

**BRANDERMILL COMMUNITY ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**BRANDERMILL WOODS**  
*Monday, 6:30PM, January 9, 2012*

**AGENDA**

1. **CALL REGULAR MONTHLY MEETING TO ORDER – 6:30 PM**
2. **MEMBER VOICE** **15 MINUTES**
3. **MOTION TO APPROVE MEETING MINUTES – December 5, 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. **Community Standards**
  - D. **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. **POOL ANALYSIS** **20 MINUTES**
8. **MOTION TO APPROVE COMMITTEE CHARTERS** **5 MINUTES**
  - A. **Community Character**
  - B. **Facilities**
  - C. **Hearing Panel**
9. **APPROVAL OF SUNDAY PARK SIGN CHANGES** **2 MINUTES**
10. **EXECUTIVE SESSION – To discuss a contract and a legal issue**
11. **RETURN TO OPEN SESSION**
12. **ANNOUNCEMENTS**
  - **Yoga & Meditation, 9:30AM, Wednesday & 6:15PM, Thursday, Harbour Pointe Clubhouse**
  - **BCA Board Meeting, 7PM, Monday, February 6, 2012, Brandermill Woods**
13. **ADJOURNMENT**

# BRANDERMILL COMMUNITY ASSOCIATION, INC.

## BOARD OF DIRECTORS MEETING MINUTES

December 5, 2011

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1. **CALL REGULAR MONTHLY MEETING TO ORDER** – The December 5, 2011 BCA Board of Directors meeting was called to order by President McLenagan at 7PM in the meeting room of Brandermill Woods, 14311 Brandermill Woods Trail, Midlothian, VA 23112. Directors Guthrie, Hillman, McGinniss, O'Hanley, and Rowe, Community Manager Pritz, Assistant Community Manager Raimo and Recorder Judy Agee were present. Director Livingston was absent.
2. **MEMBER VOICE** - Walter Lang, Thornridge stated that vehicles are parked in front of his neighbor's house and wanted to know if there are covenants that address this situation. Staff will review.
  - Helen O'Neill, McTyre's Cove stated there are too many signs throughout the community and that the large sign in the roundabout was a rush to judgment. She stated she will provide her notes as a letter to the editor of The Village Mill.
3. **MOTION TO APPROVE MINUTES – November 7, 2011**  
MOTION: Director Rowe moved to approve the minutes of the November 7, 2011 board of directors meeting, as written.  
MOTION SECONDED: Director O'Hanley  
MOTION CARRIED: Unanimously
4. **PRESIDENT'S REPORT** - President McLenagan reported he attended the November 17th Volunteer Appreciation Dinner to recognize and thank residents who have provided their assistance and hard work on committees and special projects throughout 2011.  
**A. Director Reports** - Director Guthrie stated the Finance Committee provided year-end projects to utilize 2011 excess income to Community Manager Pritz.
  - Director Rowe stated several volunteers and Facilities Committee members spread mulch at the North Beach Pool pocket park.
5. **MANAGER'S REPORT** – Community Manager Pritz highlighted her written report and stated that reports were included from staff. Community Manager Pritz reported the Facilities Committee met on November 10th and did not have a quorum. The committee needs to recruit some additional members and Director Rowe volunteered to serve as the board liaison. The board approved Carol Russek as a new member of the ARB.

MOTION: Director Guthrie moved to approve the recommended 2011 year end projects.

MOTION SECONDED: Director McGinniss

During discussion, the board agreed to the following projects utilizing 2011 excess income: install handicap lifts at 3 pools, replace 3 light globes at The Landing, shoreline erosion project, re-install reader board and purchase a stump grinder.

MOTION CARRIED: Unanimously

- President McLenagan stated everyone was given a copy of the 2012 Annual Meeting Schedule and there are two open board positions for the 2012 election. The Annual Meeting will be held April 16, 2012 at 7PM and the next board meeting is January 9, 2012 at 6:30 PM.

**BRANDERMILL COMMUNITY ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
December 5, 2011  
Page 2 of 3

- Assistant Community Manager Raimo reported the final BCA Management Emergency Response Plan was distributed to each board member.

6. **COMMITTEE REPORTS**

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

**B. Community Character** - There was no report.

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

**D. Facilities** - November 10, 2011 meeting notes which include the 2011 Year End Pool Report.

**E. MPOC Project Update** - Al Raimo - October 21, 2011 minutes are attached.

**F. Natural Resources** - There was no report.

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

7. **REVISED BOAT RULES** - Al Raimo

**A. Member Comment** - Helen O'Neill, McTyre's Cove expressed concern if the boat rules will be enforced. It was noted that there is signage and police that patrol the parking and landing areas.

MOTION: Director McGinniss moved to approve the BCA Boat Rules and Regulations, as revised.

