

**BRANDERMILL COMMUNITY ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**BRANDERMILL WOODS**  
*Monday, 7:00PM, July 9, 2012*

**AGENDA**

1. **CALL REGULAR MONTHLY MEETING TO ORDER – 7:00 PM**
2. **MEMBER VOICE** **15 MINUTES**
3. **MOTION TO APPROVE MEETING MINUTES – June 4 & June 23, 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. **Community Standards**
  - D. **Village Mill**
6. **COMMITTEE REPORTS** **5 MINUTES**
  - A. **Community Character – Report Included**
  - B. **Crime Prevention – Report Included**
  - C. **MPOC Project Update – Al Raimo**
7. **SELF HELP STANDARDS** **15 MINUTES**

Action: Receive & File
8. **FINANCIAL POLICY CHANGE- Jason Livingston** **15 MINUTES**

Action: Discussion & Possible Motion
9. **ROUNABOUT SIGN UPDATE** **15 MINUTES**

Action: Discussion
10. **STRATEGIC WORKSHOP REVIEW – Dick Guthrie** **10 MINUTES**

Action: Discussion
11. **MARKETING PRESENTATION – Jack Bettin** **10 MINUTES**

Action: Discussion
12. **COMMUNICATION TASK FORCE RECOMMENDATIONS – Joan O'Hanley** **15 MINUTES**

Action: Discussion
13. **EXECUTIVE SESSION – To discuss personnel issues**
14. **RETURN TO OPEN SESSION**
15. **ANNOUNCEMENTS**
  - **BCA Summer Hours, May 29-August 31, 2012, M-Thurs, 7:30AM-6PM, Friday, 8AM-noon**
  - **Water Aerobics Class, June 19-August 2, 2012, Tues & Thursdays, 9:30AM, Harbour Pointe Pool**

- Creatures of the Night, July 19, 2012, Thursday, 7-8:30PM, Sunday Park Dock
- Green Market, 9AM-12PM, Saturdays through October, Market Square
- Saturday Morning Branderbelle Cruises, 10 to 11:30AM, May 5-October 10, 2012, Sunday Park Dock
- Brandermill Sailing Center, open through September 3, 2012, Thurs-Sunday, 1-7PM, Sunday Park
- BCA Board Meeting, 7PM, Monday, August 6, 2012, Brandermill Woods

## **16. ADJOURNMENT**

# BRANDERMILL COMMUNITY ASSOCIATION, INC.

## BOARD OF DIRECTORS MEETING MINUTES

June 4, 2012

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1. **CALL REGULAR MONTHLY MEETING TO ORDER** – The June 4, 2012 BCA Board of Directors meeting was called to order by President Guthrie at 7 PM in the meeting room of Brandermill Woods, 14311 Brandermill Woods Trail, Midlothian, VA 23112. Directors Bettin, Davis, Hillman, Livingston, O'Hanley and Rowe, Community Manager Pritz, Assistant Community Manager Raimo and Recorder Judy Agee were present.
2. **MEMBER VOICE** - David Schein, Spring Gate noted the board's fiduciary responsibility is the same whether it is voluntary or not. He stated there appears to be a lack of separation between the board and staff and expressed concern regarding the decisions by the board on the increase in assessments and the pool analysis.
3. **MOTION TO APPROVE MINUTES – May 7, 2012**  
MOTION: Director Livingston moved to approve the minutes of the May 7, 2012 regularly scheduled meeting.  
MOTION SECONDED: Director Bettin  
MOTION CARRIED: Unanimously  
  
MOTION: Director Livingston moved to approve the minutes of the May 7, 2012 regular board of directors meeting.  
MOTION SECONDED: Director Davis  
MOTION CARRIED: Unanimously
4. **PRESIDENT'S REPORT** - President Guthrie reported that 20 participants met from the Brandermill History Task Force to start the process of cataloging information. He noted all board members and residents are welcome to provide information and attend the meetings.  
A. **Director Reports** - Director O'Hanley noted the Communications Task Force will present their recommendations to the board at the June workshop. The results of the survey will be posted on the BCA website and in The Village Mill. The NRC will host a community meeting to obtain input about the recommendations. Director O'Hanley reported the Green Market has been very active and commended Jennifer Strader, Community Services and her volunteers for their hard work.
5. **MANAGER'S REPORT** – Community Manager Pritz highlighted her written report and stated reports were included from staff. Community Manager Pritz noted the current pool members have increased to 488, which includes 58 non-resident members. She noted a resident's request for board consideration to modify the BCA Bylaws to require anyone running for election to the board must be a property owner in Brandermill. The board discussed the request and agreed the current Bylaws are sufficient. Assistant Community Manager Raimo noted the PARC committee has reviewed the pool analysis and RFPs were sent to companies requesting information for site plan development under the two pool models: universal pool access and paid memberships.

# BRANDERMILL COMMUNITY ASSOCIATION, INC.

## BOARD OF DIRECTORS MEETING MINUTES

June 4, 2012

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### 6. COMMITTEE REPORTS

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

**B. Community Character** - May 15, 2012 minutes are attached.

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

**D. MPOC Project Update** - Al Raimo - April 19, 2012 minutes are attached.

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

**F. NRC** - April 18, 2012 minutes are attached.

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

7. CONFIRM JULY 2 OR 9 BOD MEETING DATE - The board confirmed their next meeting will be Monday, July 2nd.

8. ANNOUNCEMENT OF BOARD LIAISONS TO COMMITTEES - President Guthrie provided a list of board liaisons to committees and noted a liaison is needed for the Crime Prevention Committee.

9. COMMUNITY UPDATE ON BOD MEETING WITH COUNTY/STATE REPS - President Guthrie reported the meeting with county and state representatives included Senator Watkins, Delegate Ware, Jay Stegmaier, Russ Gulley, Supervisor Warren, and our new school board rep, Dianne Smith. He reaffirmed our commitment to our schools and noted the Community Character Committee is promoting volunteerism in the schools. He reported the status of the Brandermill Inn continues with a number of legal issues and if and when it is condemned it will cost the county \$160,000 to remove the building. Several road issues were discussed including the Powhite Parkway extension and the new traffic signal at Brandermill Parkway and Old Hundred Road intersection; the county's project to replace the BCA pedestrian tunnels and the addition of street lights and sidewalks to the Genito Road/Charter Colony Road intersection. VDOT discussed the resurfacing of neighborhood roads and agreed to provide a list of roads to be resurfaced this year. Director Rowe noted Community Manager Pritz' report included information on a meeting with Old Hundred Mill regarding the roundabout. Chesterfield County plans to hold a community meeting for the neighborhoods along Old Hundred Road.

10. ADA - POOL LIFTS - President Guthrie reported the deadline for the installation of pool lifts for Americans with Disabilities Act (ADA) has been extended to January 31, 2013 and that additional information is forthcoming from the Justice Department. He noted the costs for the lifts was included in the 2012 budget. The board agreed to review this item again at the October meeting.

11. CCC PROPERTY ENHANCEMENT RECOMMENDATIONS / SELF HELP POLICY - President Guthrie thanked Dianne Cardea chair of the Community Character Committee for their report which addressed methods the board can use to intervene with abandoned and foreclosed properties in Brandermill. Director Livingston provided a policy for Property Intervention (Self-Help) which will give the board the authority to make needed exterior repairs after 30 days notice is given to the owner and after all covenant processes have been exhausted,

# BRANDERMILL COMMUNITY ASSOCIATION, INC.

## BOARD OF DIRECTORS MEETING MINUTES

June 4, 2012

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not to exceed \$1,500 per single repair.

MOTION: Director Rowe moved to approve the Property Intervention (Self-Help) Policy, as amended.

MOTION SECONDED: Director Davis

MOTION CARRIED: Unanimously

### Member Comment:

- When-Dee Morrison, Huntgate Woods stated this is an extremely positive idea and provides the board direction in addressing these properties.
- Mark Smith, Cove Ridge stated he does not have a comment about this subject but appreciates the opportunity to speak about an agenda item.
- Mamie McNeal, Planter's Wood stated she thinks most residents are supportive of this policy.
- Dennis Peterson, Winterberry Ridge expressed concern if the proposed amount is sufficient.
- Steve Russek, McTyre's Cove inquired whether counsel and risk management have reviewed this proposal.

Director Rowe thanked Dianne Cardea chair of the Community Character Committee for its positive and thorough report to provide direction for the board to discuss at its Strategic Planning Meeting on June 23rd.

### 12. ADJOURNMENT

President Guthrie adjourned the June 4, 2012 Board of Directors meeting at 8:25 PM.

Submitted by:

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

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Dick Guthrie, President  
Board of Directors  
Brandermill Community Assoc., Inc.

**BRANDERMILL COMMUNITY ASSOCIATION, INC.  
BOARD OF DIRECTORS STRATEGIC PLANNING SESSION - MINUTES**

June 23, 2012

Page 1 of 1

**CALL TO ORDER & MEMBER VOICE** – The June 23, 2012 BCA Board of Directors Strategic Planning Session was called to order by President Guthrie at 9 AM at the Harbour Pointe Clubhouse, 5710 Promontory Pointe Road, Midlothian, VA 23112. Directors Bettin, Hillman, Livingston, O'Hanley and Rowe, Community Manager Jane Pritz and Assistant Community Manager Raimo were present. Director Davis arrived at 10:15 AM.

**MEMBER VOICE** - Mamie McNeal, Planter's Wood expressed her appreciation to the board for this important strategic planning workshop.

**GOALS AND BOARD WORK PLAN** - See attached Board Work 2012-13 Document.

**ADJOURNMENT** – President Guthrie adjourned the meeting at 12:40 PM.

Submitted by:

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

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Dick Guthrie, President  
Board of Directors  
Brandermill Community Assoc., Inc.

**Brandermill Community Association**

**Board of Directors  
Strategic Planning Session  
June 23, 2012**

**Board Work Plan 2012-13**

**A. *Set Goals for the Board's Strategic Work Plan Session:***

1. Develop a Plan of Action for the Board that focuses on strategic initiatives
2. Set Significant Milestones - with timeframes
3. Identify the Owner of Project - Person / Committee / Staff
4. Develop Priorities for Action Plan
5. Adopt a Vision for each of the initiatives in the Work Plan
6. Be cognizant of Funding Issues
7. Consider the scope of Impact of the initiatives

**B. *Establish Work Plan Initiatives:***

- 1. Define and present to the community issues related to Universal Pool Access (UPA) and make a decision on UPA during this Board term.**

*Vision:* To make a decision regarding the swimming pools, after years of discussion, that will allow for long-term planning regarding pool operations and capital improvements

*Milestones* – Development and presentation of comprehensive information regarding the impacts of UPA (Late Summer, early Fall 2012), receive community input (Fall 2012), and undertake a Board of Directors decision (1<sup>st</sup> quarter 2013)

*Owner* - Jason Livingston/Staff

*Action Plan Steps:*

- a. Develop of Comprehensive UPA background information
- b. Community Information Presentations
- c. Receive community input
- d. Board decision regarding UPA
- e. Board makes decisions regarding pool operating budget for 2013 and adopts a multi-year capital improvement budget if UPA is approved

- 2. Implement a Communications Program that addresses the Village Mill (VM) format, website usability and look, reformatted blast email program and other**

**communication methods that increases the BCA information flow to and from residents.**

*Vision:* The BCA will provide appealing, state of the art communications vehicles to residents that provide timely information and encourages resident participation, while at the same time helping to attract new residents to the community.

*Milestones:* A redesigned Village Mill (2013), a redesigned website (2<sup>nd</sup> quarter 2013), a reformatted blast email program (September 2012), and implementation of pro-active outreach communications with local media (news releases, etc.) (Fall 2012)

*Owner:* Joan O'Hanley/Staff

*Action Plan Steps:*

- a. Implement a redesign/reformatting of VM
- b. Develop and implement a redesign BCA website with greater usability
- c. Reformat/upgrade blast email program and expand email base
- d. Add VM to website as a separate news section
- e. Implement a pro-active news release and media response program
- f. Board makes decisions related to communications funding as a part of the 2013 & 2014 budgets

**3. Develop and implement a Marketing Plan for Brandermill that works in conjunction with the website, print media and visual media, which will market the community both in the greater Richmond region, as well as other markets to attract home buyers,**

*Vision:* To attract new residents to Brandermill, increase home values, and to make Brandermill the community of choice for home buyers.

*Milestones:* Develop, approve, fund and implement a Marketing Plan, working closely with the BCA Marketing Committee (4<sup>th</sup> quarter 2012, first quarter 2013)

*Owner:* Jack Bettin/Marketing Committee/Staff

*Action Plan Steps:*

- a. Board Member Bettin presentation to Board on July 9
- b. Marketing Committee develops a specific marketing plan for Brandermill
- c. Board reviews marketing plan
- d. Staff/Board identify funding to implement the plan
- e. Implementation of the marketing plan
- f. Identification of measures of success for plan (number of home sales, realtor survey, out of region contacts by potential buyers, etc.)

