

**BRANDERMILL COMMUNITY ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**BRANDERMILL WOODS**  
*Monday, 7:00PM, February 6, 2012*

**AGENDA**

1. **CALL REGULAR MONTHLY MEETING TO ORDER – 7:00 PM**
2. **MEMBER VOICE** **15 MINUTES**
3. **MOTION TO APPROVE MEETING MINUTES – January 9, 2012** **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. **MOTION TO APPROVE COMMITTEE CHARTERS** **10 MINUTES**
  - A. **ARB**
  - B. **Natural Resources**
  - C. **NRC**
8. **UPDATE ON ROUNDABOUT – Jane Pritz** **2 MINUTES**
9. **PROPOSED EXTENSION CORD POLICY** **3 MINUTES**
10. **MASTER PLAN PROJECTS UPDATE – Al Raimo** **15 MINUTES**
11. **EXECUTIVE SESSION - To discuss a contract**
12. **RETURN TO OPEN SESSION**
13. **ANNOUNCEMENTS**
  - **Yoga & Meditation, 9:30AM, Wednesday & 6:15PM, Thursday, Harbour Pointe Clubhouse**
  - **Journey into Healing, 9:30AM, Wednesday, February 15, 22 & 29, 2012, 6:15PM, Thursday, February 16, 23 & March 1, 2012, Harbour Pointe Clubhouse**
  - **Birding in Brandermill, 3PM, Saturday, February 19, 2012, Sunday Park**
  - **BCA Board Meeting, 7PM, Monday, March 5, 2012, Brandermill Woods**
  - **Happiness Prescription, 9:30AM, Wednesday, March 7, 14, 21 & 28, 2012, 6:15PM, Thursday, March 8, 15, 22 & 29, 2012, Harbour Pointe Clubhouse**
14. **ADJOURNMENT**

# BRANDERMILL COMMUNITY ASSOCIATION, INC.

## BOARD OF DIRECTORS MEETING MINUTES

January 9, 2012

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1. **CALL REGULAR MONTHLY MEETING TO ORDER** – The January 9, 2012 BCA Board of Directors meeting was called to order by President McLenagan at 6:30 PM in the meeting room of Brandermill Woods, 14311 Brandermill Woods Trail, Midlothian, VA 23112. Directors Guthrie, Hillman, Livingston, McGinniss, and O'Hanley, Community Manager Pritz, Assistant Community Manager Raimo and Recorder Judy Agee were present. Director Rowe was absent.
2. **MEMBER VOICE** – Alex Kesselring, Chimney House reported that he and several other swim team members did not think they should have to pay for a full pool membership to swim on the swim team. He suggested a swim team only pool membership category be approved with a reduced cost. The Board appreciated the well prepared remarks from Mr. Kesselring and asked staff, the Facilities and the Finance Committee to review the request.
  - Bill Coiner along with Mark Smith, Cove Ridge provided a photo of the roundabout sign with revisions to include the Swift Creek Middle School and Clover Hill High School.
  - A Spring Gate resident expressed concern that a traffic light be installed at Brandermill Parkway when Powhite Parkway/Old Hundred Road is widened to handle the increased traffic.
  - Kathy Cantrell, Huntsbridge stated the BCA storage lot is an eyesore during the winter when it is more visible from Old Hundred Road.
  - David Schein, Spring Gate expressed concern that the assessments have increased due to the higher employee costs at a time when residents have lost value in their homes and suggested eliminating employees and association dues.
3. **MOTION TO APPROVE MINUTES – December 5, 2011**

MOTION: Director McGinniss moved to approve the minutes of the December 5, 2011 board of directors meeting, as written.

MOTION SECONDED: Director Guthrie

MOTION CARRIED: President McLenagan, Directors Guthrie, Hillman, McGinniss and O'Hanley approved. Director Livingston abstained.
4. **PRESIDENT'S REPORT** - President McLenagan encouraged members to become involved in a committee or as a board member by contacting the BCA office for information. Community Manager Pritz noted the candidate packets are available at the BCA. February 3<sup>rd</sup> is the deadline to have the candidate's information included in The Village Mill.
5. **MANAGER'S REPORT** – Community Manager Pritz highlighted her written report and stated reports were included from staff. She noted that Brandermill Woods is hosting a meeting which is open to the public on January 10th at 3 PM regarding the proposed traffic light at Old Hundred Road and Brandermill Parkway. The BCA has asked for support from local and state representatives to have the light installed during the road widening project. Director O'Hanley noted that one-third (1,058) of the mailboxes have been installed to date and thanked those who provided assistance.
6. **COMMITTEE REPORTS**
  - A. **Activities** - There was no report.

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## BOARD OF DIRECTORS MEETING MINUTES

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**B. Community Character** - October 18, 2011 minutes and mailbox count report are attached.