MOTION SECONDED: Director Hillman

MOTION CARRIED: Unanimously

8. **MOTION TO APPROVE COMMITTEE CHARTERS**

MOTION: Director Rowe moved to approve the Activities, Crime Prevention and Finance Committee Charters, as presented.

MOTION SECONDED: Director Guthrie

MOTION CARRIED: Unanimously

9. **POOL ANALYSIS** – This item was deferred until the January 9, 2012 meeting since Director Livingston was absent.

10. **ROUNABOUT SIGN** - President McLenagan stated that he, Director McGinniss and Community Manager Pritz met on November 21st with Chesterfield County representatives, Jay Stegmaier, Bill Dupler, Kirk Turner and the sign contractor to discuss the options for the Brandermill roundabout sign. Director McGinniss reported the intention of the meeting was to review the different concerns and to see if there is a compromise for the size of the sign to comply with county ordinance and state code. President McLenagan noted the options which could be considered: (1) move the sign from the roundabout area, (2) expand the rules regarding medians to include roundabouts, which would require a public hearing, and (3) amend the signage so that it conforms to county ordinance, which would require a conditional use permit and would also require a public hearing. Director Rowe stated the sign meets VDOT's requirements and the sign will not appear as large when the trees and shrubs have grown. Community Manager Pritz reviewed the roundabout timeline. The board requested Community Manager Pritz send a letter to Art Warren and Russ Gulley to enlist their support.

**BRANDERMILL COMMUNITY ASSOCIATION, INC.**

**BOARD OF DIRECTORS MEETING MINUTES**

December 5, 2011

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11. **COMMUNICATIONS TASK FORCE**

- The board agreed to approve residents Joe Covolo and Greg Smith as resident members of the task force. Joan O'Hanley will be the board liaison.

12. **ADJOURNMENT** - President McLenagan adjourned the meeting at 8:30 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: January 5, 2012

To: BCA Board of Directors

From: Jane Pritz, Community Manager

Re: Manager's Report – January 9, 2012 Board Meeting

The Communications Task Force will hold their initial meeting on Thursday, January 12, 5PM at the BCA office.

Brandermill Woods is asking the Board and the community to support their efforts in having a red light installed at the intersection of Old Hundred Road and Brandermill Parkway when Old Hundred Road is widened. When we initially met with Chesterfield County we were told a red light would be included in the project. Since that time VDOT has determined the traffic count is not sufficient to warrant a red light. However, the County included funds in the plan for a red light. Our county officials have suggested we ask our state representatives for their support and to intervene with VDOT on our behalf. Needless to say, Brandermill Woods is very concerned since a number of their residents have family in the critical care facility across Old Hundred Road. For their residents to cross four lanes of traffic without a red light could quickly become a fatality. Brandermill Woods is holding a meeting on Tuesday, January 10<sup>th</sup> at 3PM for all residents who wish to attend.

I have included a rendering and quote for the Sunday Park sign based on a meeting I had with Kevin Healy, Dan Butler and Andy Wyman. This sign has never been refurbished and is in need of work. This will give us the opportunity to add the waterfront tagline and install removable panels for the businesses in Sunday Park. The Sunday Park business owners also suggested we keep the panels more generic to reflect the type of business such as restaurant, photographer etc. instead of specific business names. I would like the board to approve the sign with the changes based on the recommendation from the business owners in Sunday Park. The sign will be refurbished as part of the annual line item in the reserve fund.

Dick, Joyce, Al and I visited Reston, a very large community in Northern Virginia, at the beginning of December to discuss the methods of communication they are using, covenant enforcement and to learn how they began to gather information to save and document the history of their community.

2012 assessment coupons were mailed the week of December 12<sup>th</sup>.

I have included a flyer with information regarding an event the Sustain Our Communities Committee (SOCC) will be hosting on February 11 from 8:30AM to 1:15PM. This program is open to all residents of Chesterfield and there is no charge.

### **MAINTENANCE**

- The pavilion was built in Nuttree Park.

- Riprap was installed in the creek near Gleneagles.
- New mulch was installed in the island in Sunday Park.
- Christmas wreaths and lights were put up at the entrances and at the BCA office.
- Rock and a wall were installed at the walking bridge in Pebble Creek.
- The maintenance crew worked on leaf removal along the parkways. The leaves on bike trails were blown weekly.
- Pipes and ditches were cleaned in several neighborhoods and under Genito Road at the school.
- Tree work continues from the storm.

# CHESTERFIELD EMPOWERING NEIGHBORHOODS FORUM

EANES-PITTMAN PUBLIC SAFETY TRAINING CENTER – CHESTERFIELD GOVERNMENT COMPLEX  
6610 PUBLIC SAFETY WAY  
CHESTERFIELD, VIRGINIA 23832

SATURDAY, FEBRUARY 11, 2012  
8:30 A.M. – 1:15 P.M.

