projects**

Activities Flyer - Ann  
Pool Flyer and Form - Ann  
Holiday House Entry Form - Ann  
Telephone Directory Pages Update - Jennifer, Wendy  
Telephone Directory Layout - Tina, Wendy



# The Village Mill

Brandermill Community Association Newspaper, 3001 E. Boundary Terrace, Midlothian, VA 23112  
804-744-1035 x 116 • Fax: 804-744-5148 • ads@brandermill.com • www.brandermill.com

## 2012 DEADLINE SCHEDULE

ISSUE	DEADLINE
January 16, 2012*	January 2, 2012*
February 13	January 30
March 12	February 20*
April 9	March 26
May 14	April 30
June 11	May 25*
July 9	June 25
August 13	July 30
September 10	August 20*
October 8	September 24
November 12	October 29
December 10	November 19*
January 21, 2013*	January 2, 2013*

\*Indicates change in usual deadline due to holidays or home improvement editions.

All copy and ads are due by noon. Distribution is usually completed by the Thursday following the issue date. Schedule is subject to change. Classified deadline is seven days before issue date at noon.

Effective January 2012

**Subject:** Facilities Committee Meeting, November 10, 2011

**From:** Mel Burton <melburt@comcast.net>

**Date:** Fri, 11 Nov 2011 05:02:05 +0000 (UTC)

**To:** "Luhmann, Tommy" <tommyluhmann@yahoo.com>, "McGinniss, Keith" <keithmcginniss@hotmail.com>, "Raimo, Al" <alraimo@brandermill.com>, "Joyner, Bobby" <bobby.joyner@mww.com>, "Mitchell, Betsy" <betsy.mitchell@swimmetro.com>, "Martin, Kathleen" <kathleenmartin@comcast.net>, amaelcay@gggai.com, neryfiaux@comcast.net, services@brandermill.com, manager@brandermill.com, ericwjoh@hotmail.com, therayfields@comcast.net

The Facilities Committee met tonight at the BCA. There are no minutes because, once again, we did not have a quorum. I am asking that each of you let me know if you would like to continue to serve on the Committee. I know that we all have extremely busy schedules, but it is a waste of time to meet without a quorum because we cannot conduct any business.

The Committee has made a number of recommendations since becoming the Facilities Committee. (1) We have made a complete review of all of the Brandermill Trails and submitted map changes as well as dozens of recommendations for path maintenance, bridge replacements, and curb cuts. (2) Our 2012 recommendation for dredging the channel at Commodore Point was not accepted, but that does not negate the fact that it was an excellent recommendation and still needs to be done. It has the support of the many boat owners at the Point. (3) Our North Beach Pocket Park is under way and ready for completion. (4) We are discussing possible project proposals for 2013. (5) We have made a number of other recommendations for the pools which have been tabled while we wait for the report on Universal Access. The minutes reflect that these proposals have been made over and over again.

We discussed a number of topics tonight and Jane gave a report of the very successful 2011 pool season. I will schedule another meeting for January, 2012, for those members who indicate a continued interest in the Committee. In the mean time, we are looking for additional members who have expertise in facilities management or architecture. Do you have any recommendations?

We will be spreading mulch at the North Beach Pocket park on Saturday, November 19th from 9:00am until 12:00pm. Your assistance would be greatly appreciated. We will also distribute a flyer tomorrow to the residents of North Beach area soliciting volunteers to help us on November 19th.

Mel

## **Brandermill Community Association**

DATE: November 9, 2011

FROM: Jane Pritz, Community Manager  
Jennifer Strader, Community Services

RE: 2011 Year End Pool Report

### **Activities and Attendance**

There were a total of 645 memberships which included 96 non-resident memberships. There was \$259,520 in revenue which was \$9,625 over budget. We collected \$8,879 in guest pass fees which was \$879 over budget. We had minor complaints from members this year at all three pools.

#### **Beach Parties**

There were four beach parties, two in June, one in July and one in August. We had the largest attendance at the two beach parties held in June again this year. We had 346 attendees on June 10, 374 on June 24, cancelled on July 9, 282 on July 22, rainedate on August 19 had 127 attend. The attendance figures are for the entire day but are an increase over 2010.

#### **Dive-In Movie**

The dive-in movie was held on July 15<sup>th</sup>. There were 244 people who attended St. Ledger's that day. The movie was Tangled.

#### **Bingo**

Mel Burton played bingo at St. Ledger's and North Beach on Thursdays in July. Bingo was canceled a few times due to the extreme heat.

#### **Water Aerobics**

We had twelve people sign up for water aerobics at Harbour Pointe which was an increase over previous years. The attendees requested the aerobic classes be extended for three weeks which the instructor was able to do and if she agrees to work additional weeks this coming season we will offer a longer session. One of the attendees booked the Branderbelle and they had breakfast on the lake for their last class.

#### **Doggie Paddle**

The doggie paddle was canceled due to rain.

We hosted the Clover Hill High School senior pool party again this year on May 26. The party was well attended and we had no problems. The lifeguard staff continues to receive high marks from the Clover Hill staff for their professionalism and cooperation.

### **Vending Machines**

We received no complaints regarding the switch from concessions to vending machines but we had a couple of complaints on the frequency that the machines were refilled. The vending machine company was happy with their profit at North Beach and St. Ledger's. However, the machine was underutilized at Harbour Pointe and they will be removing it.

### **Other Comments**

Fourteen umbrellas were purchased and distributed to all three pools. Seventeen chaise lounges were re-straped at Harbour Pointe and nine were re-straped at St. Ledger's.