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

**D. Facilities** - There was no report.

**E. MPOC Project Update** - Al Raimo - November 17, 2011 minutes are attached.

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

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

7. **POOL ANALYSIS** - Director Livingston reported that he and Bob Friedel started work on this project last spring and realized more information was needed if the pools would go to universal access. The board approved a pool analysis be completed. Director Livingston stated after several revisions the Existing Pool Facilities Analysis and Recommendations Report will provide helpful information whether we 1) stay with the current model, 2) go to universal access for all residents, or 3) get out of the pool business. He recommended the board approve the report and forward it to the Facilities and Finance Committees for their input.  
**Member Comment:** - David Schein, Spring Gate stated he would not be in favor of universal access and spending residents money, especially when a small percentage of residents will be using the pools, and was in favor of getting out of the pool business.  
- Rin Barkdull, Northwich noted that families in Brandermill need pools and would vote for universal access before voting to close the pools.  
- Bill Coiner, Cove Ridge stated the community should continue to maintain the pools, trails and other amenities to maintain its special identity.  
MOTION: Director Livingston moved to accept the report by Higgins and Gerstenmaier dated October 20, 2011 and to direct the Facilities and Finance Committees to review and provide information back to the board.  
MOTION SECONDED: Director Guthrie  
DISCUSSION: Director McGinniss inquired whether the board wanted to present all options for consideration by the committees, and if the board chose to get out of the pool business, he advised against going to a third-party contractor since the upkeep would not be guaranteed. President McLenagan noted he will continue to fight to maintain the pools along with all other amenities and agreed the pools need a lot of work to address the recommendations in the report. Director Guthrie stated the Finance Committee can work with staff to develop a list of repairs that need immediate attention and those that can be handled within a 3-5 year timeframe for budgeting purposes.  
MOTION CARRIED: Unanimously
8. **MOTION TO APPROVE COMMITTEE CHARTERS**  
MOTION: Director McGinniss moved to approve the Community Character, Facilities, and Hearing Panel Committee Charters, as presented.  
MOTION SECONDED: Director O'Hanley  
MOTION CARRIED: Unanimously
9. **APPROVAL OF SUNDAY PARK SIGN CHANGES**  
MOTION: Director Guthrie moved to accept staff's recommendation for the refurbishment of

**BRANDERMILL COMMUNITY ASSOCIATION, INC.**

**BOARD OF DIRECTORS MEETING MINUTES**

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the existing Sunday Park sign, as presented.

MOTION SECONDED: Director McGinniss

MOTION CARRIED: Unanimously

10. **EXECUTIVE SESSION - To discuss a contract, legal and personnel issue**

MOTION: Director McGinniss moved to enter into executive session to discuss a contract, legal, and personnel issue.

MOTION SECONDED: Director O'Hanley

MOTION CARRIED: Unanimously

11. **RETURN TO OPEN SESSION** - President McLenagan returned to open session.

MOTION: Director Livingston moved to authorize the community manager to enter into a tree management contract with Hertzler Tree Service.

MOTION SECONDED: Director Hillman

MOTION CARRIED: Unanimously

MOTION: Director McGinniss moved to direct the community manager to request the Board of Supervisors initiate a rezoning application for a conditional use planned development (CUPD) approval allowing the Brandermill sign, with modifications, at the intersection of Brandermill Parkway and South Old Hundred Road. The community manager is directed to continue to work proactively with Chesterfield County officials to develop an agreeable solution.

MOTION SECONDED: Director O'Hanley

MOTION CARRIED: Unanimously

12. **ADJOURNMENT**

MOTION: Director Guthrie moved to adjourn the January 9, 2012 Board of Directors meeting at 8:10 PM.

MOTION SECONDED: Director McGinniss

MOTION CARRIED: Unanimously

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: February 2, 2012

To: BCA Board of Directors

From: Jane Pritz, Community Manager

Re: Manager's Report – February 6, 2012 Board Meeting

The finance committee met on Thursday, January 19, 2012 and reviewed the year end financials. Chair Buddy Whitfield asked his committee to review the pool analysis report. He also stated the Board would like the finance and facilities committees to provide recommendations on the pool analysis report and the possibility of a separate membership for swim team members.

I attended the Chesterfield County Board of Supervisors meeting on Wednesday, January 25, 2012 and the Board authorized County staff to seek permission from VDOT granting the County permission to initiate a CUPD application for private use in the right of way on our behalf.

The Communications Task Force met on Thursday, January 26, 2012 and I have included the minutes from the meeting for your review. The Task Force is working on a survey that we would like to include in the annual meeting mailing. The survey is intended to gather demographic information about residents, to find out if residents are reading The Village Mill and to see how residents would like to receive information from the BCA.

VDOT has made an exception to their rules and approved the traffic light for Brandermill Parkway and Old Hundred Road. I have sent emails to Art Warren and Delegate Ware thanking them for their efforts. Enclosed is a letter I received from Senator Watkins.

Seven residents have picked up candidate packages for the annual election but only one has been returned. Andrea Epps has told me the NRC will hold Meet the Candidates this year as scheduled.