## EVENT SUMMARY

Chesterfield County's Sustain Our Community Committee (SOCC) presents the "Empowering Neighborhoods Forum" on Saturday, February 11, 2012 at 8:30 a.m. to 1 p.m. at the Eanes-Pittman Public Safety Training Center (6610 Public Safety Way, Chesterfield, VA 23832). Please join the SOCC and gain a wealth of knowledge that will prove beneficial to your neighborhood. Obtain information about valuable tools, including property maintenance, code enforcement, and crime prevention that will help you kick off the revitalization of your community. Additionally, learn about community association law, restrictive covenant enforcement, and "The Challenge of Maintaining Vibrant Suburban Neighborhoods". This event is free and open to the public. Contact Latisha Jenkins at 804.748.1065 or [JenkinsL@chesterfield.gov](mailto:JenkinsL@chesterfield.gov) for additional information..

## EVENT SCHEDULE

- 8:30 a.m. Registration – Refreshments – Exhibits
- 9:00 a.m. Welcome, Introductions, & Overview –
- ◆ Jane Pritz, SOCC Chair & Brandermill Community Association Manager
- The Challenge of Maintaining Vibrant Suburban Neighborhoods –
- ◆ Tom Jacobson, Chesterfield County, Director of Revitalization
- Neighborhood Enhancement Property Maintenance Inspection Program
- ◆ Roger Robertson/Barry White, Chesterfield County Building Inspections
- County Code & Zoning Enforcement
- ◆ Ted Barclay, Chesterfield County Planning
- 11:00 a.m. Break – Refreshments – Exhibits
- 11:30 a.m. Neighborhood Watch: Proactive Crime Prevention
- ◆ Cpl. Scott Gordon, Chesterfield County Police
- Community Association Law & Restrictive Covenant Enforcement
- ◆ Andrew G. Elmore, Chadwick, Washington, Moriarty, Elmore & Bunn P.C
- 12:30 p.m. Conclusion & Evaluation
- 12:45 p.m. Audience Questions
- 1:15 p.m. Adjourn





December 28, 2011

### **Powhite Parkway – Old Hundred Road Widening Plan Petition**

The existing Powhite Parkway/Old Hundred Road is being widened from the existing two lanes to four lanes with a median from the end of the existing median at the Route 288 interchange to Watermill Parkway. The widening will be on the north side of the existing Powhite Parkway/Old Hundred Road and the existing two lanes will become the two eastbound lanes.

As discussed at the Chesterfield County meeting this past December, the Virginia Department of Transportation (VDOT) has determined, based on their 2010 Traffic Study, that a traffic signal is not warranted at the intersection. As a concerned resident, family or staff member of Brandermill Woods, I would like to petition that VDOT reverse its' current decision and install a traffic signal at the intersection of Brandermill Parkway and Powhite Parkway/Old Hundred Road.

With the expansion, it is imperative that a traffic light be provided at the intersection of Brandermill Parkway and Powhite Parkway/Old Hundred Road. VDOT needs to consider not only the traffic patterns but also the demographic of the population in the area.

***"It is not IF an accident will happen.....it is WHEN?"***

**Cc: Art Warren, Chesterfield County - Board of Supervisors  
R. Lee Ware Jr., Delegate - Virginia State Legislature  
John Watkins, Senator - Virginia State Legislature  
Thomas A. Hawthorne, P.E. - Richmond District Administrator Virginia Department of Transportation  
Mira Pallotta, Executive Director - Brandermill Woods Retirement Community  
Jane Pritz, Community Manager - Brandermill Community Association**



## Chesterfield County, Virginia

Board of Supervisors

9901 Lori Road – P.O. Box 40 – Chesterfield, VA 23832-0040

Phone: (804) 748-1211 – Fax: (804) 717-6297 – Internet: chesterfield.gov

### BOARD OF SUPERVISORS

**ARTHUR S. WARREN, CHAIRMAN**  
Clover Hill District

**DOROTHY JAECKLE, VICE CHAIRMAN**  
Bermuda District

**JAMES M. "Jim" HOLLAND**  
Dale District

**MARLEEN K. DURFEE**  
Matoaca District

**DANIEL A. GECKER**  
Middlethian District

December 14, 2011

The Honorable R. Lee Ware, Jr.  
House of Delegates, 65th District  
P.O. Box 689  
Powhatan, VA 23139

Dear Delegate Ware:

Chesterfield County is managing the VDOT/county revenue sharing project to widen Powhite Parkway/Old Hundred Road from Route 288 to Watermill Parkway. A citizen information meeting was recently conducted for the project. Brandermill Woods representatives have expressed a strong desire to have a traffic signal installed at the Brandermill Parkway/Old Hundred Road intersection. I have written to you in the past asking for your assistance in getting this signal installed. The county has budgeted for and is prepared to include the installation of the signal in the widening project. VDOT, based upon recent traffic counts, has determined the intersection does not currently meet their signal warrants and has not agreed to allow the county to install the signal.