The baby pool at North Beach and Harbour Pointe were re-plastered before opening day. There were two damaged valves at North Beach that needed replaced. The leak at North Beach that we have had for years was detected and repaired for approximately \$5,000 prior to the pool opening. In order to comply with ADA we will need to purchase a pool lift for each pool prior to next season. In March, 2012 ADA will require all pools with outside memberships or swim teams to have a lift. The only way around this would be to discontinue outside memberships which would effect our revenue by about \$45,000. Another alternative could be to allow outside members to use one pool and purchase a lift for that pool only but I doubt if returning members will be happy with that arrangement and it could cost us memberships which will ultimately effect our revenue. We will have to purchase a lift for North Beach in order to continue to have a swim team.

The first marketing piece for 2012 will be distributed in late November. The pool membership fee will remain the same and we will offer the pool guest pass incentive again next year.

BRANDERMILL COMMUNITY ASSOCIATION  
COMMITTEE MINUTES/MEETING REPORT  
MINUTES OF THE MPOC COMMITTEE

Date: 10/21/11, Time: 4:00 PM, Location: BCA Office

Committee Members Present:

ARB - Andy Wyman, Activities - Jennifer Strader for Chris Schwarz, Community Character - Dianne Cardea, Finance - Buddy Whitfield, Facilities - Mel Burton, Natural Resources-Ed Applegate for Jim Schrecengost, NRC - Andrea Epps, Community Manager - Jane Pritz, MPOC Facilitator - Al Raimo, Board Liaison - Joyce Rowe

Committee Members Absent: Crime Prevention - Mike Metzger, Hearing Panel- Jenny Jones, Marketing - Sarah Whitmore

Quorum Present? Yes

Others Present: Board member Francis Hillman

Approval of previous meeting minutes: Upon motion duly made, Andrea Epps, seconded Andy Wyman, and carried the committee unanimously approved the minutes, as amended of September 15, 2011.

Agenda Items: See attached.

Motions Acted Upon:

Upon motion duly made, Buddy Whitfield, and seconded, Andy Wyman, and carried by unanimous vote the MPOC charter was amended, pending Board of Directors approval.

Committee Action Items for the Next Meeting:

1. Review of committee charters, for ARB, Crime Prevention, Finance, Facilities, Natural Resources, and NRC.
2. Activities Chair provide update on Community Clean Up Day
3. Community Character Chair to provide update on change to tree removal Standards.
4. Facilities Chair update on North Beach Pocket Park.
5. Finance Chair update on final budget.
6. Natural Resources/MPOC Facilitator to provide update on Nuttree Park 2011 project.
7. Marketing Chair/MPOC Facilitator provide update on Directional sign implementation progress.

Items that Need Board **Attention**/Action:

1. Approval of amended MPOC charter.
2. Review of charters for Activities, Community Character, and Hearing Panel committees - no changes recommended.

Adjournment: There being no further business to come before the Committee, the meeting was adjourned at 5:05 **PM**.

Submitted: Al Raimo, Facilitator

Date: October 24, 2011

**12/1/11 – Minor language changes and rearranging of paragraphs have been included in this version. Initial changes were submitted to the board at the November 2011 meeting, and based on board member feedback the following is submitted for Board approval.**

### Registration

1. [The BCA member must be in good standing with the Association.] The BCA may refuse to register any boat whose owner has failed to comply with the BCA Boating Rules and Regulations.

Comment [AR1]: New Language

2. Only boats which are owned entirely by Brandermill property owners or tenants and which have been registered with Brandermill Community Association (BCA) may be launched from or stored on association property, including waterfront property.]

Comment [AR2]: New Language

3. "Boat" or "boats" means any watercraft, including but not limited to sailboats, canoes, jon boats, paddle boats, pontoon boats, windsurfers, kayaks and inflatable boats, and paddle boats.

Comment [AR3]: New Language

4. Registration is for the boating year and includes payment of a nonrefundable registration fee. The sticker renews May 1 and payment is due by April 30. The registration fee is set by the BCA.

5. The BCA reserves the right to restrict the type and size of boats which may be registered.

6. When the owner of a registered boat ceases to be a Brandermill property owner or tenant or sells the boat, registration is canceled. The owner must remove the registration sticker and notify the BCA office in order to keep Brandermill Community Association and Chesterfield County records current. The BCA is required to provide the county tax assessor with an annual list of boats and boat owners.

### Space Rental

7. There are rental storage areas for registered boats on BCA property at Sunday Park, The Landing, Harbour Pointe, Waterside Park and, (adjacent to waterfront homes) home waterfronts.

Comment [AR4]: Add language in parenthesis ( ), remove language underlined.

8. Boat owners must place boats in their assigned spots within 30 days of registration. Failure to comply could result in loss of space and reassignment to a new boat owner.

Comment [AR5]: New Language

9. Failure to pay the rental charge or comply with the boating rules, including continued unsightly conditions may cause termination of the space rental agreement and removal of the boat/trailer. Boats at rental storage areas will be inspected without notice.

Comment [AR6]: New Language

Comment [AR7]: New Language

10. Due to space limitations boat owners may rent one beach spot, boat-on-trailer spot, t-rack or mooring spot, if additional space is available and the BCA agrees the boat owner may be assigned multiple spaces.

Comment [AR8]: Formerly paragraph #6, rewritten for clarity.

Comment [AR9]: New Language

11. Spots may be reassigned by the BCA in order to accommodate boats of varying sizes or when erosion makes some spots unusable.