On February 2, 2012 Danny Ramsey and I met with John McCracken and Barb Smith, Chesterfield County Department of Transportation and Chris Keifer, Timmons Group to discuss the headwall/tunnel project. There is \$400,000 allocated for this project from Chesterfield County and VDOT through the revenue sharing program. The engineers plan to add extensions to the tunnels which will eliminate the railroad ties. The BCA may be asked to grant permanent or temporary easements for the construction and some trees may need to be removed. I will keep you updated as the plans progress. Construction could begin in early fall but if at all possible I have asked if the tunnel at Genito Road could be done before school opens.

The facilities committee would like the board to approve Thomas Flynn as a new member. Thomas is a resident of Fox Chase and his background is in health care administration. Thomas has volunteered for a total of seven years in two different state parks. He is willing to provide his project management skills to the committee and has been a long time volunteer to various organizations.

#### MAINTENANCE

- The pedestrian bridge in Millcrest was repaired according to the engineer's specifications.
- Leaf removal is three quarters complete. We have five maintenance employees working on this project.
- New counter tops and a sink were installed in the Harbour Pointe Clubhouse.
- The drainage ditch was cleared of debris adjacent to the entrance in Shadow Ridge.
- Trees and brush were cleared behind Nuttree Park.
- The water fountain in Sunday Park was repaired.
- Playground equipment was repaired where needed.
- Branches and brush were disposed of along the parkways.

BRANDERMILL COMMUNITY ASSOCIATION  
COMMITTEE MINUTES/MEETING REPORT  
MINUTES OF THE COMMUNICATIONS TASK FORC

Date: January 12, 2012

Time: 5PM

Location: BCA Office

Committee Members Present:

Joe Covolo, Joan O'Hanley, Wendy Parker, Jane Pritz, Greg Smith

Committee Members Absent: None

Quorum: Yes

Member Voice: Frances Hillman – Good Luck!

Approval of previous meeting minutes: No previous minutes to approve

Agenda Items/Action Taken:

Overview of the task force goals – Jane provided a copy of the goals for the task force and they were discussed briefly

Overview of the current operation of The Village Mill – Wendy reviewed and provided samples of some of the publications produced by The Village Mill staff in addition to producing the paper Reston – Jane provided information on the type of communications that Reston is currently using and had samples of some of their publications including their quarterly magazine

Committee Action Items for the next meeting:

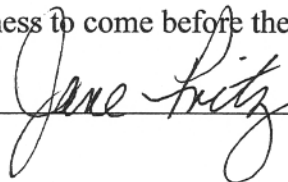
Possible survey, who are our customers, what should our publications accomplish

Items that Need Board Action: None

Adjournment:

There being no further business to come before the Committee, the meeting was adjourned at 5:55 PM.

Respectfully submitted: \_\_\_\_\_



Date: \_\_\_\_\_

1/26/11

# SENATE OF VIRGINIA



**JOHN C. WATKINS**

10TH SENATORIAL DISTRICT  
ALL OF AMELIA AND POWHATAN COUNTIES;  
PART OF CHESTERFIELD, CUMBERLAND,  
GOOCHLAND, AND HENRICO COUNTIES;  
AND PART OF THE CITY OF RICHMOND  
POST OFFICE BOX 159  
MIDLOTHIAN, VIRGINIA 23113

COMMITTEE ASSIGNMENTS:  
AGRICULTURE, CONSERVATION AND  
NATURAL RESOURCES  
COMMERCE AND LABOR  
FINANCE  
TRANSPORTATION

January 19, 2012

Ms. Jane Pritz  
Community Manager  
Brandermill Community Association  
3001 E Boundary Terr  
Midlothian, VA 23112

Dear Ms. Pritz:

Thank you for your communication concerning the possibility of the approval and installation of a stoplight at Brandermill Parkway and Old Hundred Road. It is my understanding that the County of Chesterfield in conjunction with the Virginia Department of Transportation is planning to initiate a construction project that would include this intersection.

I had a conversation with the District Engineer for the Department of Transportation and went through several of the metrics required in order to meet the warrants for inclusion of a signalized intersection. When it was brought to the attention of the engineer that the already approved zoning and the densities that would be included needed to be anticipated, the District Engineer agreed that an exception should be made in this case and the signalization of the intersection should go forward.

I hope that this meets with your needs, and I am certain that the engineering and design of the project will be forthcoming and will include that signalized intersection.

Sincerely,

A handwritten signature in black ink, appearing to read "John C. Watkins".

John C. Watkins

JCW/swa



# BRANDERMILL

Community Association

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To: Jane Pritz

From: Al Raimo

Subject: Monthly Report – January 2012

Date: January 31, 2012

1. Committees -

A. MPOC -

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

- **2011 Project Updates**

A Power Point slide presentation – attached- will be presented to the Board of Directors at the February meeting, summarizing 2011 projects.

- **2012 Project Updates**

- Community Character- Tree Management. Coordinated meeting with Arborist, Tree Service and BCA Maintenance regarding the portion of Millridge Parkway designated as the tree management project. Monday February 6, 2012 is set as start date. Work will take at least one week to complete. BCA Maintenance will provide vehicle control, and some cleanup at the end of the project.
- Natural Resources – Shoreline Erosion. Bid proposals received and evaluated. Contractor selection to be presented to the Board of Directors at the February meeting.
- Marketing – Directional Signs. Sign company has provided cost structure for ten signs to be replaced in 2012. Expect replacements to begin late February or early March.