I am writing to ask your assistance in getting VDOT to reconsider their position so the traffic signal can be installed as part of the widening project. The county expects to have the widening underway by this summer. Your immediate attention to this matter would be appreciated. Thank you for your assistance.

Sincerely,

  
Arthur S. Warren  
Chairman, Board of Supervisors

ASW/jb

cc: Ms. Mira Pallotta, Brandermill Woods  
Mr. John McCracken



# Chesterfield County, Virginia

Board of Supervisors

9901 Lori Road – P.O. Box 40 – Chesterfield, VA 23832-0040

Phone: (804) 748-1211 – Fax: (804) 717-6297 – Internet: chesterfield.gov

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Dale District

**MARLEEN K. DÜRFEE**  
Matoaca District

**DANIEL A. GECKER**  
Midlothian District

December 14, 2011

The Honorable John Watkins  
10th Senate District  
P.O. Box 159  
Midlothian, VA 23113

  
Dear Senator Watkins:

Chesterfield County is managing the VDOT/county revenue sharing project to widen Powhite Parkway/Old Hundred Road from Route 288 to Watermill Parkway. A citizen information meeting was recently conducted for the project. Brandermill Woods representatives have expressed a strong desire to have a traffic signal installed at the Brandermill Parkway/Old Hundred Road intersection. I have written to you in the past asking for your assistance in getting this signal installed. The county has budgeted for and is prepared to include the installation of the signal in the widening project. VDOT, based upon recent traffic counts, has determined the intersection does not currently meet their signal warrants and has not agreed to allow the county to install the signal.

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Sincerely,

  
Arthur S. Warren  
Chairman, Board of Supervisors

ASW/jb

cc: Ms. Mira Pallotta, Brandermill Woods  
Mr. John McCracken

To: Jane Pritz

From: Al Raimo 

Subject: Monthly Report – December 2011

Date: January 3, 2012

1. Committees -

A. MPOC -

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

- **2011 Project Updates**

- Facilities – North Beach Pocket Park. Committee will review proposed signage near the walking path to announce the park. Signage install will be in 2012.
- Marketing – Directional signs. Throughout 2011, a total of eight (8) were placed in different areas as replacements for the older green wooden signs, and one (1) new sign directing travelers to St. Ledgers Pool was recently placed along Brandermill Parkway, near Sandyridge.
- Natural Resources –
  - A. Nuttree Park Picnic Pavilion. Structure has been completed. Painting of the structure will follow in the spring of 2012.
  - B. The Landing (2011 expenditure approved by Board at December meeting). Globe light replacements have been ordered from Dominion Power, installation expected week of January 9<sup>th</sup>.
  - C. Shoreline Erosion (2011 expenditure approved by Board at December meeting). Theresa Biagioli designated three (3) lake front property areas, established the scope of work, and requested that four (4) contractors submit bids. Bid review and negotiations are on going. Material purchases and labor will be conducted in 2012.
- NRC - Cluster Mailbox Implementation Plan. No new structures were completed in December.
- Charter Reviews – Facilities and NRC report that no changes in their charters are needed. ARB completed review of their charter in December and has suggested changes that require Board review/approval. Remaining review from Marketing is pending.

- **2012 Project Updates**

- Community Character- Tree Management. Arborist Kate Tuttle, established the “scope of work” for the project along Millridge from Old Hundred to Court Ridge. Four (4) tree service contractors have provided bids. Recommendation of contractor selection will be an agenda item for Directors January Board meeting, so work can begin ASAP.

Jane Pritz

Monthly Report- December 2011

- Natural Resources/Landing – This multifaceted project will begin early in the year, weather permitting, with gravel replacement for the entire existing driveway. BCA maintenance will establish timetable for cleanup of designated areas and the post replacement will occur as their schedule permits. Asphalt overlay along the designated walking path area will happen as early in the spring as practicable, and all new planting will be accomplished in the fall.
- Marketing – New Directional Signs. With input from Marketing and Community Character Chairpersons a master plan for the installation of the remaining signs was developed. Sign company will develop cost structure, and decisions for 2012 installs will be based upon the individual sign costs.

## 2. BCA Departments-

- A. Community Services –See Jennifer Strader report.
- B. Front Desk Operations - Processed 7 Disclosures for the month to date. There were 12 processed in November.
- C. Community Standards – December Hearing Panel referrals were 8. Attached, please see Juli Talty quarterly report.

## 3. Other Activity -

- A. Met with Holiday Inn Manager to discuss and review BCA Emergency Plan contingencies use of their facility.
- B. Coordinated activities with various contractors mentioned above regarding MPOC related projects.