**4. Improve the BCA response to the blighted properties**

*Vision:* To reduce the number of blighted properties to zero by shortening compliance

times, and identifying ways that the BCA and the County of Chesterfield can be more proactive in responding to these properties.

*Milestones:* Implementation of BCA Self-Help policy (Summer 2012), development and implementation of a Blight Response Plan (October/November 2012), gain a better understanding of County Code Enforcement actions on uninhabited properties (September 2012), work with the County and the Community Associations Institute (CAI) to lobby for additional legislation to give the BCA additional tools to respond (Fall 2012, first quarter 2013).

*Owner:* Joyce Rowe/Staff

*Action Plan Steps:*

- a. Staff presents implementation plan for Self Help Policy (July 2012)
- b. Staff identifies the most significant blighted properties
- c. Board receives draft Blight Response Plan (October/November 2012)
- d. County Code Enforcement & BCA staff identify joint blighted home response
- e. Identify potential legislation initiatives that would provide additional tools
- f. Work with County and local legislators regarding adoption of initiatives

**5. Maintain strong relationships with VDOT and the County Transportation Department to implement an aggressive program of multi-year road improvements in Brandermill.**

*Vision:* Roads in Brandermill are well maintained and there is a system in place for on-going road maintenance and repair

*Milestones:* Board member meeting with County Department of Transportation and VDOT (September 2012), multi-year program of road improvements developed (Fall 2012), road improvement program communicated to residents (Fall 2012), process for resident input to program developed to accommodate changing road issues (Fall 2012)

*Owner:* Charlie Davis/Staff

*Action Steps:*

- a. Board member Davis meets with County and VDOT
- b. Multi-year road improvement/repair program developed
- c. Road improvement/repair program communicated to residents
- d. Process for accommodating changing road issues into program is implemented
- e. BCA engages in ongoing partnership with County and VDOT on road improvements and repair

**6. Support initiatives that enhance the Look of Brandermill.**

*Vision:* Ensure that Brandermill is the most attractive community in the Richmond Region.

*Milestones:* Explore the implementation of a curbside leaf pick-up program that would be of minimal expense to residents (September 2012), Support additional tree management program efforts (2013 budget), support Open Space Clean-up (2013 budget), support continued use of arborist (on-going), support strengthened covenant enforcement (2013 budget)

*Owner:* Frances Hillman/Community Character/Staff

*Action Steps:*

- a. BCA staff brings curbside leaf pick-up proposal to Board
- b. Tree Management Program is included in proposed 2013 Operating Budget
- c. Open Space Clean-up is included in proposed 2013 Operating Budget
- d. Arborist services are contracted for as a part of the Tree Management Program
- e. Covenant Enforcement enhancements presented in proposed 2013 Operating Budget

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

Date: June 29, 2012

To: BCA Board of Directors

From: Jane Pritz, Community Manager

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

PARC would like the Board to approve Susan Dandridge McFarland as a new member to their committee. Susan has lived in Garrison Place for the past 2 years and she is the Grant Coordinator for Chesterfield County Public Schools.

The Natural Resources Committee would like the Board to approve Steve Russek, McTyres Cove as a new member to their committee. Mr. Russek lived in Brandermill in the late 80's and has recently moved back to Brandermill and would like to become involved in the community.

Dick, Joyce and I met with Bill Dupler and Kirk Turner, Chesterfield County staff who updated us on the roundabout sign. Based on our discussions several new renditions of the sign are included in this package for the board to review.

We have 560 pool memberships and 67 of those are non-residents. At this time last year we had 623 memberships and 93 of those were non-resident memberships. We are under budget by \$32,800.

The finance committee met on Monday, June 18 at the BCA. They discussed the draft 2013 budget, the change to the financial policy and the list of MPOC projects. Each committee member was asked to prioritize the MPOC project list and return it to Buddy.

Al and I attended the Chadwick Washington Legal Seminar on Tuesday, June 26, 2012. The agenda included sessions on Notice, Proxy, Voting and Amendment Issues, Common Area Issues, Handling Extraordinary Situations and the Virginia Legislative Update. We earned educational credits for attending the seminar which can be used toward acquiring and maintaining our CAI designations.

John McCracken is working on right of entry easements for the tunnel project and he is hopeful when the project is put out to bid the bids will come in close to budget. The County is working with VDOT and Dominion Power on the streetlight and sidewalk project at Genito and Old Hundred Road.

Dick Guthrie, Joan O'Hanley, Dianne Cardea and I met with Mike Hatch to discuss opportunities for the Association to work with the Country Club. We are working with Mike to alert residents about the dangers of walking and playing on the golf course.

Dick Guthrie and I met with Dianne Smith, Clover Hill School Board Representative to discuss the importance of schools in Brandermill and our support of the schools. We also updated Mrs. Smith on the addition of the school names to the roundabout sign.

#### MAINTENANCE

- Mowing continues
- Tree work has been started from Heritage Woods to Northwich
- The dock was powerwashed at Harbour Pointe
- A plaque was mounted and installed for HAL in Sunday Park to recognize Tom Pakurar for his many years of service
- Irrigation repairs and adjustments were completed
- Routine tree and ditch maintenance was done
- Pool maintenance will continue for the next several months

BRANDERMILL COMMUNITY ASSOCIATION  
MINUTES OF THE COMMUNICATIONS TASK FORCE

Date: May 31, 2012

Time: 6PM

Location: BCA Office

Committee Members Present:

Joan O'Hanley, Wendy Parker, Jane Pritz

Committee Members Absent: Joe Covolo and Greg Smith

Quorum: Yes

Member Voice: Mamie McNeil, Frances Hillman – No one spoke

Approval of Minutes:

Motion: Joan O'Hanley moved to approve the May 17, 2012 meeting minutes.

Seconded: Wendy Parker

Motion Carried: Unanimously.

Agenda Items/Action Taken:

Discuss list of committee recommendations -

The committee combined all of the recommendations from each committee member and came up with a list of 26 recommendations. Joan and Jane agreed to meet and draft a final document with the changes recommended by the committee prior to the meeting on June 7, 2012.

It was stated that the online payment option when it is available will drive residents to our website.

The NRC will be holding a meeting for community input after the Board Strategic Meeting on Saturday, June 23, 2012. The community meeting was tentatively scheduled for Thursday, June 28, 2012.

Committee Action Items for the next meeting: Jane Pritz and Joan O'Hanley will provide a draft recommendations document for the June 7, 2012 meeting.

Next meeting is Thursday, June 7, 2012

Items that Need Board Action: None

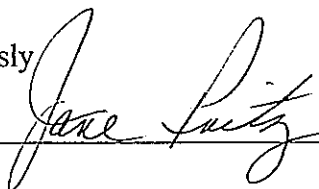
Adjournment:

Motion: Joan O'Hanley moved to adjourn the Communications Task Force meeting at 6:51PM.

Seconded: Wendy Parker

Motion Carried: Unanimously

Respectfully submitted:



Date: 6/7/12

To: Jane Pritz

From: Al Raimo *Al Raimo*

Subject: Monthly Report – June 2012

Date: July 2, 2012

1. Committees -

A. MPOC -

June meeting held, approved minutes from previous meeting in May, attached.

- 2012 Project Updates –
- Activities – Community Clean Up day for 2012 will be Saturday November 3, with a rain date of Saturday November 10.
- Community Character- Tree Management. Completed Millridge Parkway from Sunday Park Loop Road to entrance of Northwich, both sides. Will conduct final phase in mid - September and will proceed as far down Millridge as funds will allow. Balance of funds remaining for this year is \$17,400.
- Natural Resources – Shoreline Erosion. Department of Environmental Engineering, has approved the project we are now waiting to hear that the Right of Way Department will approve.
- Marketing – Directional Signs. Worked with sign contractor (Brooks Grey) and Holiday Inn Management, and finalized details regarding the three replacement directional signs needed in the Village Green area. The signs will improve visibility for both Holiday Inn and Long and Foster Realtors. Holiday Inn Express has paid for three directional replacement signs, but BCA maintains ownership rights, and the signs will be produced in a consistent fashion as our other directional signs. Installation could be mid to late July.
- PARC- Pool Analysis. I have just received the response from the RFP. I will share with committee Chair Burton and work with the committee on reviewing and providing information to Director Livingston and the rest of the Board.
- 2013 Projects – Attached is the project list in the priority order that MPOC voted. Finance Chair Whitfield was provided with the list as well as some notes and feedback from the committee on suggested funding changes to some of the projects.

Jane Pritz  
Monthly Management Report  
July 2, 2012

2. BCA Departments -

- A. Community Services – See Jennifer Strader report.
- B. Front Desk Operations - Processed 17 Disclosures for the month. There were 26 processed in May 2012.
- C. Community Standards – June Hearing Panel referrals were 10.

3. Other Activity -

- A. Completed review of Emergency Preparedness Plan. Updates, small item purchases/safety supplies etc, have been completed. Copies of plan with updated emergency state and county contacts have been distributed, to appropriate staff.
- B. Continued meetings with PARC committee member Tom Flynn, and Theresa Biagioli, regarding possible mountain bike trail. The County Planning Department suggested we schedule a concept meeting with Planning and the Environmental Engineering Departments. Location of trail may have RPA impact and thus will require county approval. Once that meeting is completed we will get back with PARC and discuss next steps necessary to proceed.
- C. Theresa Biagioli and I responded to County Right of Way request for more information on the Shoreline Erosion project.
- D. Continued to work with County Administrator's office to resolve Comcast/Verizon utility extension cord type problems where cords are running across properties or the roadway. Utilities have been slow to respond but the county is very good about follow up and continuing to notify the utilities.

4. July Goals -

- A. Review and evaluate Pool RFP, working with PARC and Board.
- B. Follow up with County regarding utility lines being buried.
- C. Follow up with County regarding Shoreline Erosion project.
- D. Arrange meeting with County Planning on concept of Mountain Bike Trail project, and what will be needed to file in order to receive permission to proceed.



# BRANDERMILL

Community Association

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**Date:** July 3, 2012  
**To:** BCA Board of Directors  
**From:** Jennifer E. Strader  
**Subject:** Community Services Department Report

**Activities Committee met on June 11, 2012.**

**Department Statistics :**

- The Pavilion was rented 17 times in June.
- The Harbour Pointe Clubhouse was rented 2 times in June for private events.
- The Branderbelle was chartered 45 times in June.
- There were 25 new residents in Brandermill during the month of June.

**Events that were held in June 2012:**

**Discover Scuba Class.** Saturday, June 2, 9-11 a.m., Harbour Pointe Pool (cancelled due to lack of interest)  
**Brandermill Green Market.** Saturdays, 8 a.m.-Noon, May through October, Market Square  
**Annual Father's Day Concert.** Sunday, June 17, 6 p.m., The Gardens at Sunday Park  
**Water Aerobics Classes.** Tuesdays & Thursdays, June 19-August 2, 9:30 a.m. – 10:30 a.m., Harbour Pte. Pool  
**Creatures of the Night Family Cruises.** Monday, June 25, 7-8:30 p.m., Branderbelle (cancelled due to storms)  
**Basic Standup Paddle Boarding.** Saturday, June 30, 4 p.m. – 7 p.m., BCA Sailing Center  
**Saturday Morning No Reservation Branderbelle Cruises.** Saturdays, May 5-October, 10 a.m. – 11:30 a.m.

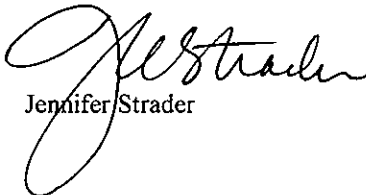
**Upcoming Events for July 2012:**

**Water Aerobics Classes.** Tuesdays & Thursdays, June 19 - August 2, 9:30 a.m., Harbour Pointe Pool  
**July 4<sup>th</sup> 7.4k Run, Parade, Celebration, Fireworks.** Wednesday, July 4, 8 a.m. – 9:15 p.m.  
**Basic Standup Paddle Boarding.** Sunday, July 8, 4-7 p.m., BCA Sailing Center  
**Creatures of the Night Family Cruises.** Thursday, July 19, 7-8:30 p.m., Branderbelle (**SOLD OUT**)  
**Saturday Morning No Reservation Branderbelle Cruises** Saturdays, May 5-October, 10 a.m. – 11:30 a.m.

**Other Department News:**

The BCA Sailing Center continues to do well with boat rentals. In order to make the Sailing Center more “user friendly” the employees are now taking reservations for resident who want to rent a boat in the morning hours when the Center is closed. A procedure has been developed to allow implementation by the Sailing Center Manager, Bob Monroe.