12. Rental spaces shall not be sold, assigned, subleased, or pledged by the boat owner to another individual or party.

## BCA Boat Rules and Regulations

13. Boat owners who sell their boats shall forfeit their rights to use the rental spaces and must immediately remove their boats and any other property from BCA property. If a boat is sold to a Brandermill resident, the new owner may reapply for a rental space. The space is NOT automatically conveyed to the new boat owner.

Comment [AR10]: New Language

14. The BCA may terminate or refuse to grant storage space for any boat which appears neglected, no longer usable, or in violation of boating rules and regulations.

## Stickers

15. Current registration stickers will be given or mailed to all boat owners upon payment of the registration fee.

16. Registration stickers must be displayed on the starboard (right) side of registered boats.

## Storage

17. Boats stored at The Landing boat and trailer area must be stored on a serviceable trailer, intended for boat hauling and storage. Boats and boat trailers may be stored on the owner's lot, but only within an enclosed or screened area approved by Brandermill Community Association so they are not generally visible from adjacent properties. (Covenants, Part II, Par. 5)

Comment [AR11]: New Language

18. No boat may be left in any location on BCA property other than its assigned spot.

19. No boat cradle or other structure may be used without the approval of Brandermill Community Association. Boat trailers may not be used as cradles on the beach.

20. Boat trailers and cradles must be serviceable and operable.

21. Boats in cradles, on trailers or on t-racks must be chained and locked and secured at both ends.

22. Large boats such as pontoon boats are to be moored offshore in a designated spot. Moored boats must be secured with a galvanized 50-pound chain and weighted with a mushroom-type anchor. Approved home-beached boats may be tied to the shoreline.

## Launching

23. Boat owners are responsible for checking and inspecting their boats, periodically and especially following severe weather and for assuring their stability, and clearing them of excessive water and debris.

Comment [AR12]: New Language

Comment [AR13]: New Language

24. Registered boats may be launched from the beach in designated areas at Sunday Park, The Landing, Harbour Pointe or Waterside Park or from trailers at Sunday Park or The Landing. Because of limited parking spaces near the boat launching area, boat trailers may not be parked on BCA property at Sunday Park. Temporary parking spaces are available for vehicles and trailers in Sunday Park in the boat trailer and overflow lot. Parking space is available at The Landing. Any resident using boat ramps must present a trailer license number to the BCA to receive a parking permit and display the permit on the rear view mirror of the vehicle.

Comment [AR14]: New Language

## Guest PASSES

## BCA Boat Rules and Regulations

25. Residents with guests who bring their own boats may obtain day passes which will permit guests to launch their boats from BCA property. Day passes are available at the BCA office during regular business hours and at the Brandemill Sailing Center during hours of operation.
26. Day passes will be issued to residents only, at the BCA Offices for a fee, not to their guests, and only to residents 18 years or older.
27. No more than two guest passes will be issued per day for each property owner.
28. Residents are responsible for ensuring that their guests abide by the BCA Boating Rules and Regulations.

**Comment [AR15]:** New Language/revenue enhancement

## Conduct

28. Swimming or wading from association property is not permitted.
29. Residents are fully responsible for the safety of themselves and their guests. Flotation devices must be available for each person in the boat. Boaters are expected to follow the appropriate rules and regulations from all regulatory and enforcement agencies.

**Comment [AR16]:** New Language

**Comment [AR17]:** New Language

## OTHER SERVICES

30. The BCA operates a small marina. Slip rentals must be made at the BCA. During boating season, boats are available for rent by residents on an hourly basis at the BCA Sailing Center in Sunday Park.

## Restrictions & Remedies

31. Boaters on Swift Creek Reservoir are primarily dependent upon the rescue services of Chesterfield County for emergencies.

## Waterfront Property

32. Waterfront property is defined as a residential building lot that is contiguous with waterfront open space.
33. A waterfront property homeowner or tenant is granted revocable permission to moor, beach or cradle one motorized boat in the open space or in the water and one non-motorized boat outside the water but maintained in the open space area of the waterfront or under the deck or porch of that property. Each boat would be considered stored on the home beach and therefore assessed the yearly storage fee.
34. A waterfront mooring area shall be defined as that portion of open space immediately contiguous and adjacent to the waterfront property line of the member property bounded on each side by a line running from the end of said property line into the waters of the reservoir a distance deemed sufficient, in the sole and uncontrolled discretion of the BCA, for the proper mooring of a boat.
35. Only boats which are owned entirely by Brandemill property owners or tenants and have been registered with the BCA may be stored in accordance with provisions 31, 32 and 33 directly above.

**Comment [AR18]:** New Section. Member suggestion. Evaluated by BCA. Expands concept of one boat to behind each lot, to allow for two.

#### BCA Boat Rules and Regulations

36. A Waterfront property owner may store non - motorized boats in an appropriate screened or covered area on their property. Such boats must be registered with the BCA and will be assessed the yearly storage fee in place at that time.

The above BCA Boat regulations supersede any and all previous boat regulations of the Association.

Dated .

.. . . .

# **BCA ORGANIZATION & COMMITTEE CHARTER**

**TITLE: ACTIVITIES COMMITTEE (AC)**

**COMMITTEE TYPE: STANDING COMMITTEE**

**MISSION:**

To improve the community lives and increase the property values of residential members of Brandermill by organizing and conducting recreational, social, cultural, and educational activities and programs, and by making recommendations in these areas to the Board of Directors and other Committees of the Brandermill Community Association.