2. BCA Departments-

A. Community Services – See Jennifer Strader report.

B. Front Desk Operations - Processed 12 Disclosures for the month to date. There were 7 processed in December 2011.

C. Community Standards – January Hearing Panel referrals were 7.

Jane Pritz  
Monthly Management Report  
January 31, 2012

3. Other Activity -

A. Reviewed Verizon billings. Adjusted service levels where necessary, combined accounts where needed to achieve ease of accounting functions and financial tracking. Placed appropriate controls on long distance access. Expect savings to be achieved with next billing cycle, exact amount to be determined. Also determined method for remote access to voice mail, improving out of office accessibility.

B. Met on two occasions with Brandermill resident interested in joining Facilities Committee. He has a keen interest in developing mountain bike trail/path consistent with Master Plan idea, and he has experience with this having volunteered with State Park operations in both Virginia and New Jersey. He will be attending February Facilities meeting.

C. Attended Community Meeting, at Harbour Pointe Clubhouse on January 30, 2012 regarding Martin's Grocery store proposal to build fuel center on site at Harbour Pointe Shopping Center. Martin's development team made presentation. Residents of Harbour Pointe neighborhoods were notified via flyer, reader board update, and web posting. County Planning Department representative attended as did two ARB member(s). Approximately 20 residential members and two commercial members were in attendance. ARB has provided preliminary feedback, and final presentation to ARB is scheduled for meeting of February 14, 2012.

D. Worked with Community Character Committee in reviewing and assessing potential 2013 and beyond MPOC projects. Focus is on Tree Management and Landscaping.

E. Jack Polio Community Standards employee is relocating to Virginia Beach and will be leaving the BCA later in February.

4. February Goals -

A. Work with Arborist in coordinating all activity related to Tree Management Project.

B. Work closely with Facilities Committee assisting them in MPOC project development for 2013 and beyond.

C. Work with ARB, Developers and resident members regarding the fuel center proposal.

D. Begin hiring process for upcoming vacancy in Community Standards.



**Date:** February 1, 2012  
**To:** BCA Board of Directors  
**From:** Jennifer E. Strader  
**Subject:** Community Services Department Report

**January Activities:**  
Activities Committee did not meet in January.

**Department Statistics :**

- The Pavilion was not rented in January.
- The Harbour Pointe Clubhouse was not rented January for a private party.
- The Branderbelle is closed for the season.
- There were 15 new residents in Brandermill during the month of January.

**Upcoming Events for February 2012:**

**Free AARP Tax Preparation Service.** M-F, 12:30-5 p.m., Sat., 9 a.m.-12 p.m., Harbour Pointe Clubhouse  
**Winter Birding in Brandermill & Guided Bird Count Walk.** Sat., 2/18, 3-4:30 p.m., Sunday Park Pavilion  
**Journey into Healing.** Wed., 2/15-2/29, 9:30 a.m. & Thurs., 2/16-3/1, 6:15 p.m., Harbour Pointe Clubhouse.

**Other Department News:**

2012 Brandermill Directory has been distributed to the community.

Plans are in place for a February 20 start date for t-rack replacement project at Sunday Park. Letters were mailed to all Sunday Park t-rack renters requesting they move their boats before the start date. Letters were also mailed to Sunday Park business owners to make them aware of the plan and timeline for this project. We anticipate this project to move as smoothly as the 2011 Landing project.

Redecoration of the Harbour Pointe Clubhouse is completed. New countertops & sink were installed along with furniture that was suggested by our decorator.

Design and printing of MasterPlan signs completed.

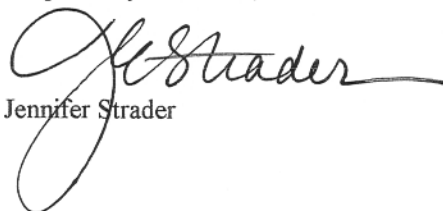
Planning of Summer 2012 Pool Activities calendar is complete and email marketing has begun for memberships. We have seen a good response.

2012 Marina contracts and payments are being returned from slip renters.

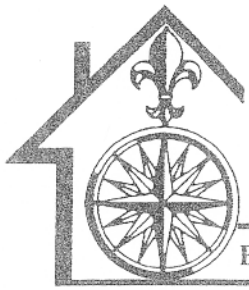
2012 Heritage Farms plot renewal letters were sent to 2011 plot renters on Feb. 1. I currently have a waiting list for plots.

BCA Locked Storage contracts and payments are being returned. I have several spaces available for rent and have advertised in the Village Mill classified section for residents looking for storage space.