Respectfully submitted,



Jennifer Strader



To: Jane Pritz  
Cc: Al Raimo  
From: Juli Talty  
Subject: Community Standards Quarterly Report  
Date: July 2, 2012

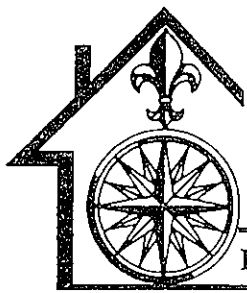
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### **Second Quarter 2012**

136 Architectural applications processed  
68 Disclosures  
35 Tree requests  
252 Friendly Reminders  
350 Violations  
28 Hearing Panel cases  
266 Cases resolved

- 32 Disclosures
- 81 Friendly Reminders
- 153 Violations

There were two court appearances during the second quarter of 2012 with five additional cases pending in Circuit Court and one case pending in General District Court.



# The Village Mill

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

## JUNE 2012 UPDATE

To: Jane  
From: Wendy  
Re: The Village Mill

### **The Village Mill**

Published June Issue of The Village Mill

### **Meetings & Events Attended**

June 4 - BCA Board Meeting  
June 7 - Communication Task Force Meeting - Wendy  
June 13 - History Task Force Meeting - Wendy  
June 26 - Communication Meeting - Wendy

### **Web**

BCA, CPC Website Updates - Tina, Lynda, Wendy  
Blast Email - Wendy  
Communication Task Force Survey  
Communication Task Force Recommendations

### **Special Projects**

Archives - Tina  
Brandermill Map - Wendy  
New Resident Survey - Al, Wendy  
New Resident Pack Golf Cart Path Reminder - Ann

BCA Community Character Committee  
Report  
June 2012

The CCC did not meet in June, but we have worked on several items:

- CCC Chairman met with President Guthrie, Community Manager Jane Pritz, Director Joan O'Hanley and Mike Hatch, General Manager of the Brandermill Country Club. The issue of resident traffic on the golf carts paths was discussed. The CCC has written a letter (included in packet) to the residents to warn of the dangers on the golf course. The Board and BCA staff will address other issues relating to trails as they intersect with golf cart paths.
- CCC Chairman accompanied Dennis Peterson, Marketing Committee Chairman and a marketing group to help acquaint them with Brandermill.
- Tree management: Phase III of the project with the tree service has been completed (see Arborist Kate Tuttle's report in packet). The CCC has requested more cleaning of the understory by our maintenance team from inside the trails. We feel the view from the trails to the parkways should be consistent throughout regardless of the depth of space. This will in no way diminish the privacy for the homes behind the trails and will provide a cleaner look for the residents who use the trails on a daily basis. Also, the area below the overpass at Planter's Wood Road needs further work to clean the understory and remove dead wood. Several residents who live in and travel the area have expressed their desire to see this cleared of saplings and deadwood. If we do not fully address the growth beside the trails as we clear on the parkways, the saplings will continue to grow and produce an overgrown look from the trails. Charlie and his men will address the above when time permits after July 4<sup>th</sup>.

The CCC fully understands the suggestion from Director Hillman to move this project to staff. We hope this will enable the project to receive more funding and move at a faster pace through the community. However, on a personal note, we are sad to lose the project and offer our help if it is needed.

Respectfully submitted,  
Dianne Cardea  
Chairman, Community Character Committee



June 22, 2012

Dear Brandermill Resident:

The BCA and CCC are working to help Mike Hatch, the General Manager of the Brandermill Country Club, with issues that could threaten the safety of residents and pets. We want to create awareness of the dangers one can encounter if they use the golf cart paths for traveling through neighborhoods. Residents and pets can be seriously injured if hit by a golf ball.

Different treatments are used on the fairways and greens. Some of the treatments enrich and promote growth of the grasses; others prevent unwanted grasses and weeds. The golf course is not a playground for residents and pets.

Trails are marked for walkers, runners, bikers etc. In the near future, the BCA will be working to improve these markings. Please be aware of where the paths intersect with golf cart paths and stay on the appropriate paths that are designated for public use. The golf course is private property and only golfers, either walking or riding in golf carts, are allowed on the cart paths, the greens and fairways.

Please help the Country Club staff spread the word to residents to keep everyone safe from the potential hazards that exist on the golf course. Please be sure your children know how to maneuver the paths in order to stay off of the golf course property. If you are crossing behind the tee box or green on BCA paths, please stop and wait until the golfers have hit or finished putting before you proceed. We want everyone to be safe; to enjoy the great outdoors and all that our beautiful community has to offer.

Thank you for your time and your help with this serious matter.

Sincerely,

Dianne Cardea, Chair  
Community Character Committee



*Greater VA Urban Forestry Consulting*  
"Sustainability, Restoration, and Management of Urban Arboriculture"  
2227 Monument Ave. Suite 2  
Richmond VA 23220  
(803) 295-3509

*Date: June 20, 2012*

**To: Brandermill Community Association; (BCA)**

### Phase III completion overview

On behalf of GVUFC, I am pleased to say that phase III of Millridge Parkway was another success. In this report I will highlight work completed.

GVUFC staff was onsite with both crews making sure both crews were safe and performing safety standards according to VDOT, answering/clarifying any work in question, general overview of work, and handing any resident questions.

Hertzler Tree Company was selected to perform major tree removal and pruning. Trees that were selected to be removed were classified as dead, dying, diseased, and undesirable form (aesthetics and vigor). Work was safe, swift, and resourceful. They enjoy working with BCA and had good communications throughout the project.

BCA staff was there to help with flagging, and minor understory treatments. This allows for "cleaner look" and eliminated forest congestion where problems can occur in the future. A resident that lives in Gleneagles commented that it was good for drivers pulling out of the neighborhood; that he was able to see upcoming vehicles. They enjoy working with HTC and had good communications throughout the project. In addition to understory clean-up, dead debris on the forest floor was also removed. There is an area that they will have to tackle in the near week or so. That has been addressed with GVUFC and AL Ramio and has been approved to postpone.

There is a land island in front of Gleneagles. That area has also been treated. Chips from HTC were spread throughout the island and give a great manicured look.

I look forward to phase IV. This will be the largest project of Millridge. I plan on visiting the site in July to have everything set up For August 1 and work on Sept 1. In the meantime, please feel free to contact me with any questions, comments or concerns. I hope BCA is receiving positive feedback and continues to see the importance of managing the forest in the community.

Thank you,

Kate Tuttle  
Owner and operator of Greater VA Urban Forestry Consulting

**CRIME PREVENTION COMMITTEE'S  
STATEMENT TO THE  
BRANDERMILL BOARD OF DIRECTORS  
REGARDING THE INSTALLATION OF AN  
ELECTRONIC GATE AT THE LANDING  
MPOC 2013 PROJECTS**

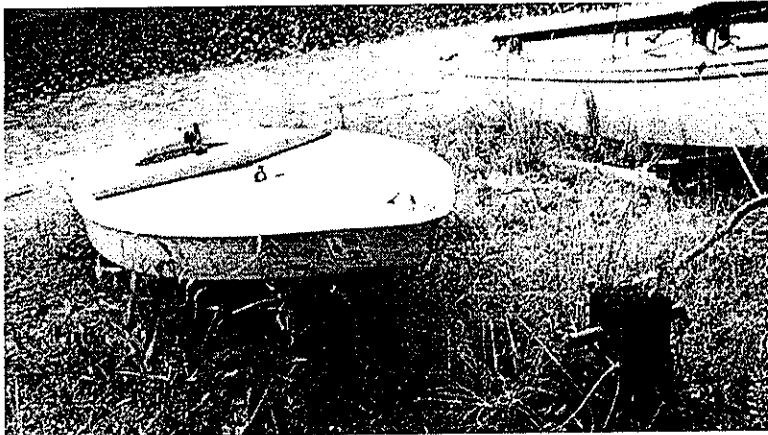
*CPC read at MPOC on Thursday, June 21, 2012*

*The Brandermill Crime Prevention Committee was recently approached by the MPOC to help evaluate the need and feasibility of installing a security gate at the Landing to better protect personal property. Over the past three years, the CPC has conducted 2 thorough evaluations of the Landing and has made several low-cost, high-impact recommendations to enhance safety and deter crime. At this time, it is our belief that a card-accessed security gate is not warranted for the following reasons.*

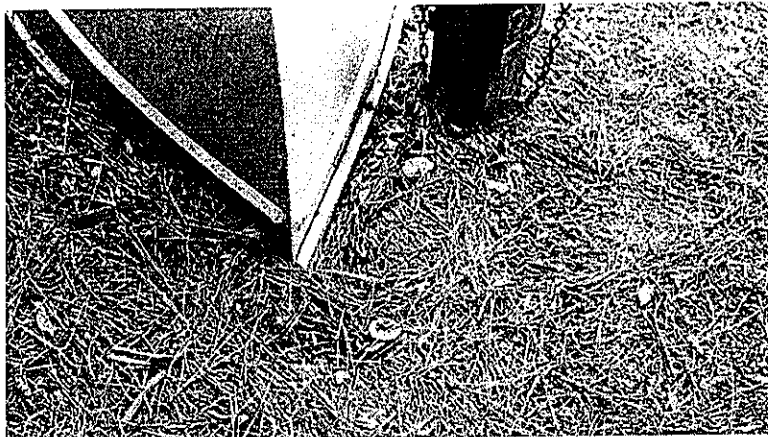
- 1. We review the weekly crime reports from the CCPD and at this time, there is no compelling data to suggest that we have a serious crime problem at the Landing. Over the years, there have been cases of petty theft / larceny, but most often, these can be prevented by simple measures like ensuring that boats are properly secured and locked.*
- 2. A gate would prevent vehicular traffic from accessing the area, but would do nothing to prevent pedestrian trespassing.*
- 3. The installation of a card-accessed gate would represent a significant investment that would benefit only a few boat owners. We believe there are other investments in Brandermill that would benefit many more residents.*
- 4. Installation of a gate at the Landing may open the proverbial "Pandora's Box" for the rest of Brandermill. That is, we may set a precedent for other residents to demand a gate for their local open area like Harbour Pointe or Sunday Park.*

*In closing, the Crime Prevention Committee does not believe that a card-accessed gate at the Landing is necessary or economically justified at this point in time. Should other data be made available to suggest otherwise, we would certainly be open to reconsider this position.*

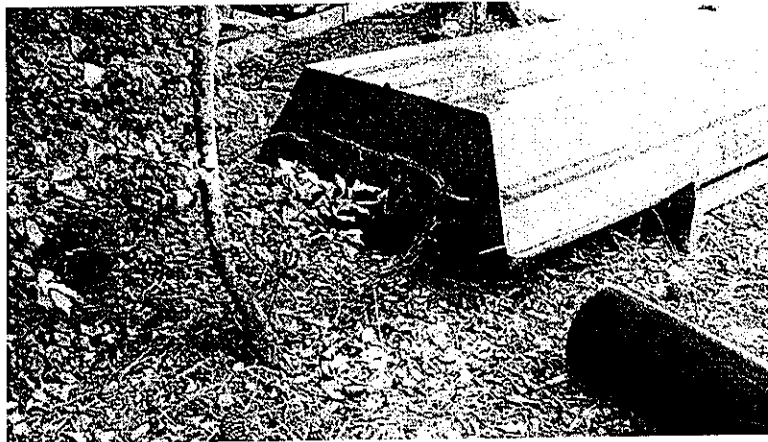
Examples of Unsecured Boats on the water in The Landing on June 18, 2012



Unlocked boat



Unlocked boat with combination lock on ground



Boat locked to small tree... unsecured

BRANDERMILL COMMUNITY ASSOCIATION

COMMITTEE MINUTES/MEETING REPORT

MINUTES OF THE MPOC COMMITTEE

Date: 5/17/12, Time: 4:00 PM, Location: BCA Office

Committee Members Present:

Activities – Jennifer Strader, ARB - Andy Wyman, Community Character –Dianne Cardea, Crime Prevention – Dee Piscella for Mike Metzger, Finance – Buddy Whitfield, Marketing – Dennis Peterson, Natural Resources–Jim Schrecengost, NRC – Mamie McNeal, PARC - Mel Burton, MPOC Facilitator – Al Raimo,

Board Liaison – Joan O’Hanley

Committee Members Absent: Hearing Panel- Jenny Jones, Community Manager – Jane Pritz,

Quorum Present? Yes

Others Present: Director Hillman

Member Voice- Director Hillman thanked the group for working on projects early and getting feedback to the community prior to the start of the budget process.

Approval of previous meeting minutes: Upon motion duly made by Piscella and seconded by Cardea, the committee approved the minutes of May 17, 2012. Whitfield abstained.

Agenda Items: 2012 project updates – Cardea stated that the third phase of Tree Management project will begin in mid June, with bid review currently underway. Raimo indicated that six more directional signs are in process, exact installation date is not yet set. Schrecengost advised that we are still waiting on county review/approval for the shoreline erosion plan to be implemented. Raimo indicated the county had just requested we provide additional information, but that their view of the project was favorable. Schrecengost also advised that Natural Resources had a Green Market presence focusing on ivy control, and the committee plans to continue to set up a booth periodically thorough out the season. McNeal advised that the visual image survey will need to be a 2013 MPOC project, as the survey cannot be created by the NRC in 2012.

