

BRANDERMILL COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
BRANDERMILL WOODS
Monday, 7PM, March 16, 2009

AGENDA

1. **CALL REGULAR MONTHLY MEETING TO ORDER – 7:00 PM**
2. **MEMBER VOICE - 7:00 – 7:15 PM** **15 MINUTES**
3. **MOTION TO APPROVE MINUTES – February 2 & 16, 2009** **3 MINUTES**
4. **PRESIDENT’S REPORT** **10 MINUTES**
 - A. **Director Reports**
5. **MANAGER’S REPORT** **3 MINUTES**
6. **DESIGNFORUM PRESENTATION** **30 MINUTES**
7. **OLD HUNDRED ROAD STUDY** **15 MINUTES**
8. **ANNOUNCEMENTS** **1 MINUTE**
 - Family Life Series: Communication for Healthy Relationships, 6:30PM, Thursday, March 19, 2009, Harbour Pointe Clubhouse
 - Red Cross Babysitting, 9AM, Sunday, March 22, 2009, Harbour Pointe Clubhouse
 - Meet the Candidates Night, 7PM, Tuesday, March 24, 2009, Brandermill Woods
 - BCA Board Workshop, 7PM, Monday, March 30, 2009, Harbour Pointe Clubhouse
 - BCA Board Meeting, 7PM, Monday, April 6, 2009, Brandermill Woods
 - Annual Meeting & Election, Monday, April 20, 2009, Brandermill Woods
9. **ADJOURNMENT**

BRANDERMILL COMMUNITY ASSOCIATION

February 2, 2009

BOARD OF DIRECTORS MEETING MINUTES

1. **CALL REGULAR MONTHLY MEETING TO ORDER** – The February 2, 2009 BCA Board of Directors meeting was called to order by President Bradner at 6:30 PM in the meeting room of Brandermill Woods, 14311 Brandermill Woods Trail, Midlothian, VA 23112. Directors Epps, Friedel, Guthrie, Livingston, McLenagan and Rowe, Community Manager Pritz and Recorder Judy Agee were present.
2. **EXECUTIVE SESSION – To discuss a contract & legal matter** –
MOTION: Director Epps moved to enter into executive session to discuss a contract and legal matter.
MOTION SECONDED: President Bradner
MOTION CARRIED: Unanimously
3. **RETURN TO OPEN SESSION** –
MOTION: Director Rowe moved to return to open session.
MOTION SECONDED: Director Epps
MOTION CARRIED: Unanimously

MOTION: Director Rowe moved to direct counsel to respond to Mr. Noll's letter.

MOTION SECONDED: Director Epps

MOTION CARRIED: President Bradner, Directors Epps, Guthrie, McLenagan and Rowe approved. Director Friedel opposed. Director Livingston abstained.

President Bradner and the board agreed to move agenda item No. 10, BCA Revised Shoreline Buffer Policy Review after Member Voice, and to strike all other items on the agenda because of the late hour and follow up on any questions at the next board meeting.

4. **MEMBER VOICE** – President Bradner noted there were no members present to speak for member voice.

BCA REVISED SHORELINE BUFFER POLICY REVIEW – The following members spoke:

- Bob Brody of McTyre's Cove expressed his concerns that the shoreline buffer policy discourages maintenance of the buffer zone, which will eventually depress property values and reduce access to the lake. Mr. Brody asked the board to vote against the proposed revisions to the buffer policy.
- Jimmy Angel of Regatta Pointe thanked the board for their effort in reviewing the shoreline buffer policy. He said that Chesterfield County has approved the amendments to the buffer policy presented by the shoreline residents group, which will preserve property values. Mr. Angel requested the board vote against the proposed revisions to the policy as presented by the environmental committee.
- Buddy Whitfield of Regatta Pointe attended the meeting to state that he has brought his waterfront property into compliance with the shoreline buffer policy by restoring a filtered view and that his property value has increased. He noted that the shoreline buffer area of BCA waterfront properties is owned by the BCA and that this policy allows maintenance of these areas.