## 4. January Goals -

- A. Work with Arborist in coordinating all activity related to Tree Management Project.
- B. Work with Theresa Biagioli of Natural Resources regarding contractor selection for Shoreline Erosion project. Expect February submission to the Board.
- C. Coordinate with BCA maintenance on schedule for The Landing work, vehicle control for tree management at Millridge, and other projects as necessary.
- D. Reserve Item – Follow up with BCA Maintenance regarding repairs of trail bridge (bridge is structurally sound) from Chimney House to Millcrest. BCA will follow scope of work in engineering report.
- E. Begin review of telephone system for potential upgrades in 2012.

**Date:** January 5, 2012  
**To:** BCA Board of Directors  
**From:** Jennifer Strader  
**Subject:** Community Services Department Update

The Activities Committee did not meet in 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., HP/CH.

**December 3: "Make a Gift" Children's Workshop** at Harbour Pointe Clubhouse. Sat., Dec. 3, 10-Noon. Event was cancelled due to lack of participation

**December 10: Snowman Earrings Class** at Harbour Pointe Clubhouse, Sat., Dec. 10, 10-Noon. We had 10 residents attend this workshop.

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

The residents of Brandermill Woods reported that they enjoyed being the judges for our contest this year. It was great to work with Maria Mast on this project. We had 49 homes signed up for Holiday House this year. A great effort by our residents to make Brandermill sparkle during the Holiday Season. There was a nice article published in The Chesterfield Observer about our contest and a photograph of our Grand Prize winners, the Bottoms Family, was featured.

- The Pavilion was not rented in December .
- The Harbour Pointe Clubhouse was rented 4 times in December.

**Upcoming Events for January :**

**January 11: Planning session with Activities Committee to plan new events for 2012.**

There were 7 new residents in Brandermill during the month of December.  
12 New Resident Welcome bags were delivered by Jennifer during December.

**Other Department News:**

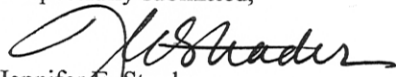
2012 Brandermill Telephone Directory was completed and will be delivered the second week in January to residents.

Marketing has begun for 2012 Pool Season. We are currently receiving memberships.

2012 Marina Contracts were sent out to slip renters. This year, renters were offered the option of electronic delivery of their contract, over half of the slip renters opted for electronic delivery of their contracts instead of paper copies sent via USPS. This new procedure was a great time and money saver. I hope to convert most others to this method for the 2013 season.

The Harbour Pointe Clubhouse renovations are nearly complete. The tile and carpet look great and the only thing left is new countertop, sink and faucets.

Respectfully submitted,



Jennifer E. Strader  
Community Services Director

To: Jane Pritz  
Cc: Al Raimo  
From: Juli Talty  
Subject: Community Standards Quarterly Report  
Date: January 4, 2012

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#### **Fourth Quarter 2011**

91 Architectural applications processed  
30 Disclosures  
30 Tree requests  
229 Friendly Reminders  
208 Violations  
18 Hearing Panel cases (2 meetings)  
146 Cases resolved

- 7 Disclosures
- 95 Friendly Reminders
- 44 Violations

There was one court appearances during the fourth quarter of 2011 with four additional cases pending.

Training for new employee hired Sept. 26 continued throughout the quarter.

86% of planned neighborhood inspections for the year were completed despite being short one employee for approximately 8 weeks and having a new employee in the department.



# The Village Mill

Brandermill Community Association Newspaper • 3001 East Boundary Terrace, Midlothian, Virginia 23112

## **DECEMBER 2011 UPDATE**

To: Jane  
From: Wendy  
Re: The Village Mill

### **The Village Mill**

Published December Issue of The Village Mill

### **Meetings & Events Attended**

December 5 - BCA Board Meeting - Wendy

December 7 - SCES - Powhite Parkway Extention Meeting - Lynda

### **Web**

BCA, CPC Website Updates - Tina, Lynda, Wendy

Blast Email - Wendy

### **Special Projects**

Telephone Directory to Press - Tina, Ann, Wendy

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

Date: October 18, 2011

Time: 7p.m.

Location: Ivy Room, Brandermill Woods

Committee Members Present: Shelley Bartelink, Julane Johndrow, Richard Johndrow, Glenn Hinton, Judy Malek, David Wilson, Dianne Cardea, Chair

Committee Members Absent: Joe Covolo, Jim Cashwell, Jerry Barnes, Rubie Gatlin, Katherine Wiesendanger

Quorum present: yes

Others Present: Director Joan O'Hanley, Liaison

Approval of previous minutes: Upon motion duly made, seconded and unanimously carried, the committee approved the minutes of the August 16, 2011 meeting. Minutes will be sent to Jane Pritz for the November BOD meeting packet.