2013 project updates – McNeal presented a draft of a summary document of all the 2013 projects that she plans to provide at the NRC meeting on Thursday 5/24. Directors were asked to review and give her or Raimo changes/up dates etc.. Raimo encouraged chairs to attend so they could answer questions. Peterson presented the Marketing Committee goals for 2013 which includes a website update with a brief video regarding life in Brandermill and to search for an advertising agent to produce mass advertising promotions. Peterson and Raimo will work on identifying potential vendors and soliciting cost information for 2013 budget purposes. Piscella inquired

about the Landing proposal for electricity and a security gate. Pisciella indicated that she believed the security gate for The Landings with card access was found not to be cost or crime prevention effective by a team consisting of the Crime Prevention Committee and the Chesterfield County Police Department for that site. Pisciella suggested that Crime Prevention look into a more global approach to improve park security throughout Brandermill.

MPOC Meeting Times – McNeal moved to have MPOC meeting time at 6pm every month. There was no second, motion failed.

Motions Acted Upon: Pisciella moved that MPOC recommend to the Board of Directors that the Tree Management project become an ongoing operational budgeted project, beginning in 2013. McNeal seconded and was unanimously approved.

Committee Action Items for the Next Meeting: None

Items that Need Board Attention/Action: See motion above- re: tree management.

Other Items- None

Adjournment: There being no further business to come before the Committee, the meeting was adjourned at 5:15 PM.

Submitted: Al Raimo, Facilitator  
Date: May 21, 2012

<u>2013 MPOC Project List- Priority Preference</u>		Notes		Sponsoring Committee	Cost Estimates	Projected Timeframe	Budgeted 2012	Future Budget Requirements	Total
Community Clean Up Day	Working with Waste Management Company residents clean open space piling debris in BCA provided containers, material is picked up after the designated weekend.	Activities	\$7,000	Fall 2013	yes- 6k	On going		31	
Directional Signs – Phase 3	Continue replacement of old green wooden signs -	Marketing	\$30,000	Throughout the year	Yes 20K	Harbour Pointe Entrance sign will be considered once HCA construction is completed.		35	
Landscaping at Old Hundred and Brandermill Parkway	Plantings and mulching of area across from Roundabout and in front of resident fences in Quail Hill	CCC	\$5,000	Late Winter 2013	NO	Phase II 2014- same \$\$ amount		43	
Show Me Brandermill First	Upgrade Website to allow motion video and more, and hire marketing agency to promote the Brandermill community, its homes, amenities and activities demonstrating the "quality of life" opportunities that are present.	Marketing	\$35,000	Throughout the year	No-New Project	Yes- Distribution of product to various media outlets		50	
Stream Clean Up	Removal of litter and debris throughout the stream system in Brandermill.	at Resource	To be determined	Throughout the year	No-New Project	On Going		56	
Shoreline Erosion	Monitor results of testing/pilot areas. Begin preparations for widening target areas	at Resource	To be determined	Continual Monitoring	Yes - 13K	Yes- Undetermined \$\$		56	
RFP for Pool upgrade plan.	Will seek cost estimates from contractors/engineers to develop site plans and construction plans to address existing membership model and universal pool access.	PARC	To be determined - RFP responses due 6/29/12	Ongoing	No- New Project	Yes-Unknown \$\$ impact		58	
Sagegrove Circle Playground/Park	Revitalize area, including new play equipment, add mulch and sand, replace fencing, add plantings, asphalt overlay path, add rip rap for drainage issues.	PARC	\$22,000	Early Spring	No-New Project	No One time expense		68	

<u>2013 MPOC Project List- Priority Preference</u>		Projected		Budgeted		Future	
Project List	Notes	Sponsoring Committee	Cost Estimates	Timeframe	2012	Budget Requirements	Total
The Landing Phase III - Electricity and Security	Electrify the Restroom, and then install a security gate. Benefits include potential year round operation of the restroom and increased security.	BCA/Phase I began as a Natural Resource sponsored project.	\$25,300	Throughout the year	No- other enhancements were approved for 2012	No	85
Visual Perception Survey	Perform a visual perception survey on how residents want to view the open space surrounding their neighborhoods and along the roadways leading to their neighborhoods.	NRC	\$15,000	Early as Possible	No- New Project	Unknown	86
The Landing - Dredging	Appropriate @ \$5,000 to contractor to start the planning process including applying for permits to do the dredging, which could cost @ \$100,000 and could begin as early as 2014.	PARC	\$5,000	Throughout the year	No	Yes- @ 100k, 2014	92

# **Brandermill Community Association**

## **Property Intervention (Self-Help) Standards**

July 9, 2012

Requested information from Woodlake Community Association:

How are properties identified to qualify for self-help?

Only foreclosures and vacant properties are considered for self-help

What are the rules for self-help?

The Association will do the following: mowing, weeding, mulching, trash and leaf removal, unless the Board of Director's authorizes additional work.

Woodlake has been using self help for 3 years with a budget of \$5,000. They have never used their full budget but each year the cost for self help has increased.

Woodlake stated self help has been beneficial for several reasons -- it helps impact the neighborhood immediately which improves morale, it limits the number of cases going to court which saves the Association legal fees; there are some cases they know they will never collect the charges.

### Brandermill Self Help

Funding:

- 2012 – Approximately \$544 from a \$7,500 budget has been used for the Community Improvement Grant program. I would recommend that \$5,000 of those funds be allocated for self help for the remainder of 2012
- 2013- Add a line item to the budget for \$7,500

Standards:

- Advertise policy to community in July and August
- Begin self help program on vacant properties beginning September 1, 2012
- Staff will identify properties where self help is needed after all covenant processes have been exhausted unless the Board chooses to expedite the review
- Staff will provide photos of each property they are recommending for self help to the board for approval
- Staff will send a 30 day notice to the property owner that corrective action will be taken if the property is not brought into compliance
- If self help is implemented the owner will receive a statement requesting full payment within 30 days or the charges will be turned over to the Association's collection attorney
- Charges should not exceed \$1500 unless prior approval is received by the board

**BRANDERMILL COMMUNITY ASSOCIATION  
PROPERTY INTERVENTION (SELF-HELP) POLICY**

**WHEREAS**, the Brandermill Community Association, Inc. (“Association”) is an association subject to the Virginia Property Owners’ Association Act, Virginia Code Section 55-508, et seq. (“Act”);

**WHEREAS**, Section 55-513(A) of the Act and Article IV, Section 1(a) of the By-Laws of Brandermill Community Association, Inc. (“Bylaws”) grant the Association’s Board of Directors the power to make and amend Rules and Regulations;

**WHEREAS**, pursuant to Section 55-515(A) of the Act all lot owners which are subject to the Declaration of Rights, Restrictions, Affirmative Obligations and Conditions Applicable to all Property in Brandermill, as amended, recorded in the Clerk’s Office of the Circuit Court of Chesterfield County, Virginia (hereinafter, “Declaration of Rights”) and all those entitled to occupy a lot in the Brandermill community shall comply with the Association's Declaration of Covenants, Rights, and Restrictions; and Rules and Regulations, as amended;

**WHEREAS**, in accordance with Section 55-513(B) of the Act, the Association, by duly adopted Rules and Regulations, has the authority to “assess charges against any member for any violation of the declaration or rules and regulations for which the member or his family members, tenants, guests, or other invitees are responsible”;

**WHEREAS**, pursuant to Section 55-513(B) of the Act, before such charges are imposed, “the member shall be given an opportunity to be heard and to be represented by counsel before the Board of Directors or other tribunal specified in the documents.

**WHEREAS**, in accordance with Section 55-513(B) of the Act, “[t]he amount of any charges so assessed shall not be limited to the expense or damage to the association caused by the violation, but shall not exceed fifty dollars for a single offense or ten dollars per day for any offense of a continuing nature and shall be treated as an assessment against the member’s lot for the purposes of Section 55–

516. However, the total charges for any offense of a continuing nature shall not be assessed for a period exceeding ninety days.”

**WHEREAS**, in addition to the Association’s authority to levy violation charges, the Association has authority to enter a Lot, upon notice to the Owner, to correct non-compliant conditions on the Lot, in accordance with Part VI, Section 2 of the Declaration of Covenants, Rights, and Restrictions, which provides the following:

*In the event of a violation or breach of any of the restrictions contained herein by any property owner, or agent of such owner, the owners of properties in the neighborhood or subdivision, or any of them, jointly or severally, shall have the right to proceed at law or in equity to compel a compliance to the terms hereof or to prevent the violation or breach in any event. In addition to the foregoing, the Company and/or the Association shall have the right to proceed at law or in equity to compel compliance to the terms hereof or to prevent the violation or breach in any event. In addition to the foregoing the Company and/or the Association shall have the right, whenever there shall have been built on any property in the subdivision any structure which is in violation of these restrictions to enter upon such property where such violation exists and summarily abate or remove the same at the expense of the owner, if after (30) days written notice of such violation it shall not have been corrected by the owner. Any such entry and abatement or removal shall not be deemed a trespass. The failure to enforce any rights, reservations, restrictions, or condition contained in this Declaration, regardless of how long such failure shall continue, shall not constitute a waiver of or a bar to such right to enforce.*

**WHEREAS**, the Association’s Rules and Regulations establish specific requirements in the yards and the houses/buildings that would be deemed a violation or breach of any of the restrictions of record.

**WHEREAS**, the Board recognizes that certain property owners within Brandermill do not timely respond to Association efforts to compel such owners to bring their properties into compliance with Brandermill obligations. Some property owners refuse to remedy even the most extreme incidents of non-compliance, which create unsafe conditions on and near the property; which may create a nuisance; which non-compliance creates a serious threat to the values of property within the Association; and which threatens the rights of other members of the Association to the enjoyment of their properties.

**WHEREAS**, it is the Board's intent to adopt policies wherein certain material violations of the Declaration of Covenants, Rights, and Restrictions; Rules and Regulations; and the Architectural and Design Standards may be corrected by the Association, pursuant to Part VI, Section 2 in an expeditious and cost-effective manner.

**NOW THEREFORE, BE IT RESOLVED THAT** the following Policy is adopted:

*1.* Authority to Take Corrective Action. In addition to the Association's authority to levy violation charges, pursuant to Section 55-513 of the Act and the Rules and Regulations, the Board shall also have the authority, in its sole discretion on a case by case basis, to enter onto the Lot, upon 30 days' written notice to the Lot Owner, to take corrective action as set forth more fully herein.

*2.* Board of Directors Review. Each occurrence of a violation shall be evaluated by the Board on a case-by-case basis, and the Board shall have the sole discretion as to whether or not to take corrective action, based upon, but not limited to, the following criteria: The cost of corrective action(s) shall not exceed a total of \$1,500 for a single repair or an on-going action (such as lawn mowing, weeding, pruning, etc.). Subject to Paragraph 3, below, corrective action shall be limited to elements on the property as outlined below.

- Removal of fallen trees, stumps, and excessive deadfall.
- Removal of trash and litter.
- Removal or relocation of toys, bicycles, baby pools, wheelbarrows and other equipment.
- Removal of weeds and grass from shrub beds, driveways, and sidewalks.
- Repainting and/or replacement of mailboxes and/or posts.
- Removal of dead trees, shrubs and flowers and the replacement of dead shrubs. Leaf removal and disposal.

- Mowing and weed eating of lawn. Reseeding of yard to eliminate barren areas. Pruning of shrubs.
- Replacement of mulch in shrub beds.
- Removal of piles of mulch, top soil, gravel, etc. Repair of areas of uncontrolled erosion.
- Fence repair.
- Removal of seasonal or holiday decorations (more than 30 days after the holiday).

3. Violations and Charges. At the time of the hearing on violations before the Board of Directors, in accordance with Section 55-513 of the Act and the Association's Rules and Regulation, the Board may determine, at its sole discretion, that imposition and levying of a violation charge of \$10 per day up to 90 days for a continuing violation or \$50 for a single occurrence, may be accompanied by the Association taking corrective action at the close of that 90 day period for a continuing violation or after the imposition of the \$50 charge for a single occurrence, by entering upon the Owner's Lot to correct the violating condition(s) on the Lot and charging the cost of such work to the Lot Owner. The Lot Owner shall be notified of such action in accordance with the Part I, Section 5 of the Declaration of Rights, Section 55-513 of the Act, and the Rules and Regulations of the Association. In the event that a continuing violating condition is resolved prior to the end of the 90 day violation charge period, the daily violation charges shall cease.

4. Costs of Corrective Action. The cost of the corrective action taken by the Association in accordance with the provisions herein shall be treated as an assessment against the Lot and the personal obligation of the Lot Owner, payable within 30 days after written notice of the charges is mailed, via regular first class mail, to the Lot Owner at the Lot Owner's address of record with the Association. If the Lot Owner fails to pay the assessment, the Association may treat the unpaid assessment as it would other unpaid assessments due and payable pursuant to the Association's governing documents and the

Act, and the Association shall be entitled to its costs of collection, including court costs and reasonable attorneys' fees.