Respectfully submitted,



Jennifer Strader



# The Village Mill

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

## **JANUARY 2012 UPDATE**

To: Jane  
From: Wendy  
Re: The Village Mill

### **The Village Mill**

Published January Issue of The Village Mill

### **Telephone Directory**

Published 2012 Brandermill Telephone Directory

### **Meetings & Events Attended**

January 9 - BCA Board Meeting - Wendy  
January 10 - Brandermill Woods - Traffic Light - Lynda  
January 12 - Communications Task Force Meeting - Wendy  
January 25 - Comprehensive Plan Meeting - Lynda  
January 26 - Brandermill Map Meeting - Wendy  
January 26 - Communications Task Force Meeting - Wendy  
January 30 - Martin's Fuel Center Meeting - Lynda

### **Web**

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

### **Special Projects**

Village Mill Archives - Tina  
Home Improvement Issue Advertising Mailing - Tina  
Covenant Brochure - Ann, Wendy  
Photo ID - Wendy

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

Date: December 20, 2011  
Time: 6p.m.  
Location: Chair's home  
(meeting & social time)

Committee Members Present: Judy Malek, Glenn Hinton, David Wilson, Joe Covolo, Julane Johndrow, Richard Johndrow, Jerry Barnes, Dianne Cardea

Quorum present: yes

Others Present: Director Joan O'Hanley

Approval of previous meeting minutes: Upon motion duly made, seconded and unanimously carried the committee approved the minutes of the October 18, 2011 meeting.

Agenda items:

- 1) Mailbox Count
- 2) New article for Volunteers in January VM. Dave Wilson will write article and use a "more attention getting" title.
- 3) Home Awards: Awards will be discontinued unless we receive input from residents.
- 4) Discussion on 2013 project – continue parkway tree maintenance; possibly add area on Genito Road from reservoir to Brandermill parkway- resident input requested
- 5) VM article by chairman for January to report on mailbox numbers, request input from residents on: home awards, covenant issues or requested changes, projects to date and new projects. Call for new members.
- 6) North Beach Pocket Park Sign: Committee agreed with recommendations from MPOC
- 7) Unless circumstances warrant a change, the CCC will meet every other month in 2012. First meeting TBD.

Committee Action Items for next meeting:

1) Discuss resident feedback on items listed above

Items that Need Board Action: None

Adjournment: There being no further business to come before the Committee, the meeting was adjourned at 7:30p.m. for social time.

Respectfully submitted: Dianne Cardea  
Chairman, CCC

Brandermill Community Association  
Committee Minutes/Meeting Report  
Minutes of the Community Character Committee

Date: January 17, 2012

Time: 7p.m.

Location: Brandermill Woods  
Ivey Room

**Committee Members Present:** Jerry Barnes, Julane Johndrow  
Richard Johndrow, Judy Malek, Glenn Hinton, Katherine  
Wisendanger, Joe Covolo, Dianne Cardea

**Committee Members Absent:** Shelley Bartelink-Waye, David  
Wilson, Rubie Gatlin

**Quorum Present:** yes

**Others Present:** Director Joan O'Hanley

**Approval of Minutes:** Upon motion duly made, seconded and  
unanimously carried, the committee approved the minutes of the  
December 20, 2011 meeting.

**Agenda Items:** 1) Update on 2012 project – startup date Feb. 6  
2) Chair and Asst. Community Mgr reviewed the locations  
for 2012 directional signs  
3) Discussion of the previously agreed (12/20/11) 2013 tree  
management project on both sides of Genito Road to the  
west side of Bdmill Pkwy **and** the addition of a tree  
management project to the east of Bdmill Pkwy with some  
strategically planted shrubbery in this area.  
4) Discussion of erosion problems at the playground in  
Sunday Park

**Committee Action for Next Meeting:** 1) Continue discussion of  
2013 project with updates on 2012 project  
2) Follow up on communication between Julane Johndrow  
and Asst. Community Mgr regarding Sunday Park erosion

**Items that Need Board Action:** None at this time

**Adjournment:** There being no further business to come before the  
committee, the meeting was adjourned at 8:15p.m.

**Respectfully submitted:** Dianne Cardea, Chair

BRANDERMILL COMMUNITY ASSOCIATION  
COMMITTEE MINUTES/MEETING REPORT  
NATURAL RESOURCES COMMITTEE

Date: January 18, 2012

Time: 7:00 pm

Location: BCA Office

Committee Members Present: Theresa Biagioli, Jim Schrecengost, Chuck Rayfield, Mary Camp  
Committee Members Absent: Tom Pakurar, Ed Applequist

Quorum Present? Yes/No

(Circle One) *Note: If a quorum is not present, no decisions/votes can occur.*

Others Present: Frances Hillman

Approval of previous meeting minutes:

Upon motion duly made, seconded and carried the committee approved the minutes of the November 16, 2011 meeting

Agenda Items:

1. Applications- 3105 Cove Ridge Rd submitted a plan to restore the BCA buffer according to Hearing Panel outcome. The application was approved unanimously with the exclusion of Mountain Laurels (do to low survival rate).
2. Landings Project- Globes have been installed. Gravel is the only project for this year at the Landings. Theresa is suppose to work with maintenance department in regards to pruning and clean up at the entrance and the berm closest to the water.
3. Nuttree Woods Project- The picnic shelter has been built and installed. Painting will occur when maintenance deems appropriate.
4. Shoreline Erosion Project- Summary of bids and scope of project was distributed. Application to the county now needs to be submitted. Theresa has it nearly ready to be submitted. Waiting on final footage of the Shoremax section to be approved to fit within the budget.
5. Old Business-Extension cord crossings of the BCA bike path. The following is the recommendation of this committee in regard to electrical extension cords that cross over BCA bike paths. Motion to accept was made, seconded and passed unanimously.