Agenda Items:

- 1) Proposal from Shelley Bartelink made to Al Raimo regarding one boat/waterfront residence. The written policy is still in draft form because of changes that needed to be made in some of the other boating rules. All changes will be submitted to the BOD and voted on at the 12/5/11 meeting.
- 2) Volunteer Maintenance Crew: Dave Wilson reported he had received three volunteers. He proposed we write another article for the VM and have the title be more informative and attention getting.
- 3) Home Awards: Julane Johndrow reported there are no recipients at this time. The committee discussed discontinuing the awards unless we can receive resident input for nominations.

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Agenda Items (continued):

4) Request from Board for CCC to address covenant change of tree size for removal: The proposal was presented to MPOC; ARB to address on 10/24 and request made for NRC to canvas residents for input

5) Request the NRC to help CCC with count of mailboxes by having NRC Reps count in their neighborhoods

Committee Action Items for next meeting (or to occur in the future): Article to VM on Volunteer Maintenance Crew – Dave

Article to VM on resident input for Home Awards -

Dianne

Request NRC report from NRC reps about resident input for covenant change

Request NRC report from NRC reps of mailbox count in their neighborhoods

Items that Need Board Action: Vote on written policy for boat storage allowed for Waterfront Homeowners

Adjournment: There being no further business to come before the Committee, the meeting was adjourned at 8:30 p.m.

Respectfully Submitted: Dianne Cardea, Chair

MAILBOXES  
A report from the CCC  
December 2011

- 1058 mailboxes on Brandermill's curbs as of 12/28/11
- 3 mailboxes on commercial properties

At the time of this writing, the vendors had 20 new orders. I have emailed the mailbox list to two of the vendors. Two vendors' mailboxes were full. I have asked the two that I was able to contact to keep a monthly record and report to the CCC with their totals.

One vendor ran a promotion in one of the neighborhoods asking neighbors to pass the word that he was offering a \$5/discount for everyone ordering at the same time. Result: That neighborhood has replaced all but 5 of their old mailboxes.

The CCC will provide a report on the mailboxes for the January VM.

Dianne Cardea  
CCC

The CCC thanks Director Rowe, Director O'Hanley, Betsy Bolling, Rusty Gilfilian, Mamie McNeal and Sandy Schrecengost for their help with the mailbox count.

Brandermill's New Mailboxes  
12/11

Neighborhood	Dec. 2011		Apr. 2011
Thornridge	23		17
Courtridge	8		3
Long Shadow	11	cluster	0
Litchfield Bluff	0	cluster	0
Planter's Wood	13		4
Heritage Woods	19		4
Old Fox Trail	14		5
Northwich	21		4
Poplar Grove	27		11
Timber Ridge	23		8
Commodore Point	23		7
McTyre's Cove	20		11
Nutree Woods	18		7
Muirfield Geen	10		5
Winterberry Ridge	54		35
(Hickory Nut Pt -33)			
Riverbirch Trace	9		2
Walker's Ferry	21		2
Fortune's Ridge	15		3
Shallowford Trace	6		0
Shallowford Landing	14		4
Regatta Pointe	22		10
The Oaks			
Broad	5		
Spreading Oaks	4		all of the
Liberty	4		oaks
Long Oaks	4		5
Cottage Oaks	2		
Shadow Oaks	1		
Five Springs	0		0
Pebble Creek	12		1
Quail Hill	24		7
Fox Chase	16		6
Huntsbridge	10		10 (?)
Steeple Chase	14		5
Three Bridges	15		1
Stony Ridge	23		1
Seven Oaks	15		4
Barne's Spring	14		2
Sterling's Bridge	10		2
Gloucester/Sagewood	16		4
Watkins Glen	2		0
Sutter's Mill	5		1
Cradle Hill	6		2
Carriage Creek	4		1
Crosstimbers	10		4

Brandermill's New Mailboxes  
12/11

Arrowood	3		0
Garrison Place	13		3
Sandy Brook	1		1
Tanglebrook	7		2
Copper Hill	12		0
Two Notch	11		7
Shady Pointe	6		2
Shadow Ridge	24		9
Turtle Hill	28		2
Deer Meadow	24		3
Birnam Woods	32		18
Long Hill	2		0
Chimney House	25		12
Ridge Creek	3		1
Whispering Oaks	15		1
Walnut Creek	11		2
Spring Gate	22		9
Huntgate Woods	7		1
(Longate, Fairgate and Meeting Gate)			
Long Hill	2		0
Oak Springs (Huntgate Woods Road)	28		15
Cove Ridge	36		12
Autumn Woods	8		1
Millcrest	19		0
Harbour Pointe	132		37
Totals	1058		336
COMMERCIAL PROPERTIES			
Brandermill Country Club	1		
Midlothian Tennis Club	1		
Greenwood Country Day School	1		