**GOALS:**

1. Develop recreational, social, cultural, and educational activities and programs, with special emphasis on the relevant goals and sub-goals defined in the Brandermill Strategic Plan (Strategic Plan).
2. Coordinate activities with other Committees of the BCA, other local organizations and agencies to improve the quality and availability of these activities for all age groups within the Community.
3. Inform members of these activities by publishing articles in the Village Mill, on the Brandermill Website, and by other appropriate means.
4. Actively seek the advice of residents about methods to enhance the activities offered in the Community.
5. Make recommendations to other Committees and the Board of Directors of the BCA on strategies to improve the activities of the Community.

**ORGANIZATIONAL STRUCTURE and PROCESSES:**

The Activities Committee (AC) reports to the Board of Directors of the BCA (the Board), and operates according to the provisions of this Charter, the By Laws of the Association, the BCA General Policies for Committee Operations (Committee Policies), and any other regulations that may be promulgated by the Board from time to time.

The AC shall meet at least quarterly, or more frequently if deemed necessary by the Chair.

**COMMITTEE POLICIES:**

Written reports to the Board will be submitted when indicated. The Chair, and each member of the Committee, will attempt to attend one BCA Board Meeting each year in order to be familiar with the activities of the Association, and to inform the AC of recent developments. The Membership List of the AC will be updated as indicated, and a file kept at the BCA Office.

It is the responsibility of the Chair of the AC to ensure the smooth integration and a minimum overlap of its activities with those of other Committees of the Association.

#### **EXPENDITURES**

The AC, with guidance from the Finance Committee or Staff, will develop an estimate of the anticipated annual expenditures of the AC, and submit this estimate as a component of the AC Annual Work Plan.

#### **REVIEW**

This charter will be reviewed annually by the Board.

#### **APPROVAL**

This Charter was approved by the BCA Board of Directors at the Board Meeting held on September 8, 2009, and supersedes all previous charters approved prior to this date.

# **BCA COMMITTEE CHARTER**

**TITLE: CRIME PREVENTION COMMITTEE (CPC)**

**COMMITTEE TYPE: STANDING COMMITTEE**

**MISSION:**

To improve the community lives and property values of the residential and commercial members of Brandermill by developing and implementing procedures and activities in the Community that will prevent crime and promote safety.

**GOALS:**

1. Provide a forum for all members of Brandermill to express their views, concerns and recommendations on Community issues relevant to the prevention of crime and the enhancement of personal and property safety in the Community.
2. Provide a structure for reporting information and suggestions from the members on matters of crime prevention and safety in the Community for appropriate action.
3. Develop and implement procedures and activities that will prevent crime and promote the safety of members of the Community and their property.
4. Develop and implement strategies to communicate efficiently and readily with all households and businesses in the Community about crime prevention and safety.
5. Promote participation of members in those procedures and activities in the Community that are designed to prevent crime and to promote safety.

**ORGANIZATIONAL STRUCTURE and PROCESSES:**

The Crime Prevention Committee (CPC) reports to the Board of Directors of the BCA (the Board), and operates according to the provisions of this Charter, the By Laws of the Association, the BCA General Policies for Committee Operations (Committee Policies), and any other regulations that may be promulgated by the Board from time to time.

The CPC shall meet at least quarterly, or more frequently if deemed necessary by the Chair.

**Committee Policies:**

Written reports to the Board will be submitted when indicated. The Chair, and each member of the Committee, will attempt to attend one BCA Board Meeting each year in order to be familiar with the activities of the Association, and to inform the CPC of recent developments. The Membership List of the CPC will be updated as indicated, and a file kept at the BCA Office.

It is the responsibility of the Chair of the CPC to ensure the smooth integration and a minimum overlap of its activities with those of other Committees of the Association.

## **EXPENDITURES**

The CPC, with guidance from the Finance Committee or Staff, will develop an estimate of the anticipated annual expenditures of the CPC, and submit this estimate as a component of the CPC Annual Work Plan.

## **REVIEW**

This charter will be reviewed annually by the Board.

## **APPROVAL**

This Charter was approved by the BCA Board of Directors at the Board Meeting held on February 16, 2009, and supersedes all previous charters approved prior to this date.

# **BCA ORGANIZATION & COMMITTEE CHARTER**

**TITLE: FINANCE COMMITTEE (FC)**

**COMMITTEE TYPE: STANDING COMMITTEE**

**MISSION:**

To improve the community lives and property values of the residential and commercial members of Brandermill by the development and implementation of sound fiscal procedures that will assure the financial viability of the Community.

**GOALS:**

1. Review annually and make recommendations to the Treasurer and the Board on the overall financial policies of the Association.
2. Provide oversight of the development of, and recommend a proposed Budget Schedule, Annual Budget, and member assessment rates for the Association, to be submitted by the Treasurer for final approval by the Board.
3. When needed, provide assistance to other Committees that request operating and capital improvement funds in their annual strategic plans.
4. Investigate available options for funding the implementation of items submitted to them by other committees or by the Board.
5. Work with the BCA Staff and the Board to budget projects.
6. Review the quarterly financial statements and variance reports of the Association, and other reports as may be deemed necessary, to be submitted to the Board by the Treasurer.
7. When possible, alert the Treasurer and Board promptly to any anticipated, unusual or unbudgeted expenses.
8. Meet with the auditor to review and comment on the annual audit prior to presentation to the Board by the Treasurer.
9. Review annually, with the Treasurer and the Community Manager, or more frequently if indicated, the Association's investment performance and policy, and insurance coverage, and provide recommendations, as appropriate.
10. When needed, provide the Treasurer and the Board with guidance on the selection of an auditor.
11. Meet with the auditor to review and comment on the Association's annual tax return as well as any needed actions resulting from tax law changes prior to presentation to the Board by the Treasurer.