Extension cords run across the BCA bike paths are dangerous and not permitted. Any homeowner who runs and electrical extension cord across a BCA bike path for recharging their boat must contact BCA maintenance to have a crossing pipe run underneath the bike path. The BCA staff is the only source allowed to install the pvc pipe underneath the BCA bike path. The cost to be incurred by the homeowner is \$145.00/crossing payable to BCA. The crossing will be 1 ½ inch pvc pipe installed beneath the bike path perpendicularly. The installation will include a rope that runs the length of the pipe that the homeowner may use to attach the electric cord to and pull it through.

6. New Business- All members of this committee should look at the master plan for future projects for this committee. Be thinking of 2013, 2014, and 2015 for long range planning.

Items that Need Board Action:

Finalization of footage of the Shoreline erosion control project is to be presented to The BCA board by Al Raimo.

Extension cord crossing policy is to be presented to the BCA board by Jane Pritz.

Adjournment:

There being no further business to come before the Committee, the meeting was adjourned at 8:10AM/PM.

Respectfully submitted: Theresa Biagioli

Date: 1/19/2012

BRANDERMILL COMMUNITY ASSOCIATION

COMMITTEE MINUTES/MEETING REPORT

MINUTES OF THE MPOC COMMITTEE

Date: 12/15/11, Time: 4:00 PM, Location: BCA Office

Committee Members Present:

Activities –Chris Schwarz, Community Character –Dianne Cardea, Crime Prevention – Dorothy McDowell for Mike Metzger, Finance – Carole Raterrink for Buddy Whitfield, Facilities - Mel Burton, Natural Resources–Jim Schrecengost, Community Manager – Jane Pritz, MPOC Facilitator – Al Raimo, Board Liaison - Joyce Rowe

Committee Members Absent: ARB - Andy Wyman, Hearing Panel- Jenny Jones, Marketing – Sarah Whitmore, NRC – Andrea Epps.

Quorum Present? **Yes**

Others Present: Board member Francis Hillman

Approval of previous meeting minutes: Upon motion duly made, Dianne Cardea, seconded Jane Pritz, and carried the committee approved the minutes, of November 17, 2011, Carole Raterrink abstained.

Agenda Items: See attached.

Motions Acted Upon: None

Committee Action Items for the Next Meeting:

1. Review of committee charter for Marketing.
2. Group- Discussion/ideas for 2013 projects and beyond
3. NRC chair to provide update on Visual Survey plans.

Items that Need Board Attention/Action:

1. Review of charters for Community Character, Facilities, Hearing Panel and Natural Resources, NRC committees - no changes recommended, and Architectural Review Board, changes suggested.

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

Submitted: Al Raimo, Facilitator

Date: December 21, 2011

# BCA ORGANIZATION & COMMITTEE CHARTER

**TITLE: RESIDENTIAL/COMMERCIAL ARCHITECTURAL REVIEW BOARD**

**COMMITTEE TYPE: STANDING COMMITTEE**

**MISSION:**

~~To improve the community lives and the property values of residential and commercial members of Brandermill by ensuring compliance with the Covenants of proposed structures and landscaping, and the Residential and Commercial Design Standards, of the Brandermill Community Association (BCA), and by making recommendations on these proposals to the Board of Directors of the BCA.~~

**Comment [AR1]:** Remove and replace with paragraph below

**SUGGESTED MISSION STATEMENT:**

To maintain and/or improve the quality and value of residential and commercial property in Brandermill by evaluating compliance with both the Residential and Commercial Design Standards and related Covenants of the Brandermill Community Association (BCA) and to present those evaluations to the Board of Directors and the BCA.

**Comment [AR2]:** Change the above to read as indicated here.

**GOALS:**

1. Regularly review, update and enforce design standards including specific design and character guidelines for residential and commercial development.
2. Review all proposals for new construction within Brandermill, including BCA projects, according to the following Scope of Reviews:

**SCOPE OF REVIEWS:**

1. New construction.
2. ~~All~~ exterior modifications, alterations, and additions to a house or building
3. Any other free standing structures or accessory buildings
4. ~~All exterior and interior signs designed to be visible from the exterior~~
5. Exterior lighting
6. Exterior mechanical, electrical and communications equipment
7. Landscaping
8. Fences, walls or screening enclosures
9. ~~All~~ pavements
10. Play and sports equipment, and other miscellaneous yard or building additions

**Comment [AR3]:** Remove consistent language throughout section

**Comment [AR4]:** See Comm Standards pg 18, 5.2.1.D- attached.

**Comment [AR5]:** Remove- consistent language throughout section

It is understood that the Residential/Commercial Architectural Review Board (ARB) shall limit the scope of its reviews to those clearly specified in the BCA Covenants, the Residential and Commercial Design Standards of the Association, and its Charter, and that the interpretation of these standards by the ARB shall be reasonable and applied consistently. ~~When there is ambiguity and a lack of clear consensus of the ARB and the Board involving the interpretation of the stated guiding documents, in accordance with the Statutes of the State of Virginia, the benefit of the doubt adheres to the property owner.~~

**Comment [AR6]:** Suggest deletion – The ARB and the Board are not equals and therefore ARB believes no ambiguity exists as the Board has the ultimate and final authority on matters relating to the ARB decisions and the design standards.