BRANDERMILL COMMUNITY ASSOCIATION

COMMITTEE MINUTES/MEETING REPORT

MINUTES OF THE MPOC COMMITTEE

Date: 11/17/11, Time: 4:00 PM, Location: BCA Office

Committee Members Present:

Activities – Jennifer Strader for Chris Schwarz, Community Character –Dianne Cardea, Crime Prevention - Mike Metzger, Finance – Buddy Whitfield, Facilities - Mel Burton, Marketing – Sarah Whitmore, Natural Resources–Jim Schrecengost, MPOC Facilitator – Al Raimo, Board Liaison - Joyce Rowe

Committee Members Absent: ARB - Andy Wyman, Hearing Panel- Jenny Jones, NRC – Andrea Epps, Community Manager – Jane Pritz,

Quorum Present? **Yes**

Others Present: Board member Francis Hillman

Approval of previous meeting minutes: Upon motion duly made, Buddy Whitfield, seconded Sarah Whitmotre, and carried the committee approved the minutes, of October 20, 2011, Jim Schrecengost abstained.

Agenda Items: See attached.

Motions Acted Upon: None

Committee Action Items for the Next Meeting:

1. Review of committee charters, for ARB, Facilities, NRC, and Marketing.
2. Facilities Chair update on North Beach Pocket Park.
3. Natural Resources Chair to provide update on Nuttree Park 2011 project.
4. Marketing Chair to provide update on Directional sign implementation progress.
5. NRC chair to provide update on Visual Survey plans.

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

1. Review of charters for Activities, Community Character, Crime Prevention, Finance, Hearing Panel and Natural Resources 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: November 22, 2011

**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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- 2 UNIVERSAL ACCESS FEASIBILITY
- 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:

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

**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.

**Existing Pool Facilities  
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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 quoe, 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

**Existing Pool Facilities  
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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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# BCA ORGANIZATION & COMMITTEE CHARTER

**TITLE: COMMUNITY CHARACTER COMMITTEE (CCC)**

**COMMITTEE TYPE: STANDING COMMITTEE**

**MISSION:**

To improve the community lives and property values of the residential and commercial members of the Brandermill Community Association by enhancing the character and the culture of the Community, and by making it more aesthetically appealing and functionally convenient. This will be achieved, in part, by enhancing the monitoring and enforcement of the Covenants of the Association, by improving Covenant enforcement actions, and by making recommendations in these areas to the Board of Directors and other Committees of the Association.

**GOALS:**

1. Enhance and implement procedures to improve the efficiency of monitoring the compliance of members of Brandermill with the Covenants of the Association, with special emphasis on those items identified in the Master Plan, such as:
  - a. improve the turnaround time of covenant enforcement procedures;
  - b. consult with staff regularly to review neighborhoods and properties that present major and continuing problems regarding covenant violations;
  - c. evaluate the number of staff devoted to this effort, and the efficiency of the procedures utilized by the staff, to ensure rational and efficient covenant enforcement; and
  - d. review annually the extent of the authority of the Association to enforce compliance with the Covenants within the restrictions of the Virginia Property Owners Association Act (VPOAA);
2. Actively work with the staff to provide input from residents regarding the covenant procedure and ARB process;
3. Engage residents, and commercial members in discussions aimed at identifying further strategies to enhance the appeal of the Community;
4. Develop strategies to utilize the Brandermill Village Mill and website to communicate regularly with members to inform them of the purposes of the Covenants, and those most frequently violated; and
5. When indicated, coordinate approved activities of the CCC with other Committees of the BCA.

**ORGANIZATIONAL STRUCTURE and PROCESSES:**

The CCC 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 CCC shall meet each month, or when deemed necessary by the Chair.

## **COMMITTEE POLICIES:**

Written reports to the Board will be submitted when indicated. The Chair, and each member of the CCC, 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 MC of recent developments.

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

## **EXPENDITURES**

The CCC, with guidance from the Finance Committee or Staff, will develop an estimate of the anticipated annual expenditures of the MC, and submit this estimate as a component of the CCC 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 May 3, 2010, and supersedes all previous charters approved prior to this date.

# BCA ORGANIZATION & COMMITTEE CHARTER

**TITLE: FACILITIES COMMITTEE (FAC)**

**COMMITTEE TYPE: STANDING COMMITTEE**

**MISSION:**

To improve the community lives and property values of the residential and commercial members of the Brandermill Community Association by enhancing and expanding the facilities of the Community, which include the swimming pools, parks, trails, marina, boat storage, and playgrounds. This will be achieved, in part, by monitoring and making recommendations in these areas to other Committees and to the Board of Directors.