**ORGANIZATIONAL STRUCTURE and PROCESSES:**

The Finance Committee (FC) reports to the Board of Directors of the BCA (the Board) through the Treasurer, and operates according to the provisions of this Charter, the By Laws of the Association, the BCA General Policies for Committee Operations (Committee Policies), and any other regulations that may be promulgated by the Board from time to time.

The FC shall meet at least quarterly, or more frequently if deemed necessary by the Chair.

Written reports to the Board will be submitted when indicated. The Chair, and each member of the Committee, will attempt to attend one BCA Board Meeting each year in order to be familiar with the activities of the Association, and to inform the FC of recent developments. The Membership List of the FC will be updated as indicated, and a file kept at the BCA Office.

It is the responsibility of the Treasurer and the Chair of the FC to ensure the smooth integration and a minimum overlap of its activities with those of other Committees of the Association.

#### **EXPENDITURES**

The FC, with assistance by the Staff, will develop an estimate of the anticipated annual expenditures of the FC, and submit this estimate as a component of the FC Annual Work Plan.

#### **REVIEW**

This charter will be reviewed annually by the Board.

#### **APPROVAL**

This Charter was approved by the BCA Board of Directors at the Board Meeting held on June 1, 2009, and supersedes all previous charters approved prior to this date.

**Existing Pool Facilities  
Analysis and Recommendations  
Report**



**Chesterfield County, Virginia**

**October 20, 2011**

**Existing Pool Facilities  
Analysis and Recommendations Report  
Brandermill Community Association**

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- 3 EXISTING CONDITIONS
- 4 OBSERVATIONS AND RECOMMENDATIONS
- 5 SUMMARY

**Existing Pool Facilities  
Analysis and Recommendations Report  
Brandermill Community Association**

## **SECTION 1**

### **Overview:**

Higgins and Gerstenmaier have been retained by the Brandermill Community Association to analyze the membership status as well as the current state of their swimming pool facilities.

Brandermill is a community of approximately 3,800 homes in Chesterfield County. It was originally designed with five independent pools and a golf and tennis facility. The golf club, tennis facility and one pool are now privately owned. One of the community pools, Sunday Park, has been demolished, leaving three active community pools.

The Brandermill Community Association (BCA) has acquired the three remaining community pools and is now selling memberships to both Brandermill and non-Brandermill residents. There currently are 620-640 pool family memberships, including 100 non-Brandermill residents. The BCA would like to explore the possibility of offering Universal Membership. In other words, can all three pools accommodate the projected usage of 3,800 family units? Instead of analyzing each pool on an individual basis for capacity, universal membership would mean looking at all three pools in total.

The BCA also requested an analysis of the current condition of all three pools and a list any necessary and/or suggested upgrades for all three community pools. In collecting our data, Higgins and Gerstenmaier has met with the BCA Community Manager, Jane Pritz, and representatives from SwimMetro, the current pool management company for all three pools. A thorough inspection was made of all three pool facilities and we have outlined our findings below. Our inspection was not for cosmetic improvements that H & G thinks would enhance the facilities; we focused on items that are structurally unsound, against current codes (even if you are not required to fix them at this time) or are a potential danger at this time.

Our findings are as follows:

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## **SECTION 2**

### **UNIVERSAL POOL ACCESS ANALYSIS:**

#### **Existing Pool Facility Breakdown:**

##### **Pool 1- (North Beach)-**

Pool surface = 8,497 sf

Pool deck = 14,620 sf

Parking = approx. 126 spaces

- Paved: 16 spaces
- Unpaved: +- 110 spaces

##### **Pool 2- (St. Ledger's)-**

Pool surface = 8,870 sf

Deck area = 13,110 sf

Parking = approx. 114 spaces

- Paved: 14 spaces
- Unpaved: +- 100 spaces

##### **Pool 3 (Harbour Pointe)-**

Pool surface = 2580 sf

Pool deck = 11,650 sf

Parking = approx. 125 spaces

- Paved: 25 spaces
- Unpaved: +- 90 spaces

*Total pool surface area = 19,947 square feet of existing pool water surface.*

*Total pool deck surface area= 39,380 square feet of existing pool decking surface.*

#### **Existing facility sizing/capacity calculations:**

Since there are no local or state codes that dictate how many memberships you can have to your pool complexes, the following breakdown will show what the current capacity is based on three different ratios.

1. The general rule of thumb when designing community pools such as Brandermill, Tarrington, Charter Colony, etc. is to provide 8-10 sf of pool surface per family. The pool deck should be twice the size of the pool. This takes into consideration the fact that not all members will be there at any

**Existing Pool Facilities  
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one time. However, there will be times, usually 3 times per year (Memorial Day, 4<sup>th</sup> of July and Labor Day) that the complexes could see significant crowding.

- Current combined *pool water surface*:

19,947 sf existing pool surface area x 9sf/family membership = **2,216 families max**

- o The current pool surface area currently can accommodate 1,676 more families based on current membership.

- Current combined *pool decking*:

19,947 sf of existing pool surface area x 2 = **39,894 sf of pool deck needed.**

- o The current pool deck is only 514 sf below the recommended amount of pool deck space for the existing pools.

2. Another method in determining the current pool capacity is to use the ANSI guidelines. ANSI recommends 8 sf per user

- Current combined *pool water surface*:

19,947 sf existing pool surface area x 8sf/user = **2,493 individuals or 712 families based on 3.5 people per family.**

- o The current pool surface area currently can only accommodate 172 more families based on current membership.