**ORGANIZATIONAL STRUCTURE and PROCESSES:**

The ARB 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 ARB 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 ARB, 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 ARB of recent developments.

Voting members of the ARB should be residents of Brandermill, and preferably have professional experience in one or more of the following fields: architecture; building design; drafting; landscape architecture and design; residential or commercial contracting and construction (including home improvement); interior and graphic design; and landscaping contracting and maintenance; building or civil engineering; residential or commercial real state; planning or urban design; real estate development; and continued property management. The Membership List of the ARB will be updated as indicated, and a file kept at the BCA Office.

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

**EXPENDITURES**

The ARB, with guidance from the Finance Committee or Staff, will develop an estimate of the anticipated annual expenditures of the ARB, and submit this estimate as a component of the ARB 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 \_\_\_\_\_, \_\_\_\_\_, 2012 ~~September 8, 2009~~, and supersedes all previous charters approved prior to this date.

**Comment [AR7]:** Remove and insert new date

# **BCA ORGANIZATION & COMMITTEE CHARTER**

**TITLE: NATURAL RESOURCES COMMITTEE (RESC)**

**COMMITTEE TYPE: STANDING COMMITTEE**

**MISSION:**

To improve the community lives of residential and commercial members of Brandermill by improving the protection and the enhancement of the natural resources of the Brandermill Community, and by making recommendations in this area to the Board of Directors and other Committees of the Brandermill Community Association.

**GOALS:**

1. Develop and implement procedures and activities to protect and improve the natural resources of the Brandermill Community, with special emphasis on those items identified in the Master Plan, such as:
  1. the Swift Creek Reservoir Watershed;
  2. the utilization of low impact development (LID) strategies;
  3. shoreline erosion and sedimentation;
  4. wildlife;
  5. scenic landscapes;
  6. woodlands; and
  7. miscellaneous green initiatives
2. Actively engage residents, commercial members and other BCA Committees, local organizations, businesses, and governmental agencies in discussions about proposed strategies to enhance the natural resources of the Community.
3. Develop strategies to maintain and improve the natural resources of the Community for review and approval by the Board of Directors.
4. Coordinate approved activities with other Committees of the BCA.
5. Develop, with the Marketing Committee, strategies to communicate with and inform members and others of these activities by publishing articles in the Village Mill, on the Brandermill Website, and by other appropriate means.

**ORGANIZATIONAL STRUCTURE and PROCESSES:**

The RESC 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 RESC 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 RESC, 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 RESC of recent developments.

The Membership List of the RESC will be updated as indicated, and a file kept at the BCA Office.

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

## **EXPENDITURES**

The RESC, with guidance from the Finance Committee or Staff, will develop an estimate of the anticipated annual expenditures of the RESC, and submit this estimate as a component of the RESC 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 December 7, 2009, and supersedes all previous charters approved prior to this date.

# BCA ORGANIZATION & COMMITTEE CHARTER

**TITLE: NEIGHBORHOOD RESIDENTS COUNCIL (NRC)**

**COMMITTEE TYPE: STANDING COMMITTEE**

**MISSION:**

To improve the community lives of the residential members of Brandermill by providing an organizational structure to serve as the advocate for all neighborhoods to the BCA Board of Directors (Board), to determine and convey matters of neighborhood and community importance to and from the Board, and to enhance participation in the activities and involvement in the governance processes of the Community.

**GOALS:**

1. Provide a forum for all members of Brandermill to learn of the activities of the Brandermill Community (Community) and the Brandermill Community Association (Association), and to express their views, concerns and recommendations on community activities and issues relevant to the quality of life and the property values in the Community.
2. Develop and implement strategies to communicate efficiently and readily with the Brandermill Community.
3. Establish a volunteer recruitment program to ensure that all neighborhoods have an assigned representative.
4. Gather information, exchange ideas and inform the members of the Community.
5. Provide a structure for reporting information and suggestions from the members to the Board and other Committees for appropriate action.
6. Promote participation of members in the activities of the Community.
7. Enhance the participation of members in the governance of the Community by encouraging service on the Board and Committees, and other Community organizations.
8. Encourage increased voting of members in annual elections and referenda.

**ORGANIZATIONAL STRUCTURE and PROCESSES:**

The Neighborhood Residential Council (NRC) 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 NRC and 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 NRC shall meet at least quarterly, or more frequently if deemed necessary by the Chair.