5. Expedited Review. The Board of Directors shall have the sole discretion on a case by case basis, whenever it deems necessary in the best interest of the Association, to bypass the violation charge and hearing process and/or the corrective action process and limitations set forth in Paragraph 2, above, and initiate whatever remedy it deems appropriate to resolve an existing violation.

**Adopted by the BCA Board of Directors June 4, 2012.**

**BRANDERMILL COMMUNITY ASSOCIATION, INC.  
FINANCIAL POLICY**

**1. INTRODUCTION**

**A. PURPOSE**

To set forth the operating financial policies and procedures for the Brandermill Community Association, Inc. (BCA), also referred to in this document as the "Corporation." All policies of the BCA are governed by the provisions of the Brandermill Declaration, Articles of Incorporation, Bylaws of the Corporation, Virginia Property Owners Association Act and the Virginia Non-stock Corporation Act and other applicable statutes and Codes.

**B. GENERAL**

The BCA's operating fiscal year is January 1 through December 31. Revenues are budgeted to fund the operating budget and the Reserve Fund. The operating budget funds the annual operation of the Association while the Reserve Fund is designated primarily for the repairs and replacement of assets and for the funding of new services. It provides a source of funds for major repairs, the initial cost of new services and the rehabilitation of common assets. The BCA Financial Model (See Section 5) is also used as a planning document to assist in the determination of future financial decisions and policies. This policy should be reviewed periodically by the Board of Directors from time to time and whenever either the Accounting Manager or Community Manager changes.

**C. RESPONSIBILITIES**

**BCA BOARD OF DIRECTORS**

- (1) The BCA Board of Directors has fiduciary responsibility for the overall financial condition and operation of the Association. The Board also establishes policies and procedures for the operation of the Association. The Board shall also conduct periodic reviews of financial statements, audits, reports and the budget to ensure that the goals of the Association are being met. The Board will rely on the Treasurer, Finance Committee, Community Manager and if necessary, outside consultants, for financial advice. The Finance Committee, in coordination with the Treasurer and Community Manager, will be provided the opportunity to make recommendations to the Board on all matters pertaining to policy, the annual budget, investments and unusual budgetary issues. The Board, in coordination with the Treasurer and Finance Committee, selects an independent auditor for all audits.
- (2) The BCA Board may delegate its authority; however, it may not delegate its responsibility. Therefore, where the term "responsibility" is used in this policy, it does not infer the Board's relief from their fiduciary duty or role, but rather describes the duties and authority of the applicable person(s) or entity, if specified.

## **BCA TREASURER**

The BCA Treasurer is appointed by and responsible to the BCA Board of Directors. The Treasurer will accomplish the following duties:

- (1) Reviews monthly financial reports, etc. As a minimum, provides a quarterly report to the BCA Board on the current financial condition of the Association and significant budget variances.
- (2) Recommends financial policy and procedures.
- (3) Assists staff on financial matters as required.
- (4) Reviews federal income tax returns, audits, investments and other financial reports.
- (5) Meets with the auditor as required and as part of the annual audit process.
- (6) In coordination with the Finance Committee and Community Manager, formulates and recommends an investment strategy to be approved by the Board of Directors.
- (7) Serves as the Board's liaison and a non-voting member on the Finance Committee.
- (8) Serves on the Corporation's Investment Committee.
- (9) In coordination with the Community Manager and Accounting Manager conduct periodic reviews of the Association's insurance coverages and risk management program at least every three years and make recommendations to the BCA Board of Directors.

## **COMMUNITY MANAGER**

The Community Manager reports to the BCA Board and is given authority over and responsibility for the administration, execution and management of the annual operating and Reserve Fund/capital projects budget, other aspects of financial management as specified below.

These responsibilities include but are not limited to:

- (1) Coordinates and executes the annual Operating and Reserve Fund budget. Also, sets the rental rates and service charges for the various activities and programs sponsored by the Corporation.
- (2) Supervises accounting procedures and financial reports (includes submitting the Quarterly Financial Report at the end of each quarter).
- (3) Prepares for the annual audit.
- (4) Coordinates and executes contracts and bids.
- (5) Manages all operating and Reserve Fund expenditures and projects.
- (6) Coordinates with the BCA Treasurer and Finance Committee.

- (7) Serves as a member of the Corporation's Investment Committee and manages implementation of the Investment Policy.
- (8) Manages the Corporation's Risk Management Program. (See Section 8)
- (9) Manages the Corporation's Wage and Salary Program. All wage increases and salary/wage rates, will be in accordance with the Wage and Salary program, as approved by the BCA Board. Recommendations for the merit pool amount for employee salary/wage increases are made directly to the BCA Board and included and identified in the annual Operating Budget as a total percent of employer costs.
- (10) Manages each cost center in the annual budget as approved. Board oversight of the budget(s) will be exercised through the Treasurer's monthly review and the formal Quarterly Financial Report. Further, the Community Manager is authorized to manage the internal budget cost centers in order to meet the overall budget objectives.

### **BCA ACCOUNTING MANAGER**

The BCA Accounting Manager reports to the Community Manager and is responsible for:

- (1) Accounts Payable & Receivable.
- (2) Delinquent Accounts.
- (3) Preparation for the Annual Audit and other audits.
- (4) Preparation of financial reports including preparation of the Quarterly Financial Report, updates to the BCA Financial Planning Model, and maintenance of Reserve Fund schedules, records, monthly statements, assessment reports, member lists, balance sheet, investment reports, risk management records and reports, routine service contracts and agreements, etc.
- (5) Assisting in the preparation of the annual budgets and monitors both the operating budget and Reserve Fund status and variances.
- (6) Preparation of information for federal and State income tax filings and other financial reports.
- (7) Payroll.
- (8) Petty Cash.
- (9) Purchase Order Control.
- (10) Special projects as directed by the Community Manager.

### **BCA FINANCE COMMITTEE**

The BCA Finance Committee is appointed by and responsible to the Board and will assist the Treasurer and Community Manager. The Committee's role is advisory in nature and it meets periodically to:

- (1) Assist the Treasurer and Board of Directors in selection of the independent auditor.
- (2) Review and prepare recommendations to the Board pertaining to the proposed annual operating and Reserve Fund budget, including annual assessment rates.
- (3) Review and prepare recommendations for input to the BCA Financial Model and annual Reserve Fund and capital projects schedule.
- (4) Periodically review the Corporation's Investment Policy with the Treasurer and Community Manager and make recommendations to the Board. The Chair of the Finance Committee is a member of the Corporation's Investment Committee.
- (5) Review the annual audit prior to the auditor's presentation to the Board.
- (6) Review the Quarterly Financial Report including significant variances.
- (7) Review unbudgeted capital or unusual operating expenditures of the Corporation and report to the Board on their financial impact.

## **2. ANNUAL OPERATING BUDGET & ASSESSMENTS**

### **A. OPERATING BUDGET PROCESS**

The BCA Annual Operating Budget process begins in July and will conclude no later than October. The BCA staff has the primary responsibility for its initial preparation. Committees requiring budget resources will be invited to contribute to its planning. Input from the Members will also be considered. The BCA Financial Model will be updated annually and used in the annual budget preparation along with the recommendations from Members, committees, the Treasurer, and the Community Manager. The proposed budget will be presented to the community by the Finance Committee and Treasurer prior to its submission to the Board. The final proposed annual budget is submitted to the Board for approval by the Community Manager no later than the end of October. Board approval of the Annual Operating Budget and the Annual Reserve Fund/Capital Projects Budget is the necessary authority for the Community Manager to implement both budgets without further approval from the Board, including employee salary/wage increases. A consolidated Annual Budget will be published in the Village Mill and posted on the community website no later than 30 days prior to the beginning of the new fiscal year.

### **B. INCREASES IN THE MAXIMUM ANNUAL ASSESSMENT & THE ANNUAL ASSESSMENT**

(1) Article V, Covenants for Assessments, Section 2 and Section 3 of the Brandermill Declaration defines the purpose of the annual assessment and guidelines to be followed in establishing the maximum and actual annual increases in assessments. The actual increase in annual assessments, not to exceed the maximum amount specified in the above mentioned sections of the Declaration, will be established at an amount which ensures adequate funding of the annual operating and reserve fund budgets. Declaration of Covenants can be found at [www.Brandermill.com](http://www.Brandermill.com) or contact the BCA for a copy.

### **C. SPECIAL ASSESSMENTS**

Article V, Section 4 of the Brandermill Declaration provides that "in addition to the Annual Assessment, the Board of Directors may levy Special Assessments in accordance with the Code of Virginia (Virginia Property Owners Association Act) for the improvement, maintenance, enhancement, enlargement and operation of the Common Properties and to provide services which the Association is authorized to provide."

#### **D. APPLICATION OF ASSESSMENT LEVIES & INCREASES**

Article V, Section 3 (h) of the Brandermill Declaration provides that any increase in the Maximum Annual Assessment shall be made in such a manner that the proportionate increase in such assessment is the same for all Owners for all Units. Article V, Section 4, Special Assessments, provides that "the proportion of each Special Assessment to be paid by the Owner of the various classifications of assessable property shall be equal to the portion of the Annual Assessments made for the assessment year during which Special Assessments are approved."

#### **E. ANNUAL OPERATING BUDGET EXCESS OR DEFICIT**

Annual operating budget excesses, if any, will be applied in accordance with direction from the Board of Directors following consultation with the Accounting Manager, the Community Manager, the Treasurer and the Finance Committee. It is the policy of the BCA to provide adequate funds in order to ensure that all operating requirements are met. Funding of the Reserve Fund should be from specifically designated funds from the Operating Budget. However, should an Operating Budget deficit occur, the deficit may be funded from the funds budgeted for contribution to the Reserve Fund or the Board may levy a Special Assessment in accordance with the Declaration and Bylaws and the Virginia Property Owners Association Act.

### **3. RESERVE FUND**

#### **A. PURPOSE**

- (1) Article V, Section 5 of the Declaration provides the authority to establish the Reserve Fund and defines its purposes. These purposes are: (1) Major rehabilitation, (2) For emergency and other repairs required as a result of storm, fire, natural disaster, or other casualty loss, (3) Initial costs of any new service to be performed by the Association (BCA) and (4) The cost for any capital improvement. For accounting and auditing purposes, any Reserve Fund expenditure approved by the Board must meet the tests as defined in the Declaration and those criteria used by the AICPA as generally accepted accounting principles. The expenditure of Reserve funds will be reviewed by the Finance Committee and approved by the Board.
- (2) Planned replacement of existing assets are identified in the Asset Replacement Schedule included in the Reserve Study (Section B below). Special or previously unplanned requirements or new services are added as needed. Each project is analyzed based on merit, need, benefits, overall financial impact, and operational impact. Projects may be deferred, modified or eliminated by the Board.

#### **B. RESERVE STUDY**

As required by Section 55-514.1 of the Virginia Property Owners' Act, the Board of Directors will initiate a study at least once every 5 years to determine the necessity and amount of reserves required to repair, replace and restore physical assets. This requirement will be fulfilled by retaining an independent, professionally certified firm to estimate the replacement costs, total useful life, and remaining useful life of the Corporation's physical assets, with the assistance of the Community Manager and staff. These estimates and a recommended annual replacement schedule will be included in the Reserve Study report produced by the firm conducting the study. In addition, the Study will include a recommended annual budget for required Reserve Fund expenditures and an estimate of the annual contributions to the Reserve Fund required to support the planned replacement schedule.

### **C. ANNUAL RESERVE FUND/CAPITAL PROJECTS BUDGET**

The asset replacement schedule included in the Reserve Study will be reviewed annually by the Community Manager and any adjustments needed to reflect current conditions will be made, reviewed with the Finance Committee and recommended to the Board of Directors for approval.

Special or previously unplanned requirements or new services may be added as needed. Each project is analyzed based on merit, need, benefits, overall financial impact, and operational impact. Recommended projects may be deferred, modified or eliminated by the Board.

### **D. PROJECT MANAGEMENT**

The Community Manager is responsible for ensuring that all projects are accomplished and has discretion to exceed each project's budget by 15%, if required, without Board approval. The expenditures of Reserve funds for unspecified new items or contingencies require review and approval by the Board. Periodic status reports on capital projects will be provided to the Board.

## **4. RECURRING REPORTS**

### **A. MONTHLY FINANCIAL REPORT**

The Accounting Manager will prepare a Monthly Income Statement and Balance Sheet for review by the Community Manager and Treasurer. The Monthly Report will also include a summary of all cash and investment accounts.