**GOALS:**

1. Utilizing the Master Plan as a guideline, develop projects and strategies to enhance and expand the facilities of the Association, including:

**1.1 Pools**

1.1:1 oversee the evaluation of the current status of the pools and associated buildings and grounds, and planning for their renovation and improvement in order to achieve a standard that is consistent with the goals of the community;

1.1:2 develop a prioritized list of projects, including approximate costs, to be submitted to the Master Plan Oversight Committee for proposed inclusion in the annual budget;

1.1:3 gather existing and additional information required to carefully consider the advantages and disadvantages of the implementation of Universal Pool Access, formulate the alternatives, including approximate costs, and submit these findings to the Master Plan Oversight Committee for discussion, modification and submission to the Board of Directors;

**1.2 Parks and Playgrounds**

1.2:1 oversee the planning for the renovation and improvement of existing and new parks and playgrounds, to achieve a standard that is consistent with the goals of the community;

1.2:2 develop a prioritized list of projects for existing and new parks and playgrounds, including approximate costs, to be submitted to the Master Plan Oversight Committee for proposed inclusion in the annual budget;

**1.3 Trails**

1.3:1 oversee the planning for the renovation and improvement of existing and new trails, to achieve a standard that is consistent with the goals of the community;

1.3:2 develop a list of prioritized projects for existing and new trails, including approximate costs, to be submitted to the Master Plan Oversight Committee for proposed inclusion in the annual budget;

#### **1.4 Marina and Boat Facilities**

- 1.4:1 oversee the planning for the renovation and improvement of marina and boat facilities, to achieve a standard that is consistent with the goals of the community; and
- 1.4:2 develop a prioritized list of projects, including approximate costs, to be submitted to the Master Plan Oversight Committee for proposed inclusion in the annual budget.

#### **1.5 General Facilities**

- 1.5:1 oversee the planning for the development, improvement and renovation of general community facilities such as the BCA Administrative Office Building, and the Brandermill Community Center as proposed in the Master Plan, to achieve a standard that is consistent with the goals of the community;
- 1.5:2 develop a prioritized list of projects, including approximate costs, to be submitted to the Master Plan Oversight Committee for proposed inclusion in the annual budget.

2. Coordinate the above activities and proposals within the Committee, and with other Committees (e.g., Natural Resources Committee), in order to provide for the seamless integration, mutual enhancement and optimal cost-effectiveness of related projects.
3. Engage residents, and commercial members in discussions aimed at identifying further strategies to enhance the appeal of the facilities of the Community to the members.
4. Develop strategies to utilize the Brandermill Village Mill and website to communicate regularly with members to inform them of the purposes and issues under current consideration, and actions taken by the Committee.

#### **ORGANIZATIONAL STRUCTURE and PROCESSES:**

The FAC 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 FAC shall meet once a month, or when deemed necessary by the Chair.

#### **COMMITTEE POLICIES:**

Written reports to the Board will be submitted when indicated. The Chair, and each member of the FAC, 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 FAC of recent developments.

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

#### **EXPENDITURES**

The FAC, with guidance from the Finance Committee or Staff, will develop an estimate of the anticipated annual expenditures of the FAC, and submit this estimate as a component of the FAC 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 April 5, 2010, and supersedes all previous charters approved prior to this date.

# BCA ORGANIZATION & COMMITTEE CHARTER

**TITLE: HEARING PANEL (HP)**

**COMMITTEE TYPE: STANDING COMMITTEE**

**MISSION:**

To improve the community lives and activities of residential and commercial members of Brandermill by providing an independent body to hear appeals regarding violations of the Covenants of the Brandermill Community Association, and by making decisions on these appeals on behalf of the Board of Directors of the Brandermill Community Association.

**GOALS:**

1. Review and determine the nature and extent of violations of the published Covenants and restrictions (the Covenants) of the Brandermill Community Association (the Association).
2. In accordance with the Virginia Property Owners Association Act, notify members of their right to appeal reported violations, the date, time and place of the hearing.
3. Hear appeals of residential and commercial members of the Association concerning violations of the Covenants, and make decisions based on the facts of the case.
4. When indicated, determine the appropriate levies and fines for violations of the Covenants.
5. Notify residents promptly of the decisions of the Hearing Panel (HP), and that they are final, unless appealed to the Board of Directors of the Association within two (2) weeks.
6. Clearly document the decisions of the Panel, with their rationale when not self evident, and promptly report them to the Board.
7. Inform members of the Association of suggestions and changes in strategies by the HP to enhance compliance with the Covenants, by requesting that staff prepare and publish articles in the Village Mill, on the Brandermill Website, and by other appropriate means.

**ORGANIZATIONAL STRUCTURE and PROCESSES:**

The Hearing Panel (HP) 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 HP 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 HP of recent developments. The Membership List of the HP will be updated as indicated, and a file kept at the BCA Office.

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

#### **EXPENDITURES**

The HP, with guidance from the Finance Committee or Staff, will develop an estimate of the anticipated annual expenditures of the HP, and submit this estimate as a component of the HP 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 July 6, 2009 and supersedes all previous charters approved prior to this date.