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- Chuck Rayfield of Shallowford Landing stated he agreed with Mr. Whitfield and added that the shoreline buffer policy has been in effect since 2001, with minor changes made over the years. He stated that currently a majority of waterfront residents are in compliance with the policy. He emphasized that the shoreline buffer area is BCA property and, as such, is owned by all Brandermill residents. Mr. Rayfield stated he is in favor of the proposed revisions to the policy.
- Betty Hunter Clapp of Shallowford Trace encouraged the board's support of the environmental committee's proposed revisions to the shoreline buffer policy which will protect the drinking water from the Swift Creek Reservoir. She was opposed to the alternate choice of scrapping the buffer policy and having the county enforce the waterfront issues, which would involve stricter enforcement than the BCA.
- Mark Smith of Cove Ridge stated he is a waterfront property owner and heard comments from several county residents at a recent Chesterfield County Board of Supervisors meeting who noted it appeared to them that Brandermill doesn't care about water quality because of debris, downed trees and manicured lawns along the shoreline. Mr. Smith stated that residents of Brandermill agree that water quality and property values are very important, and encouraged the board to consider the best interests of Brandermill regarding the revisions to the shoreline buffer policy.
- Norma Szakal of Nuttree Woods stated that the reservoir is very fragile at this point, is affected by surrounding land development, and is endangered by pollution of sediment, water runoff and excess fertilizer. Ms. Szakal stated that Brandermill has an ethical responsibility to preserve the lake for future generations for drinking water and as an aesthetic amenity, and urged the board to approve the revisions to the buffer policy as presented by the environmental committee.
- Ken Baker of Walker's Ferry stated that he has a vested interest in the longevity, value and success of the Brandermill community. He stated he is confused by reports from the BCA environmental committee that the lake is in danger and stated other experts have indicated this is an exaggerated position. He stated the proposed revisions would make the conditions of the reservoir worse and decrease property values, and that he believed the lake is in the same condition as it was 30 years ago with very good water quality. Mr. Baker noted that if the proposed revisions to the buffer policy are passed he and other waterfront property owners have no other option but to test it in a court of law. Mr. Baker requested that the board not approve the proposed buffer policy revisions.
- Bob Malek of Regatta Pointe read a statement from resident Gerry Seeley, who recently retired as a state environmental regulator, who noted that the main purpose of the buffer policy should be to control erosion and keep sediment from entering the water, that turf grass would be better at controlling erosion, and any restriction of shoreline maintenance may be counterproductive. Mr. Malek asked the board for their consideration of the revisions as presented by the residents group.
- Forrest Clapp of Shallowford Trace encouraged approval of the proposed revisions by the environmental committee and discouraged trying to find any loopholes to regulations that would hinder protection of the water quality of the reservoir.

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Bob Elkin of Shallowford Trace stated he would like to keep the buffer area maintained to allow a lake view and physical access to the water's edge and stated these restrictions were not necessary to maintain water quality.

Dr. Tom Pakurar of Bayport Landing and president of HAL stated that the reservoir was zoned by the county and enforces these zoning restrictions under county laws and with RPA enforcement. He suggested the board keep Brandermill in compliance with appropriate laws. Dr. Pakurar thought a majority of Brandermill residents support the environmental policy and it is a reasonable interpretation of the view and breeze provisions as recorded in the Brandermill general covenants.

Director Epps thanked all members and directors who have been involved with the revisions to the shoreline buffer policy for the past 17 months. Director Epps reported on the information received from Kirk Turner with the Chesterfield County Planning Department regarding the BCA Buffer Policy, and noted county and zoning conditions approved in 1974 are more restrictive than the current BCA policy. Director Epps stated that a zoning amendment would be required if Brandermill chose to change or ignore these zoning conditions.

Director Guthrie asked Director Epps for her recommendation of a step by step process on the proposed revisions to the buffer policy. Director Epps noted that the policy would be procedurally based to guide the resident making application and recommended the procedures be adapted to the revised policy.

Director McLenagan stated concern that the shoreline buffer policy should become a living document so changes could be made as needed. He stated the policy is too big to walk away from without approval at this time.

Director Guthrie stated he understood Director McLenagan's concerns and felt the concerns of the members favoring the environmental committee's draft may be impacted by whatever policy is approved. Director Guthrie was concerned that the board take action on a policy where all issues are considered.

Director Epps noted that Dr. Pakurar reported on county ordinances that deal with existing properties and conditions, which allow property owners to make application to the county for approval of the existing conditions of their property.

Theresa Biagioli, chair of the BCA Environmental Committee, noted that Ryland Reamy, BCA board president in 2007, started the process of revising the shoreline buffer policy since there were many interpretations of the policy at that time. Ms. Biagioli recommended using the county zoning conditions that have been reviewed by Director Epps as a guideline for the buffer policy.