### **B. QUARTERLY FINANCIAL REPORT**

The Quarterly Financial Report will be prepared quarterly and include explanations of significant variances as reflected in the Operating Budget Summary of Revenues and Expenses. A summary of all cash and investment accounts and Reserve Fund/Capital projects will also be included. The Quarterly Financial Report will be reviewed by the Treasurer and Finance Committee and then submitted to the BCA Board by the Treasurer and Community Manager. The combination of the Quarterly Financial Report and the Treasurer's review of the Monthly Financial Report provide appropriate assurance that the operating and capital budgets are being properly managed and implemented and where additional action or resources are required, appropriate steps can be taken by the Board.

## **5. BCA FINANCIAL PLANNING MODEL**

The BCA utilizes the BCA Financial Planning Model as a planning and strategic tool. The BCA will use this model as part of its annual budgeting process as well as to assist in forecasting the financial needs of the community. The Finance Committee will use the Financial Model as one of the economic considerations in developing its recommendations regarding assessments. The primary purpose of the Financial Planning Model is to ensure that the Reserve Fund will be properly funded and that sufficient financial resources are on hand to meet unexpected requirements. The Financial Planning Model consists of two (2) primary Schedules.

#### **A. SCHEDULE 1**

*Schedule 1* is a Five Year Operating Budget model of revenues and expenses, trended for inflation.

#### **B. SCHEDULE 2**

*Schedule 2* is The Brandermill Replacement Reserve Study (See Sections 3B and 3C above.

**6. INVESTMENT POLICY** – The following Investment Policy was approved by Resolution of the Board on April 2, 2007.

Insofar as each member of the Board of Directors is a fiduciary of the Association and is therefore required to discharge the responsibilities of a Director with good faith judgment of the best interests of the Corporation, and

Insofar as each Director is legally required to be guided by the Prudent Investors Rule when making investment decisions, and

Insofar as the Code of Virginia allows for “Safe Harbor” Investments and Fiduciary Investments (Legal List) which encourages both preservation of principal and growth of capital, therefore:

It is resolved:

- A that the Association funds shall be invested in such amounts as shall be authorized by the Board of Directors, and
- B that authorized investments shall be those listed in the Virginia Code, Section 26-40.01, “Safe Harbor” Investments, and Section 26-40, Fiduciary Investments (the Legal List).
- C that upon recommendation from the Corporate Investment Committee, or by the Board of Directors should such a committee not exist, the Board of Directors shall authorize the hiring and replacing of an investment company, investment consultant, or investment manager, and
- D that all accounts, instruments, and other documentation of such investments shall be subject to the approval of, and may from time to time be amended by, the Board of Directors as appropriate, and they shall be reviewed at least annually.
- E that investments shall be guided by the following goals, listed in decreasing order of importance:
  - 1. Safety of Principal: the long-term goal is safety of the Replacement Reserves .

2. Liquidity and accessibility: funds should be readily available for projected or unexpected expenditures.
3. Minimal costs: investment costs (redemption fees, commissions and other transaction costs) should be minimized.
4. Professional Management: funds should be invested with professional managers who have good reputations and sound credentials.
5. Return: funds should be invested to seek the highest level of return that is consistent with preservation of the purchasing power of the principal and accumulated interest.

F that this Investment Policy of April 2, 2007 supercedes all previous Investment Policies adopted by the Board of Directors of the Brandermill Community Association.

## **7. CONTRACTS AND BIDS**

### **A. AUTHORIZATION**

The Community Manager is authorized to solicit, accept, contract and order services and goods for the purpose of accomplishing the goals of the Association, as established by the Board.

### **B. BID PROCESS**

- (1) Three (3) bids will be obtained for major projects or long term contracts, if possible. Expenditures for projects in excess of \$10,000 will be placed out for formal bid. Projects costing less than \$10,000 but more than \$1,000 will also require three proposals, if available. A record of all bids will be retained on file for one (1) year.
- (2) Generally the lowest bid will be accepted providing the required standards and quality of work are assured. The Community Manager is authorized to make decisions on all project bids less than \$10,000. Projects costing \$10,000 or more will be approved by the BCA Board of Directors in coordination with the Community Manager.
- (3) All outside contractors are required to provide a current Certificate of Insurance.

### **C. REQUESTS FOR PROPOSALS**

Requests for Proposals (RFP) will be prepared by the Community Manager, using outside expertise when necessary. RFPs will include a general description and scope of work to be performed, performance standards and specifications, contractor qualifications and references, contractor financial information and conflict of interests disclosure (if applicable), insurance requirements, specific restrictions and limitations imposed as part of the work and contract, conditions of BCA acceptance of the bid, termination clause and dispute resolution procedures (if applicable).

### **D. LOCAL VENDOR PREFERENCE POLICY**

- (1) **Goal of Local Vendor Preference Policy.** It is the goal of the Association to recognize and retain the

services of Brandermill residents and businesses whenever the opportunity and bid price is consistent with the goals of the Association.

(2) **Qualification.** To qualify for a local vendor preference the vendor: (1) The vendor must maintain an office within the legally defined boundaries of the Brandermill Community Association; or (2) the vendor must have at least one member of its control group own or lease property within the legally defined boundaries of the Brandermill Community Association.

(3) **Local Vendor Preference Policy.** The person or business submitting the lowest bid shall be deemed the lowest bidder. If, however, the lowest bidder is not a local vendor, any local vendor with a bid within a *specified percentage* of the lowest bid that has been deemed responsive and responsible under the RFP shall be deemed the lowest bidder if it agrees to reduce its bid to match the bid of the lowest bidder.

a. *Specified Percentage.* The percentage difference shall be Twenty Percent (20%) and may be revised from time to time as the Board of Directors deems appropriate.

b. If the local vendor, who submitted the lowest bid from among all of the local vendors, refuses to reduce its bid to match the lowest bid, then the next lowest responsible local vendor with a bid within the established percentage of the lowest bid shall be given the opportunity to reduce its bid to match the bid of the lowest bidder.

c. If the local vendor agrees to reduce its bid to match the bid of the lowest non-local bidder, it will be deemed the lowest bidder and awarded the contract. If no responsive and responsible local vendor within the specified percentage of the lowest bid agrees to reduce its bid to that of the lowest bidder, then the contract shall be awarded to the person or business with the lowest, most responsive and responsible bid.

(4) **Tiebreaking.** Whenever a responsible local vendor and a responsible non-local vendor are found to have both submitted the lowest responsive bid, the bid of the local vendor shall be awarded the contract. Should more than one responsible local vendor match the responsible non-local vendor's lowest responsive bid, or should no responsible local vendor match the lowest responsive bid but two or more responsible non-local vendors submit lowest responsive bids for equal amounts, then the award of the contract shall be determined by a chance drawing, coin toss, or similar tie-breaking method conducted by the Board of Directors.

## **8. RISK MANAGEMENT**

(1) The Association will be insured against possible theft, fraud, forgery, liability claims, property loss or damage. BCA insurance coverage shall include: (A) Director and Officer's Liability, (B) General Liability and Umbrella coverage, (C) Property Loss for all locations, (D) Automobile, (E) Comprehensive Crime (dishonesty) and (F) Workman's Compensation.

(2) The Community Manager is responsible for the management of the Risk Management Program and will conduct periodic safety inspections of BCA facilities and training of all BCA personnel.

**NOTE:** All insurance policies have deductibles (except Workman's Compensation). Policies are maintained in the BCA Office and are subject to periodic review and change.

## **9. PROTECTION AND CONTROLS**

## A. AUDITS

The BCA Board shall require annual and special audits, as required. Special reviews or reconciliations may also be done, if needed. The results of all audits, reviews and reconciliations shall be published and made available to the Members upon request. A report on the Annual Audit, or any other audit, will be presented by the independent auditing firm to the Board.

## B. CHECK SIGNING AUTHORITY

The Community Manager has check signing authority for all expenditures not to exceed \$10,000. Two (2) signatures including any combination of the Community Manager or two (2) duly appointed officers of the Corporation are required for expenditures in excess of \$10,000.

## C. ACTING COMMUNITY MANAGER

Should the Community Manager become unavailable due to an extended absence such as disability, illness, resignation, etc., the following actions shall be taken:

- (1) The President and Treasurer shall be notified of any absence of the Community Manager. If there is an expected or unexpected prolonged absence, the President shall be authorized to appoint an Acting Community Manager until such time as the Board can convene to confirm or appoint an Acting Community Manager and/or decide to employ another Community Manager.
- (2) The Acting Community Manager will be authorized to act on behalf of the Community Manager on routine daily matters. Unless otherwise specified, all decisions regarding check signing of any amount, investments, capital funds, major operating purchases, contracts, claims, risk management, budgetary matters, policy matters, employment, salaries, wages and benefits shall be made by the President in coordination with the Treasurer. If the President is not available, then the First Vice-President, then the Second Vice-President, in coordination with the Treasurer.
- (3) The President, then any officer of the Board, in coordination with the Treasurer, shall also be authorized to sign checks and/or approve budgeted and unbudgeted expenditures when justified, or for emergency needs that may occur.
- (4) Any purchase order (PO) request that exceeds the established departmental restrictions must be approved and signed by an officer of the Board prior to any purchase or commitment of funds.
- (5) At the discretion of the BCA Board, a special audit or review by the Corporation's independent auditor may be done upon the departure of the Community Manager or Accounting Manager.

## D. CASH DEPOSITS

Cash deposits will be made on a timely basis.

## E. PETTY CASH

The amount of petty cash in the office will not exceed \$300. Petty cash payments must be approved by the Community Manager or in his or her absence, the Accounting Manager. The cash box shall always

equal \$300 in the form of cash and receipts.

## **F. PURCHASE ORDERS**

- (1) Purchase Orders (PO) will be used to control the expenditure of funds for items other than routine expenses (electricity, payroll, telephone, etc.) Departmental restrictions and spending limits will be established and controlled by the Community Manager.
- (2) The following internal departmental Purchase Order and spending authority is established for Department Heads. All expenditures must be within their annual departmental budgets: PO's that exceed these amounts must be approved by the Community Manager. The amounts listed below are subject to change at the discretion of the Community Manager.

### **Department Head:**

Accounting Manager - \$1,000

Administrative Assistant - \$250

Editor, Village Mill - \$250

Community Standards - \$250

Community Services - \$250

Director of Maintenance - \$1,000

- (3) PO's will be completed by the Department Head. PO's will indicate the department, vendor, date, services or goods ordered, amount and account classification. PO's for Reserve Fund expenditures will be reflected accordingly and require the approval of the Community Manager, regardless of the amount. PO's will be submitted to the Accounting Manager within two (2) business days.

## **G. ACCOUNTS PAYABLE INVOICES AND RECEIPTS**

- (1) All invoices and receipts will be submitted to the Accounting Manager within two (2) business days upon receipt. The invoice and receipt will reference the correct PO, if applicable. The Accounting Manager or Accounting Assistant will ensure that the proper account classification is coded on the invoice.
- (2) Computerized check runs will be done as required. Other checks, including manual checks may be used to pay invoices "off cycle", if necessary. Payments of all bills will be compared with the invoice, taking advantage of any discounts, and forwarded to the Community Manager. Checks will have the completed PO and invoice attached and meet the vendor's "net" requirements for payment.

## **H. BCA CREDIT CARDS**

BCA Credit cards may be assigned to the Community Manager, Accounting Manager and the Maintenance Manager. All other credit cards will be controlled by the Accounting Manager.

## I. TRAVEL AND EXPENSE REIMBURSEMENT

All travel, meetings and mileage reimbursements, and miscellaneous expense reimbursements must be reported on the BCA Expense Report Form and turned into the accounting department monthly. All overnight travel and expense reports and mileage claims for reimbursement must be approved by the Community Manager.

### 10. ACCOUNTS RECEIVABLE

#### A. BILLING

##### (1) Assessments

Assessments may be paid by credit card, check or money order. Cash may be accepted but is discouraged. Cash payments should be handled by the Accounting Manager or Accounting Assistant and a complete record made of the payment including a receipt given to the person making payment. Third party checks will not be accepted.

Assessments are billed on the 1st day of the first month of each quarter (January, April, July, October) and are due in full by the 25th day of the billing month. The Board of Directors has the right to determine the billing schedule or utilize a billing agent as set forth in Article V, Section 3(b), of the Brandermill Declaration. Assessments are due in full by the 25th day of the billing month.

##### (a) **Finance Charges**

If the assessment is not paid as of the 25th day of the billing month, the assessment shall become delinquent and a finance charge will be assessed at the rate determined by the Board of Directors, not to exceed the maximum allowable by law and in accordance with Article V, Section 8, of the Brandermill Declaration. The current finance charge is .66% per month or 8% annually of the delinquent assessment amount, however, these rates are subject to change by the BCA Board.

##### (b) **Late Payment Penalty**

If the assessment is not paid by the 25th day of the billing month, the assessment shall become delinquent and a late payment penalty will be assessed. This penalty shall not exceed the maximum allowable by law and must be in accordance with Article V, Section 8, of the Brandermill Declaration. The current late payment penalty amount is 10% of the total delinquent assessment amount and can only be charged on each quarterly amount due.