- Current combined *pool decking*:

19,947 sf of existing pool surface area x 2 = **39,894 sf of pool deck needed.**

- o The current pool deck is only 514 sf below the recommended amount of pool deck space for the existing pools.

3. The final method we could use in determining the current pool capacity is the VA State Public Bathing Code. The VA State Public Bathing Code requires 27 sf per user

- Current combined *pool water surface*:

19,947 sf existing pool surface area x 27sf/user = **739 individuals or 211 families based on 3.5 people per family.**

- o By this method, the current pool surface area currently is 330 families over the recommended pool capacity.

- Current combined *pool decking*:

19,947 sf of existing pool surface area x 2 = **39,894 sf of pool deck needed.**

- o The current pool deck is only 514 sf below the recommended amount of pool deck space for the existing pools.

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**Synopsis:**

In order to provide universal membership, able to accommodate 3,800 family units at the three facilities, an additional pool surface area of 14,256 sf would need to be constructed. Whether all three pools are expanded by a third, or if only the most used pool is enlarged, or some other combination is up to the BCA. An additional 29,026 sf of pool decking would also be needed.

The parking scenario at each club is much better. The current code for Chesterfield County is 1 parking space per 90 sf of water surface at the facility. There would also be an additional 1 space per 100 sf of clubhouse space if the clubhouse is used year round. That would only be the case at Harbour Pointe. The requirements are as follows:

**North Beach:** 8,497 sf of water surface / 90 = 94 spaces required. You currently can park 125.

**St. Ledger:** 8,870 sf of water surface / 90 = 99 spaces required. You currently can park 114.

**Harbour Pointe:** 2,580 sf of water surface / 90 = 29 spaces required. Approx. 3,300 sf clubhouse / 100 = 33 spaces required. You can currently park 115.

Every facilities parking lot exceeds current minimum Chesterfield County parking requirements. If the BCA would decide to proceed with Universal Access with the pools in their current state, the parking requirements would remain as they are since they are based on pool size, not membership size. The parking lots would get crowded, but would meet code.

**Observations:**

Debate within the BCA should be focused on the current demographics of the 3,800 family units within Brandermill. Not all age groups have the same pool demands. And even within the heaviest user group, the family with younger children, a certain percentage should be discounted as not all will use the pool.

If universal access is offered, memberships outside of the Brandermill community should be discontinued. However, if it is, our calculations need to reflect a certain amount of outside members, which will make the pool surface area number go up.

We believe the ratio of 8-10 sf per family for pool surface area is what was used when the developers of Brandermill came up with the five community pool facilities. All residents would have been able to use one of the pools.

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### **SECTION 3**

#### **Existing Conditions Analysis:**

While the current facilities are all operational, we performed an inspection of all the complexes to highlight areas of concern.

#### **North Beach Pool:**

- Competition, dive and recreation pool with tot pool
- 8,497 sf of pool surface
- 14,620 sf of pool deck
- approximately 30 years old
- Restrooms (non-ada compliant)
  - Men's
    - 1 urinal, 1 stall, 1 sink, open change area and open/community shower (2)
  - Women's
    - 2 stalls, 1 sink, 3 changing rooms and open/community shower (2)
- paved and unpaved parking
- ada access to front gate
- non-compliant ada ramp to the pool deck and pool

#### **Main Pool:**

- current overall condition is good (recent renovations)
- white plaster in fair to poor condition
- concrete pool deck overall in very good condition
- concrete coping mismatched (some new some old)
- racing lane tile in poor shape
- pool equipment (average-good condition) room below snack bar and pavilion
- pvc plumbing
- main pump in good condition (age unknown)
- filtration tank in average condition for its age
- electrical system visually in good condition
- underwater pool lights are operable

#### **Tot Pool:**

- wood stairs and ramp in average condition
- tot pool area enclosed by fencing
- concrete coping in average condition
- white pool plaster in very good condition
- concrete pool deck in average condition

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**St. Ledger's Pool:**

- competition, dive and recreation pool with water slide
- 8,870 sf of pool surface
- 13,110 sf of pool deck
- approximately 30 years old
- Restrooms (non-ada compliant)
  - Men's
    - 1 urinal, 1 stall, 2 sinks, open change area and open/community shower (2)
  - Women's
    - 2 stalls, 2 sinks, 2 changing rooms and 2 shower stalls.
- paved and unpaved parking
- ada access to front gate
- non-compliant ada ramp to the pool deck
- electrical issues throughout the buildings
- wooden benches on terrace are aging and splintering.
- concrete stairs down to pool need handrails.

**Main Pool:**

- current overall condition is good
- white plaster in fair to average condition
- concrete pool deck in average condition
- concrete coping mismatched (some new some old)
- water line tile in fair condition (some replacement needed)
- pool equipment (average-good condition)
- pvc plumbing
- main pump in good condition (age unknown)
- filtration tank in average condition for its age
- electrical system visually in good condition
- underwater pool lights are operable
- water slide in very good condition

**Harbour Pointe Pool:**

- recreation pool with spa & tot pool
- 2,580 sf of pool surface
- 11,650 sf of pool deck
- approx 30 years old
- Restrooms (non ada-compliant)

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- Men's
  - 1 urinal, 1 stall, sink and open/community shower
- Women's
  - 2 stalls, sink and 3 individual showers
- no ada parking/access to front gate
- paved and un-paved parking