Ms. Biagioli stated she met with the author of the "Riparian Buffers Modification and Mitigation Guidance Manual" published by the VA Department of Conservation and Recreation. She noted that this manual was rewritten by Scott Flanigan, Chesterfield County Water Quality Manager, to insure compliance with the BCA regulations, Chesterfield County zoning regulations, and the Chesapeake Bay Preservation Ordinance. Mr. Flanigan recommended the BCA shoreline buffer policy provide community education and management strategies to ensure the BCA continues to manage its property and provide assistance to its members as a whole rather than requiring individual members seek approval from the county. Any revisions of the shoreline buffer policy

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must be approved by the BCA and then the county. The county will continue its enforcement responsibility with respect to the Chesapeake Bay Preservation Act.

Ms. Biagioli noted she met with community members and special interest groups who provided their input and opinions regarding the policy especially with the restoration of the buffer area closest to the shoreline. She noted that there was an increase from 54 percent of properties in 2002 compared to 2008 with 85 percent of properties in compliance with the shoreline buffer policy.

Director Friedel asked what specific areas of the policy are of concern to the environmental committee, and Ms. Biagioli noted turf, lighting and property values.

Director Rowe stated she has documented information that property values have not been detrimentally affected by the old policy which is more strict than the new policy.

Director Guthrie asked what procedure would be in place for the restoration of shoreline properties and if they could ask the county to grant an exception based on the interpretation of those properties. Director Epps noted any exception would go before the BCA environmental committee and anything structural would go before the ARB. The county can be the only entity to exempt a property owner from state regulations.

Director Livingston noted that we have a buffer policy now with two competing revisions. He questioned whether we should go forward with the revisions to the buffer policy or have guidelines for application to the county, and whether the BCA buffer policy is in conflict with the county zoning restrictions.

Director Guthrie wanted to have a policy in place until action can be taken and to have confirmation from the county if any revisions meet with zoning review.

President Bradner stated he would like to know for sure that all areas are covered and that we know the full ramifications of what has been discovered recently regarding the county zoning requirements.

President Bradner suggested the environmental committee look at the policy first and then forward their recommendations to the board.

The board agreed to have Director Epps, Director Rowe, Theresa Biagioli with the BCA Environmental Committee, and Bob Malek with the shoreline residents group draft a procedure policy for the shoreline buffer.

The board agreed that the remainder of the agenda would be deferred.

5. **MOTION TO APPROVE MINUTES – January 15 and 21, 2009** - Deferred
6. **PRESIDENT’S REPORT** - Deferred
 - A. **Director Reports**
7. **MANAGER’S REPORT** - Deferred
 - Department Reports:
 - A. **Community Services**
 - B. **Village Mill**
 - C. **Community Standards**
8. **COMMITTEE REPORTS** - Deferred

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A. NRC

B. Crime Reduction Task Force

C. Pool Committee Minutes

9. **VDOT PARKWAY STUDY** - Deferred

10. **BCA REVISED SHORELINE BUFFER POLICY REVIEW** – See above

11. **ADJOURNMENT** –

MOTION: Director Epps moved to adjourn the February 2, 2009 Board of Directors meeting at 10 PM.

MOTION SECONDED: Director Rowe

MOTION CARRIED: Unanimously

Submitted by:

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

Joel Bradner, President
Board of Directors
Brandermill Community Assoc., Inc.

BRANDERMILL COMMUNITY ASSOCIATION

February 16, 2009

BOARD OF DIRECTORS MEETING MINUTES

1. **CALL REGULAR MONTHLY MEETING TO ORDER** – The February 16, 2009 BCA Board of Directors meeting was called to order by President Bradner at 7 PM in the meeting room of Brandermill Woods, 14311 Brandermill Woods Trail, Midlothian, VA 23112. Directors Epps, Friedel, Livingston, McLenagan and Rowe, Community Manager Pritz and Recorder Judy Agee were present. Director Guthrie was absent.
2. **MEMBER VOICE** – Frances Hillman of Huntgate Woods and chair of the NRC noted several revisions suggested by the NRC for the General Committee Policies document for consideration of board approval. Ms. Hillman reported the NRC will meet on March 24th for Meet the Candidates Night, and on April 21st to discuss the Old Hundred Road Study.
3. **MOTION TO APPROVE MINUTES – January 15 & January 21, 2009**
MOTION: Director Epps moved to approve the minutes of the January 15, 2009 meeting, as written.
MOTION SECONDED: President Bradner
MOTION CARRIED: Unanimously

MOTION: Director Friedel moved to approve the minutes of the January 21, 2009 meeting, as amended.
MOTION SECONDED: Director Epps
MOTION CARRIED: President Bradner, Directors Epps, Friedel, Livingston and McLenagan approved. Director Rowe abstained.
4. **PRESIDENT'S REPORT** – President Bradner noted that VDOT has an expected schedule of March/April to begin most of the recommendations made in their Traffic Control & Safety Assessment for Brandermill Parkway, Millridge Parkway and Sandyridge Parkway, and the guardrail replacement scheduled in August. President Bradner recommended sending a letter to Dale Totten, VDOT, and Art Warren, Chesterfield County Board of Supervisors, thanking them for their assistance.