##### (2) Violation Charges

Violation charges are billed monthly and are treated as assessments for the purpose of collection, in accordance with Chapter 26, Section 55-513, paragraph B of the Code of Virginia. Violation charges will become delinquent the last day of the billing month and are subject to finance and late charges as outlined above for assessments.

##### (3) Village Mill and Directory

Advertisers for the Village Mill are billed the 25th day of each month for advertising in that issue. Payment in full is due by the 25 day of the following month (Net 30). Advertisers in the

Telephone Directory will pay in full when the contract is submitted, unless billing arrangements have been made. If billing arrangements have been made, the advertiser will be billed and payment is due in 30 days.

Accounts that are over 30 days past due will be assessed a finance charge each month and will become delinquent and are subject to collection proceedings, as outlined in the advertising contract.

**(4) Miscellaneous**

All miscellaneous charges, such as Sunday Park Loop Road Maintenance, Mailboxes, Storage, Boat Registration, marina rentals, etc., are due 30 days from billing date. All accounts that are over 30 days past due are subject to finance charges and late payment penalty fees as stated above for assessments.

**B. MONTHLY STATEMENTS**

Monthly statements will be sent to all delinquent accounts reflecting the amount owed, including any finance charges, late payment penalties, violation charges and miscellaneous charges.

**C. COLLECTION OF DELINQUENT ACCOUNTS, NOTICES & LIENS**

**(1) Assessments, Violation and Miscellaneous Charges**

Assessments are billed on the first day of each quarter (January, April July and October). Assessments are due in full by the 25th day of the billed quarter. Assessment accounts not paid in full by the 25th day of the billed quarter are considered as delinquent accounts. Late charges and interest will be included as part of the total delinquent assessment amount. Statements are sent monthly to all past due accounts.

**(2) Delinquent Assessment Notices and Liens:**

First Notice - 30 Days – 2<sup>nd</sup> month

A past due statement (first notice) for all delinquent assessment accounts (annual and special assessments) will be billed on the first day of the month immediately following the account becoming delinquent. Both a late fee and finance charge are applied.

Second Notice - 60 days – 3<sup>rd</sup> month

Assessment accounts that remain delinquent more than 60 days past will receive a second notice of delinquency (past due statement )and another finance charge is applied. .

90 days – New assessment -4<sup>th</sup> month

Assessments for the 2<sup>nd</sup> quarter are billed in addition to finance charges on the delinquent accounts.

120 days – 5<sup>th</sup> month

A past due statement for all delinquent assessment accounts is sent along with a late fee and additional

finance charges.

150 days – 6<sup>th</sup> month

Statements are mailed to the delinquent accounts including additional finance charges. In the middle of the 6<sup>th</sup> month that an account is past due (2 quarters past due) a collection letter is sent stating that the account is going to be sent to the collection attorney.

A week after the collection letter is sent, the resident will receive a phone call from the BCA stating the account will be sent to the collection attorney.

Part of the attorney's collection process will include placement of a judgment/lien against the delinquent property.

(3) **Acceleration of obligation to pay assessments:**

Upon the filing of a lien for a delinquent assessment account as defined herein, the BCA shall be entitled to demand and accelerate full payment of the remaining annual assessments (including any special assessment approved after January 2000) owed for the current fiscal year and to include that amount in addition to the delinquent amount owed as part of any lien filed.

Acceleration of the annual assessment (including special assessments) payment will be taken if the assessment account has remained delinquent for two consecutive quarters or if the account has shown a consistent delinquent history and remains delinquent as described above.

The BCA Board of Directors will approve the acceleration of the annual assessment or special assessment for a property owner prior to such action being taken.

No action taken described in this policy or implied, shall limit or restrict the BCA's authority to take other legal remedies at its disposal to satisfy any delinquent account, including collection and judgment actions as permitted by law. Any legal fees, including court costs and other fees and charges incurred by the BCA as a result of a delinquency, shall be the sole and full responsibility of the property owner (s).

(4) **Village Mill, Directory, Miscellaneous Receivables**

All accounts that are delinquent for 60 days may be forwarded to the BCA attorney for collection. The lien filing fee shall also be added to the total lien amount: Any legal fees including court costs and other fees and charges incurred by the BCA shall be the full and sole responsibility of the delinquent person, advertiser or business, or firm.

## **11. DISCLOSURE INFORMATION PACKETS**

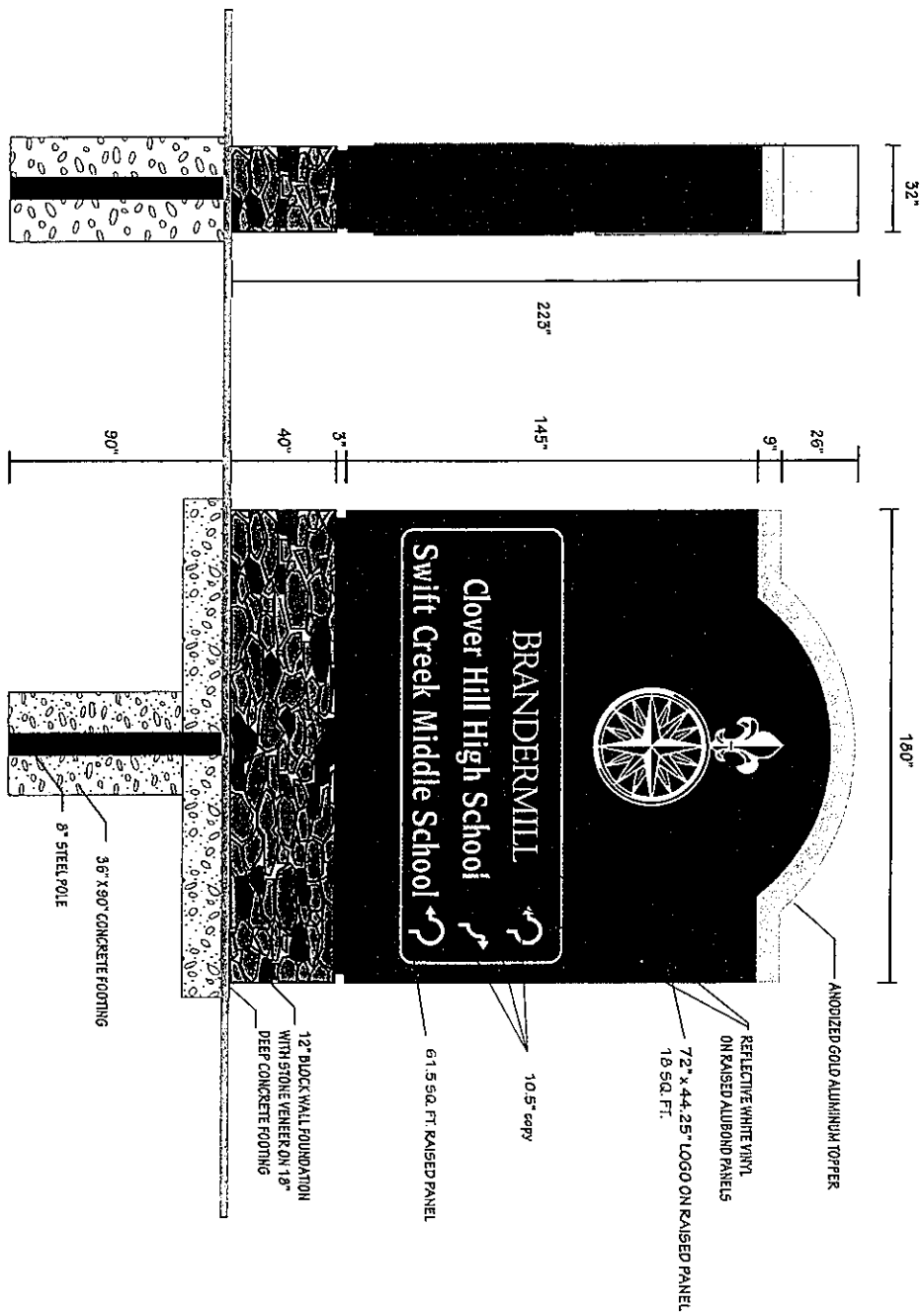
Pursuant to Chapter 26, Section 55-512 of the Virginia Property Owners Association Act, a Disclosure Packet will be made available by the Brandermill Community Association upon receipt of the Request For Disclosure Packet & Common Charge Statement Form with Section A completed in full by the seller or his/her agent or attorney and payment of the administrative disclosure processing fee. The administrative disclosure processing fee amount is set by the BCA in accordance with the provisions of the Virginia Property Owners Act. Disclosure Packets will not be processed unless the request form and payment in full are

received.

Upon receipt of the request form and payment of the administrative disclosure fee, Disclosure Packets will be prepared and coordinated for completion by the Administrative Assistant, or his/her designee. The Community Standards Department will conduct an on-site inspection of the property and a report of any violation of the restrictive covenants will be recorded as part of the Disclosure Packet. The Accounting Department and the Director of Community Services are also required to complete their portion of the Disclosure Form. Any funds due the BCA will be recorded and arrangements made for their payment by the Accounting Department. The Community Manager will review and sign all Disclosure Packets prior to their release.

Note: This policy may be amended or modified at the discretion of the BCA Board of Directors and will be reviewed annually by the Community Manager, Accounting Manager, Finance Committee and Treasurer and at least every three (3) years by the BCA Board of Directors.

Adopted: May 21, 2007



79.5 SQ. FT.

*Brooks Gray*  
SIGNS.COM

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

**DESIGN FOR APPROVAL**

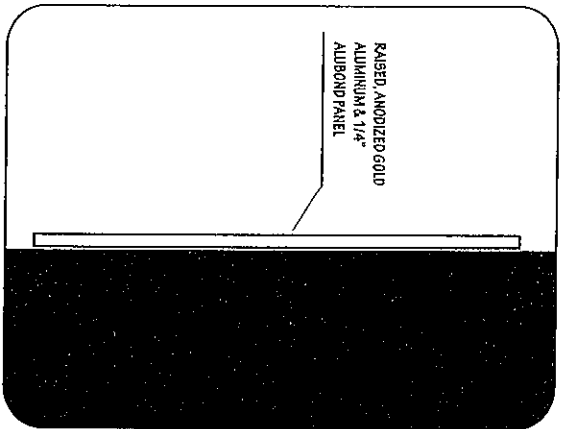
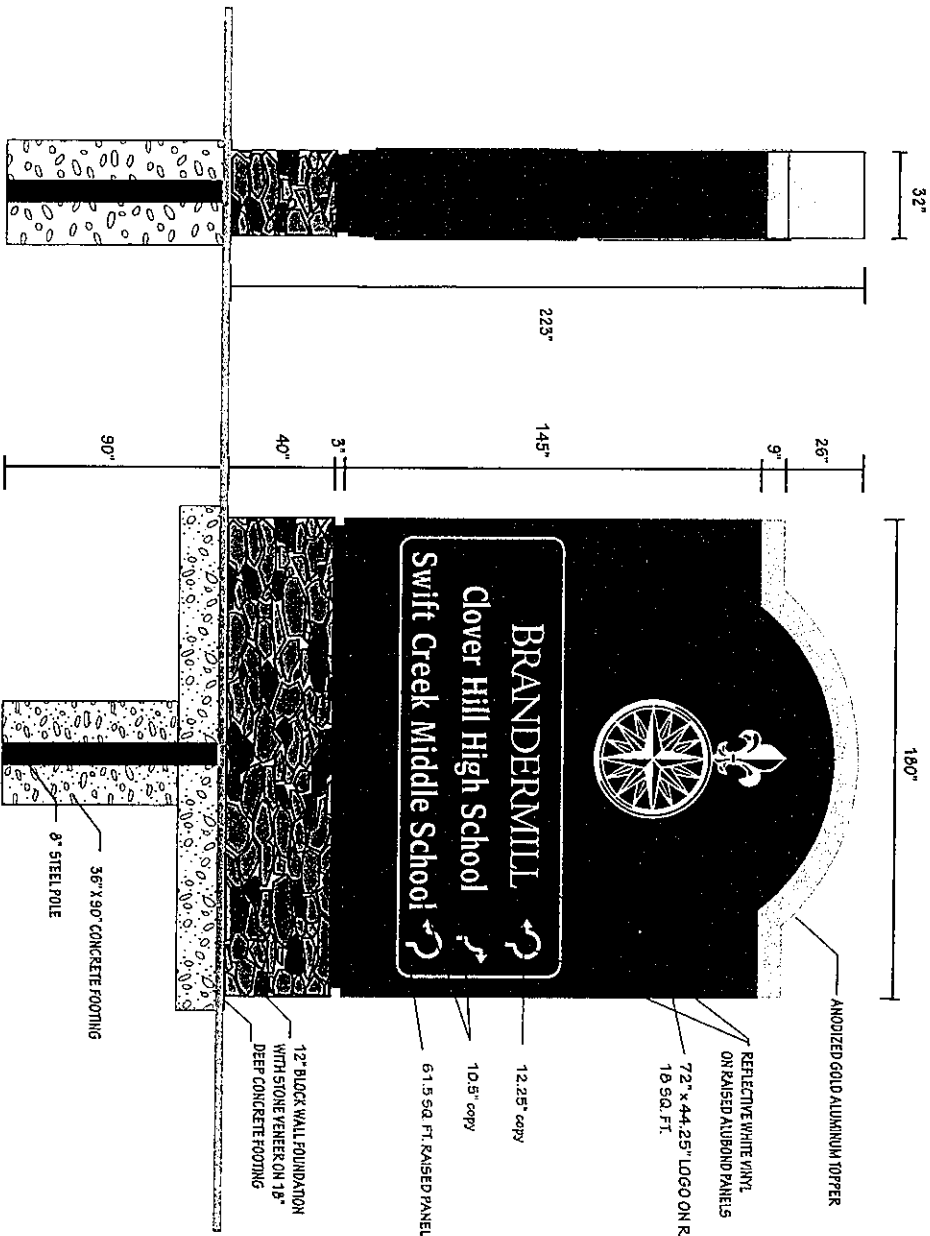
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It is the customer's responsibility as to the legal proprietorship of all artwork, logos and/or representations submitted to this organization for the purpose of signage. Brooks Gray Signs does not condone or allow fraudulent or misleading advertising. Once I have signed off on my campaign order, I do not hold Brooks Gray Signs responsible for any errors or discrepancies which may be due to my oversight in the final proofing process.