**Main Pool:**

- current overall condition is good
- concrete pool deck in poor condition
- ±3' shallow end sloping to ±5' deep end
- white plaster in average condition
- concrete coping on rec pool needs replacement
- spa jets do not work
- pool equipment (average condition) room below pool deck
- main pump in fair condition (5 years old)
- filters in good condition
- electrical system in poor condition due to chlorination decay
- potential leak in main drain, filtration running only through the skimmers
- underwater pool lights are operable

**Tot Pool:**

- Wood stairs and ramp splintering
- Concrete coping in poor condition & needs replacement
- Concrete pool deck in average condition
- No fence closing in the tot pool area
- Plaster in very good condition

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## **SECTION 4**

### **Observations and Recommendations for Existing Pools:**

After talking with Jane, Al and Swimmetro, Higgins and Gerstenmaier has the following observations and recommendations based on our analysis of the (3) three pool complexes. The observations and recommendations are for Universal Access are marked with (\*) and the others based on selling memberships, status quo, are marked with (\*\*). Any of the ADA observations based on Title II and Title III should be taken care of prior to March 15, 2012. The other ADA observations should be completed as budget allows. They are as follows:

#### **Harbour Point:**

##### General Site:

- ADA parking spaces should be located closer to the gate as to have ada access to the entrance.
- Parking lot needs striped in order to maximize parking. Paving would be tough due to the stringent storm water requirements around the reservoir.
- ADA ramp ultimately will need re-built to current standards as it has no landings.
- Bathrooms will ultimately need to be upgraded for ADA compliance.
- Fireplace should be refurbished so it can be used.
- Provide a railing adjacent to the fireplace to prevent a fall per building code.

##### Pool area:

- All gates should be self-latching gates per building code.
- Pool coping should be torn out and replaced on both the rec pool and tot pool (2-5 years).
- Spa jets should be fixed as they are an asset to the pool.
- Pool deck should be repaired and/or replaced (2-5 years).
- Tot area should be completely fenced in with self-latching gates.
- Consideration should be given to adding fountains to tot pool or even rebuilding tot pool with a beach entry. The current layout is out dated and young children are 'edge' players and do not venture to the middle of the pool often. Renovating the tot pool would add interest to the complex for families with young children.
  - \$40,000
- Will need a portable lift for ada access to the pool (Title III).
  - \$7,000.00
- Potential room for expansion toward the lake, adjacent to the fireplace.\*
  - +- 500 sf pool and 1,000 sf of pool deck w/retaining wall overlooking lake
  - \$40 – 50,000.00

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**North Beach:**

**General Site:**

- Parking lot light should be upgraded to increase safety and lessen vandalism.
- Parking lot needs striped in order to maximize parking. Paving would be tough do to the stringent storm water requirements around the reservoir.
- Dedicated bike parking and or bike racks should be added to entice members to bike to pool (2-5 years).
  - \$2,000.00
- ADA ramp ultimately will need re-built to current standards as it has no landings.
  - Ramp should be 'switch-back' to lessen slope and create required 5' landings per code.
- Bathrooms will ultimately need to be upgraded for ADA compliance.
  - Stalls are not wide enough, change areas not compliant and counter is not compliant.
- Concessions need to be further evaluated. It is our opinion that concessions at this location would be beneficial.
- Perimeter fence meets County code. Repair as needed.

**Pool area:**

- Pool coping should be replaced (old coping stones) to match the new.
- Plaster & racing lane tiles will need replaced (1-3 years).
  - \$75,000.00 to re-plaster and re-tile pool.
- Wood benches need sanded and stained to limit splintering (1-3 years).
- Stairs into pool need compliant handrails (Title III).
  - \$500-1,000.00
- Lift or beach entry required for ada access, mounted or portable (Title III).
  - \$7-23,000.00
- Limited room for expansion.
- Consideration should be given to adding fountains to tot pool or even rebuilding tot pool with a beach entry. The current layout is out dated and young children are 'edge' players and do not venture to the middle of the pool often. Renovating the tot pool would add interest to the complex for families with young children.
  - \$40,000

**St. Ledger:**

**General Site:**

- Parking lot light should be upgraded to increase safety.
- Parking lot needs striped in order to maximize parking. Paving would be tough do to the stringent storm water requirements around the reservoir.

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- ADA access is fine from the parking lot to the front gate. However, should a closer route be requested, a couple of spaces could be provide at the front of the building.
  - \$25-40,000.00
- Wood bridge needs to be sanded and stained to prevent splinters, splitting and warping (1-5 years).
- Ramp to pool deck will ultimately need re-built per current ADA standards. \*\*
  - Ramp should be 'switch-back' to lessen slope and create required 5' landings per code.
- Bathrooms will ultimately need to be upgraded for ADA compliance.
  - Stalls are too narrow, counter not accessible and door threshold too high.
- Concessions need to be further evaluated if universal access is granted.
- Electrician needs to check wiring to ensure safe operating of lights and outlets.
- Wood benches on upper terrace need sanded and stained to prevent splintering (1-5 years).
- Rail/back needs installed on the wood benches to prevent falling (1-5 years).
  - \$1,000.00
- Perimeter fence meets code. Repair as needed.

**Pool area:**

- Pool coping should be replaced (old coping stones) to match the new.
- Pool will need re-plastered and re-tiled (3-5 years)
  - \$65-85,000
- Pool will ultimately need to be ADA accessible (Title III).
  - Permanent or portable lift (\$7,000.00) or
  - Beach entry with fountains to the shallow end (\$80-100,000.00)
  - Compliant handrails for the pool stairs (\$500-1,000.00).
- Interactive features could be added to gain interest
  - Water basketball hoops (\$400.00)
  - Water volleyball (\$1,000.00)
- Ample room for expansion.\*
  - Add additional pool (3,500 sf + 7,000 sf of deck)
  - \$250-300,000.00

\*Pool estimates based on average construction costs for this area (\$70/sf).