A. Director Reports

- Director Epps reported she attended the Chesterfield County Board of Supervisors meeting on February 12th and spoke on behalf of the BCA board in favor of the county wide comprehensive plan, which was deferred for 60 days and will be addressed at the March meeting. Director Epps reported she met with Jane Peterson with Chesterfield County Planning Department and Attorney Jim Theobald on January 30th to review the issues that need to be addressed for the KPC Sunday Park zoning case. Director Epps said she and Director Rowe met on February 5th at the Harbour Pointe Clubhouse with Brandermill residents regarding this zoning case, and that Mr. Theobald will review the case to determine the best way to amend the application to address all issues. Director Epps noted that she and Director Rowe will meet February 18th at the BCA office with the group designated to address the issues regarding the revised shoreline buffer policy. This group consists of Director Epps, Director Rowe, Theresa Biagioli, Bob Malek and Betsy Bolling.
- Director McLenagan reported that the Crime Prevention Committee met on January 29th with Tim Lamb, Crime Prevention Officer with Chesterfield County Police, and

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reviewed the committee's activities regarding the neighborhood watch programs. Director McLenagan noted the committee looks forward to strengthening their relationship with Officer Lamb's department. He noted the Crime Prevention Committee will start their annual work plan at the February 18th meeting.

- Director Rowe met with Jennifer Strader, BCA Community Services, and John Barnard, BCA Director of Maintenance, at the BCA Marina to assess the needed repairs that can be done either by the maintenance staff or marina renters.

5. **TREASURER'S REPORT – Joyce Rowe** – Director Rowe reviewed the Treasurer's Year End Report for 2008, and the 2008 Financial Statements for 4th Quarter 2008 and 12 Months Ended 2008.

6. **MANAGER'S REPORT** – Community Manager Pritz reviewed her written report. She noted that designforum will present their final draft of the BCA Master Plan at a community meeting on March 5th. Contributions for the Adopt-a-Family program are being received at the BCA office for the Meijer family who had a fire recently in their rental home on Old Fox Court. Director Friedel asked how priority is given for damaged trees in the BCA open space, and Community Manager Pritz noted that Maintenance Director John Barnard will check to see if the tree poses a threat and will have it removed. If not, John will add the tree's location to his list for removal either by maintenance staff or, depending on the size and location of the tree, will contract with a tree service company. Director Friedel suggested an article be included in The Village Mill regarding this procedure.

7. **MOTION TO APPROVE ANNUAL MEETING PROXY/BALLOT –**

MOTION: Director Epps moved to approve the Proxy/Ballot for the 2009 Annual Meeting, as written.

MOTION SECONDED: Director Friedel

Director Livingston inquired about the need for Referendum 1 - "To approve the deferral of any excess revenue to be applied against the subsequent tax year member assessment as provided by IRS Ruling 70-604." Director Rowe responded that this resolution is necessary to handle any carry forward gains for the current year and is recommended to be included on the proxy/ballot each year. Community Manager Pritz will check with the auditor if the year needs to be added to the wording for this resolution. The annual meeting proxy/ballot will be mailed to members the week of March 16th.

MOTION CARRIED: President Bradner, Directors Epps, Friedel, McLenagan and Rowe approved. Director Livingston opposed.

President Bradner left the meeting.

Director Epps led the meeting.

8. **VDOT PARKWAY STUDY** – Director McLenagan reviewed the Traffic Control & Safety Assessment of Brandermill Parkway, Millridge Parkway & Sandyridge Parkway completed by Dale Totten, VDOT, which provides recommendations of improvements to signage and guardrails on these parkways, an estimate of probable cost, and their

BOARD OF DIRECTORS MEETING MINUTES

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implementation schedule. The board agreed that Director McLenagan and Director Epps be in contact with Dale Totten to make sure VDOT stays on schedule with these projects.