**COMMITTEE POLICIES:**

The Chair, and each member of the Executive Committee of the NRC, 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 NRC of recent developments. Written reports to the Board will be submitted when indicated. All website, email and other proposed informational material to be distributed by the NRC shall be submitted by the

chair of the NRC Executive Committee to the Community Manager for review. The Membership List of the NRC will be updated as indicated, and a file kept at the BCA Office.

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

### **EXPENDITURES**

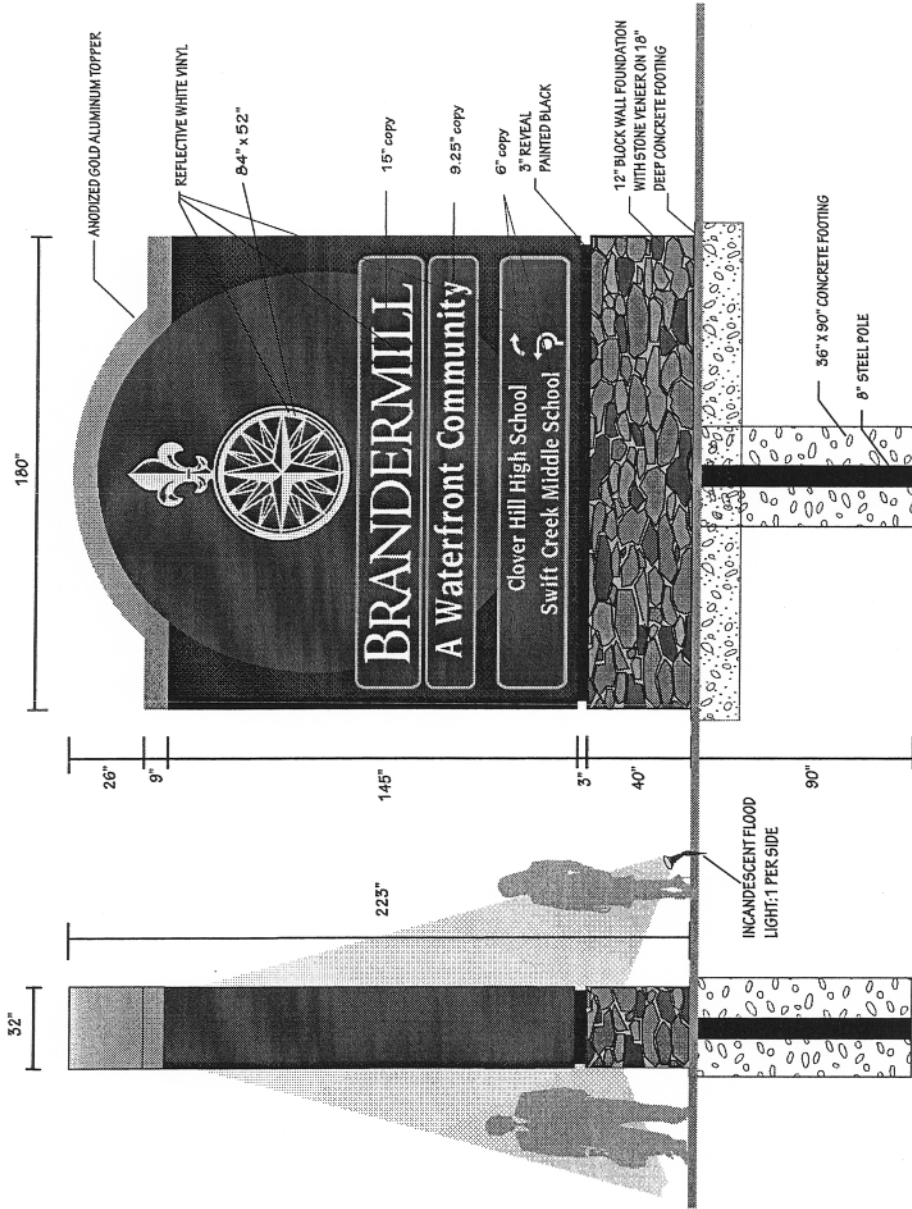
The NRC, with guidance from the Finance Committee or Staff, will develop an estimate of the anticipated annual expenditures of the NRC, and submit this estimate as a component of the NRC Annual Work Plan.

### **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 August 3, 2009, and supersedes all previous charters approved prior to this date.



ANODIZED GOLD ALUMINUM TOPPER

REFLECTIVE WHITE VINYL

84" x 52"

15" copy

9.25" copy

6" copy

3" REVEAL  
PAINTED BLACK

12" BLOCK WALL FOUNDATION  
WITH STONE VENEER ON 18"  
DEEP CONCRETE FOOTING

36" x 90" CONCRETE FOOTING

8" STEEL POLE

INCANDESCENT FLOOD  
LIGHT: 1 PER SIDE

**DESIGN FOR APPROVAL**

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2661 Hull St. Richmond, VA 23224  
phone 804.233.4343  
fax 804.233.4384  
www.brooksgraysigns.com