\*Pool deck estimate based on average construction costs for this area (\$6-7/sf).

## **SECTION 5**

### **Summary:**

The Brandermill Community is a beautiful neighborhood with plenty of amenities for everyone to enjoy. The three pool facilities offer something for everyone. However, the direction that the BCA moves will

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impact the facilities.

- If the board chooses to stay with the current method of selling memberships, there is ample space to double the current number of members. However, ADA access is a concern that should be addressed at all pools. St. Ledger's is a wonderful facility that is underutilized. Modernizing the facility with a beach entry and some interactive water features would increase its usage and make it more attractive for family use. Harbour Pointe is the most secluded pool. It seems to be more oriented to the family with very young kids or no kids. It, as well, needs some modernizing to make it more attractive. The main pool has nice features, however they don't work. The tot pool has issues that are safety related, not code related. It can be expanded to take advantage of the open space. North Beach is the central pool to the neighborhood. It has the most use, but it also is most limited in expansion. Overall it is in the best shape due to recent work.
- If the Board decides to move forward with universal pool access, it would allow everyone to enjoy their neighborhood amenities; however it would significantly increase the potential of overcrowding the facilities. All facilities (access and pools) would need to be brought up to ADA compliance, facility expansion is highly recommended to accommodate the increased membership (Harbour Pointe and St. Ledger's), concessions should be opened at least one of the three facilities (North Beach or St. Ledger's) and all bathrooms should be renovated, although not required.
- If the Board decides to move forward with universal pool access and still sell memberships to outside residents, not only would allow everyone to enjoy their neighborhood amenities, but it would bring additional revenue in. However, this option very likely would overwhelm the facilities without major modifications. Just like universal access, all facilities would need to be brought up to ADA compliance (access and pool), but facility expansion would be necessary to accommodate the increased membership and may still not alleviate all crowding issues. Concessions should be opened at two of the three facilities (North Beach and St. Ledger's) and all bathrooms should be renovated, although not required. This option, in our opinion, would put an enormous strain on the facilities in their current or expanded state.

Two of the existing facilities, Harbour Point and St. Ledger's do have the potential for significant expansion to help with the increased membership. Given the fact that Brandermill is located on the Swift Creek reservoir (the county's source of potable water), any expansion or increased impervious surface (pool deck or parking) will come with increased scrutiny from Chesterfield County. The current storm water measures will make expansion more difficult than in the past, but not impossible.

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landscape architects



Higgins & Gerstenmaier

## ROUNDABOUT TIMELINE

- 2/07/11 Chesterfield County citizen input meeting
- 4/13/11 Email sent to McCracken asking if a sign could be placed in the roundabout
- 4/19/11 Meeting with VDOT, Chesterfield County and Brian Kelmar to discuss project
- 4/22/11 Chris Kiefer, Timmons Group incorporated our sign concept in his conceptual drawings and forwarded to VDOT – at this point there was a smaller sign on either side of the roundabout
- 5/03/11 After May board meeting I emailed Chris Kiefer, Brian Kelmar and McCracken asking if a 4 sided sign could be placed in the middle of the roundabout which would also accomplish VDOT's goal which was to block cars from looking across from one another
- 6/01/11 Three sign samples were ready to present to the board at the June board meeting
- 6/13/11 VDOT requested the consultant to submit the plan view and side elevations so they could send it through their channels for review and they would let the County and the rest of us know the results
- 8/02/11 Email to McCracken letting him know the Brandermill board approved the 15x15 sign and I inquired how we should proceed
- 8/02/11 Email from McCracken stating our sign company needed to get a permit from VDOT who is the approving authority
- 8/04/11 Meeting with McCracken, Kelmar and construction team to discuss the placement of the sign
- 9/14/11 VDOT permit and bond obtained by sign company
- 9/21/11 Large pole installed in concrete to hold sign
- 10/12/11 Art Warren responds to a resident's concerns regarding the maintenance of the landscaping.
- 11/02/11 Sign installed in roundabout
- 11/14/11 Kirk Turner visited the BCA regarding the sign in the roundabout and later forwarded an email to me written by Jeff Dopp, Planning Department to the sign company dated August 23 stating the sign was not permitted – first time BCA is aware of the email
- 11/14/11 Bill Dupler called and stated they have had several inquiries from neighbors about the sign and two emails. He stated the sign is not exclusive to VDOT so a permit may be needed

- 11/15/11 McCracken emailed and asked BCA to get a maintenance permit from VDOT and attached an email from one of his employee's that was received on May 4, 2011 from Jeff Dopp, Planning Department stating the sign package did not need to be reviewed and a permit was not required from the County
- 11/16/11 Art Warren returned by call and stated the sign is not permitted in the right of way and it is illegal. He added the sign is bigger than any other sign that was approved in the County.
- 11/17/11 I called Russ Gulley and asked him if he was aware of the concerns regarding the sign. Russ commented if Brandermill went ahead and installed the sign knowing it was not permitted by the County we would get no support from the other planning commissioners. He stated he wasn't aware of the May 4<sup>th</sup> email from county staff
- 11/21/11 Meeting with Jay Stegmaier, Bill Dupler, Kirk Turner, Brian Kelmar, John McLenagan, Keith McGinniss and myself regarding the roundabout sign concerns and possible solutions