**PRODUCTION INFO AND ARTWORK SIGN OFF:**  
The information on this form is complete and correct. I have carefully reviewed and approve all artwork/design/verbage of my campaign. By signing below I am authorizing Brooks Gray Signs to begin production of my order.

CUSTOMER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF APPROVAL \_\_\_\_\_



79.5 SQ. FT.

*Brooks Gray*  
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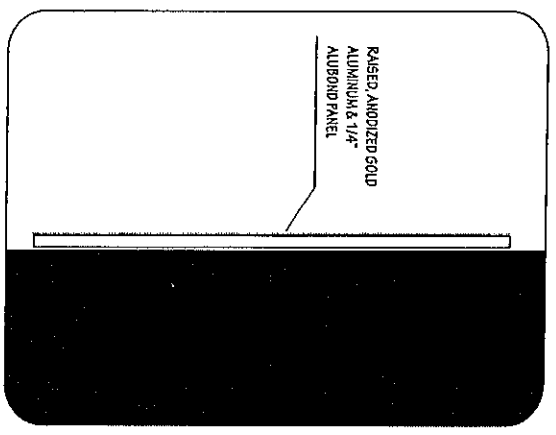
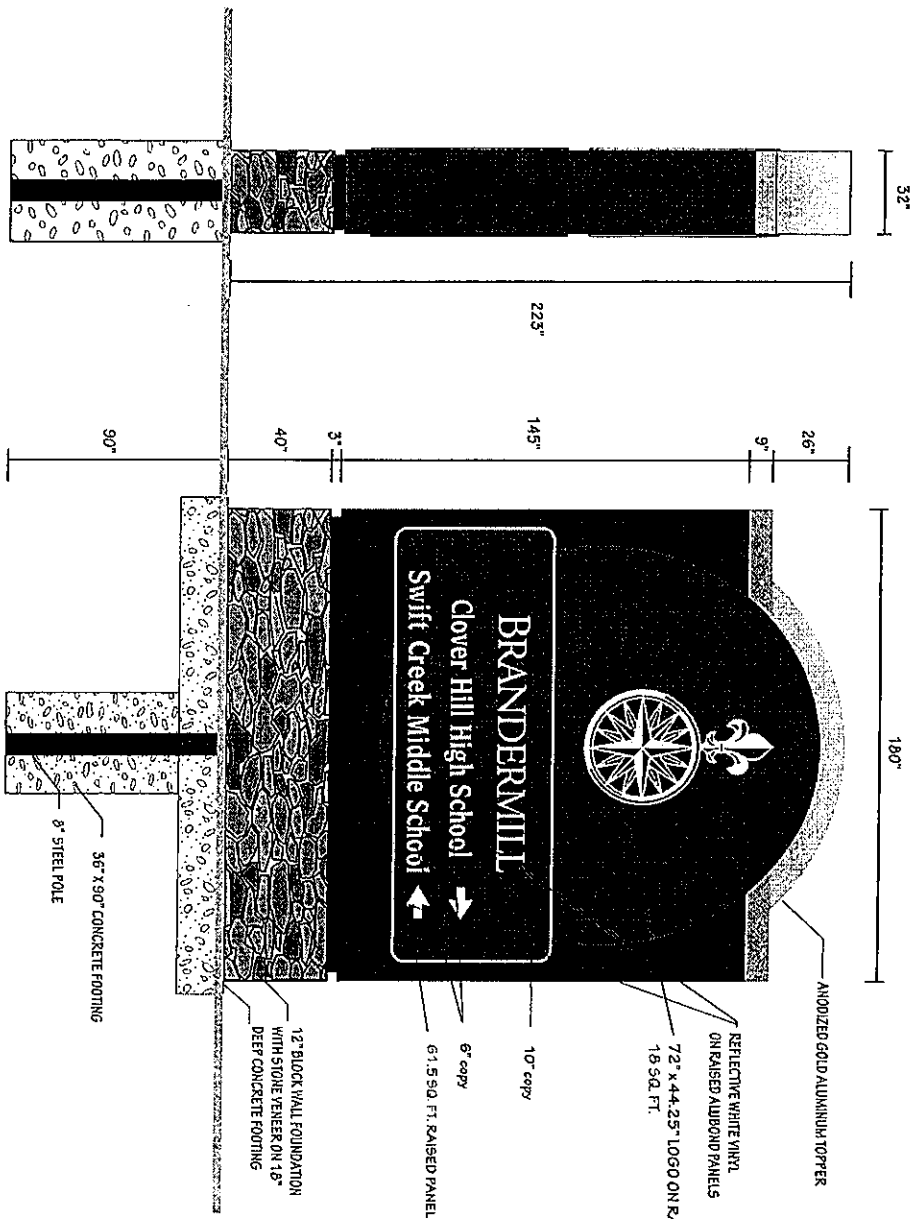
**PRODUCTION INFO AND ARTWORK SIGN OFF:**

The information on this form is complete and correct. I have carefully reviewed and approve all artwork/design/verbage of my campaign. By signing below I am authorizing Brooks Gray Signs to begin production of my order.

CUSTOMER \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF APPROVAL \_\_\_\_\_



79.5 SQ. FT.

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CUSTOMER \_\_\_\_\_ DATE \_\_\_\_\_  
 SIGNATURE OF APPROVAL \_\_\_\_\_



**Customer Quote**

Brian A. Kelmar  
President / CEO  
bkelmar@brooksgraysigns.com

*Quote good for All 3 Renderings*

2661 Hull Street • Richmond, VA 23224  
804-233-4343 • Fax 804-233-4384

<b>Job Location</b>		<b>Date:</b>	July 5, 2012
<b>Name</b>	Brandermill roundabout	<b>Bill to (Company):</b>	Brandermill Association attn: Jane Pritz
<b>Address</b>		<b>Attn</b>	
<b>City/State/zip</b>	Midlothian VA 23112	<b>Address</b>	3001 East Boundary Terrace
<b>Tel</b>	804-744-1035	<b>City/State/zip</b>	Midlothian VA 23112
<b>Fax</b>	744-2839	<b>Tel</b>	804-744-1035
<b>County</b>	Chesterfield	<b>Fax</b>	744-2839
<b>Contact person</b>		<b>Email</b>	

OPTION	QTY	DESCRIPTION	COST/SIGN	TOTAL PRICE
	1	Material for redoing sign, both sides for new name panels: Raised panel to go over existing sign with gold background Brandermill with new white reflective vinyl, and material to add Directional signs for the middle school and high school with polished gold aluminum background, white green vinyl and reflective white vinyl	\$ 4,977.00	\$4,977.00
	1	Labor to install new signage, remove water front and install so it is just under the new Brandermill sign.	\$ 1,142.00	\$1,142.00
	1	Tax	\$ 248.85	\$248.85
	1	Material for redoing sign, both sides Compass: Raised shaped panel to go over existing sign compass. Panel will 1" raised with square tubing and .090 aluminum painted green with reflective white vinyl for compass	\$ 2,227.00	\$2,227.00
	1	Labor to install new signage,	\$ 720.00	\$720.00
	1	Tax	\$ 111.35	\$111.35
		<i>Total</i>		\$8,594.85
		<b>LESS 50% DISCOUNT</b>		<b>-\$4,297.43</b>
		<b>New total</b>		<b>\$4,297.43</b>

**COMMENTS**

1	<i>Permitting will be at permit cost and not included in price.</i>
2	50% deposit, balance due upon completion and upon receipt of invoice. A 2% service charge will be added to any amount not paid within 15 days of invoice.
3	

It is agreed upon the ownership and title of said property shall remain the Contractors' ( Brooks Gray Signs) until full payment is made. In case of default in the payment of any one or more installments, the purchase price becomes immediately due and payable without further notice to the purchaser and any payments made shall be applied to any interest due first and the balance applied to the principal. If payment terms not met, all warranties are voided.

*Customer signature X*

Customer Print name and title

# COMMUNICATION TASK FORCE RECOMMENDATIONS

June 7, 2012

## Communication Survey Results

Based on the results of 881 communication surveys, the top five preferred methods of association members receiving communications from the BCA are:

1. The Village Mill delivered
2. Email
3. Flyers delivered
4. BCA website
5. The Village Mill online

## Publications Revenue

Based on information presented to the task force by a professional media consultant, income from ads sales for The Village Mill will decrease substantially from 85 to 95% once the BCA fully makes the transition to electronic media. Ad sales revenue from The Village Mill in 2011 was \$109,327, the highest it has been in the past six years. Revenue from the telephone directory in 2011 was \$48,000.

## Other associations use the following methods of communication

Paper newsletter  
Email alerts  
Online newsletter  
Community website  
Quarterly publication

## Communication Task Force Goal

Determine how the BCA will best communicate with association members over the next five years. Task force recommendations would occur over the next four to five years.

## Within the First Year

- Update the website weekly to include current information, more photos of the trails, golf course, tennis facility, reservoir, etc., and begin to market Brandermill by prominently advertising events on the website homepage.
- Upgrade the website to allow for professional videos with audio, resident surveys, and online bill payment. Post a link for yearly assessment information, methods of payment and due dates on the home page – all password protected.
- Remove most BCA news stories from the home page and create a “news” page. Post teasers for most important news.
- Create and maintain a Facebook page and continue presence on Twitter.
- Access to the NRC and Crime Prevention Committee websites will be available only through the BCA website, driving more traffic to the homepage, which will help future online ad sales.

- To increase awareness of the BCA website, put announcements in the regular assessment billing or a special mailing. Provide incentives to entice residents to sign up for blast email, such as drawings for gift cards as was done to encourage returning the communications survey, which was very successful.
- Improve the blast email format so that it is more professional looking – use a bolder font, color, letterhead, etc. Continue steady use of blast email system with announcements of local events, activities, meetings, etc. Continue to send alert messages as urgent issues arise.
- Advertise activities, meetings and special events on the website, and discontinue flyers delivered to the mailbox paper chutes.
- Begin selling ads for the BCA website. Continue to promote free online classified advertising for residents, which will drive more traffic to the website.
- During the transition period, bundle advertising in The Village Mill, the telephone directory and on the website to entice advertisers to buy multiple ads.
- Reduce The Village Mill staff by one position.

#### **Within the Second and Third Years**

*The Village Mill staff has already sold ads for The Village Mill and the telephone directory for the next 12 to 18 months. If our contractual obligations are not met, the BCA would have to refund a portion of the revenue, which would reduce our income.*

- Reduce the size of The Village Mill to a tabloid size newspaper or an 8.5 x 11 newsletter.
- Eliminate school news to free up space. All schools have their own methods of communicating their news and events.
- Develop portals for access to the website on mobile devices, smart phones, iPads, etc.
- The telephone directory will be available online under password-protected access. Upon request, the BCA will print paper copies.

#### **Within the Fourth and Fifth Years**

- The Village Mill will be available online with limited numbers of hard copies.

#### **Methods to Control Costs/Revenue Enhancements**

- Eliminate all flyers.
- Reduce The Village Mill staff.
- Increase the percentage of advertising from 50% to 60-70% per page, which will limit the number of pages and decrease printing costs.
- During the transition phases from a broadsheet newspaper to tabloid size or newsletter, printing costs are expected to decrease.
- Printing and delivery will be eliminated when the BCA makes the transition to an e-newsletter.
- Sell Realtors ad space on the website to advertise Brandermill homes for sale.