9. **MOTION TO APPROVE CRIME PREVENTION CHARTER** –

MOTION: Director Friedel moved to approve the Crime Prevention Committee Charter.

MOTION SECONDED: Director McLenagan

Director McLenagan reported that this new committee is in favor of the charter as written and noted they need to have the charter in place to proceed with their activities.

MOTION CARRIED: Unanimously

10. **DISCUSSION OF THE GENERAL COMMITTEE POLICIES** –

Director Friedel reported on the changes made to the General Committee Policies document, which addresses general committee issues not covered in the committee charters. Director Friedel also noted there are special and unusual issues specific to the NRC charter. The board discussed the revisions and agreed that the General Committee Policies and the individual committee charters be presented as a draft for consideration by the board at the next meeting.

EXECUTIVE SESSION – Discuss a personnel matter

MOTION: Director Livingston moved to enter into executive session to discuss a personnel matter.

MOTION SECONDED: Director Friedel

MOTION CARRIED: Unanimously

RETURN TO OPEN SESSION

MOTION: Director Friedel moved to return to open session

MOTION SECONDED: Director Epps

MOTION CARRIED: Unanimously

11. **ADJOURNMENT** –

MOTION: Director Rowe moved to adjourn the February 16, 2009 meeting at 8:45 PM.

MOTION SECONDED: Director McLenagan

MOTION CARRIED: Unanimously

Submitted by:

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

Joel Bradner, President
Board of Directors
Brandermill Community Assoc., Inc.



Date: February 25, 2009
To: BCA Board of Directors
From: Jennifer Strader
Subject: Community Services

The Activities Committee met on Monday, February 9, 2009 .

On February 13th we sponsored Introduction to Elderhostel, a program given by Jane Stephan, Director of Elderhostel for VCU. It was a huge success and we had 55 residents attend. Coffee and pastries were served during the event.

On February 23rd Bill Clotworthy gave a talk about George Washington in the West. 15 residents attended this event. We had a birthday cake to celebrate George's 277th birthday. Lots of candles!

The Pavilion was not rented in January.

The Harbour Pointe Clubhouse was rented 1 time for a private party.

AARP is using the Clubhouse to provide free tax preparation until April 14th.

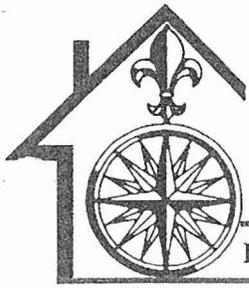
Upcoming Events for February:

March 9th – Activities Committee Meeting

March 19th – Family Life Series #1: Taking the Edge Off: Communication for Healthy Relationships” by Dr. Katherine Bettin

March 22nd – Red Cross Babysitting Class

There were 6 new residents in Brandermill during the month of February.



The Village Mill

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

FEBRUARY 2009 UPDATE

To: Jane
From: Wendy
Re: The Village Mill

The Village Mill

Published February issue of The Village Mill

Meetings & Events Attended

February 2 - BCA Board Meeting - Wendy
February 3 - Master Plan Meeting - Wendy
February 5 - Boathouse Zoning Meeting - Lynda
February 13 - Elder Hostel Meeting - Lynda
February 16 - BCA Board Meeting - Wendy

Web

Web Update - Lynda, Jerrell, Wendy
Blast Email - Jerrell & Wendy

Special Projects

March Activities Flyer - Summer
BCA Election Materials - Jane & Wendy
Annual Meeting Notice - Wendy
BCA Candidate Profiles - Bobbi & Wendy
BCA Candidate Flyers - Wendy



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January 19, 2009

Mr. John McCracken
Chesterfield County Transportation
P. O. Box 40
Chesterfield, VA 23832

Subject: **Old Hundred Road Corridor Study**
Old Hundred Road at Brandermill Parkway – Roundabout Option

Dear Mr. McCracken:

In response to the Brandermill Community Association's question and concern that resulted from their review of our Old Hundred Road Corridor Study, we offer the following expanded explanation in regards to the roundabout that was recommended and pointed out as the preferred option for improvements to the intersection at Old Hundred Road and Brandermill Parkway.

A roundabout was selected for this intersection due to the general characteristics of the location, which did include consideration for the fact that high school students would be a high percentage of the motorists using the intersection. Furthermore, from an overall traffic operations standpoint, a roundabout at this location will provide the following advantages:

- Better Traffic Operations - A roundabout at this location is anticipated to operate at a level of service "A" whereas a traffic signal is anticipated to operate at a level of Service "C" in the design year 2030;
- Reduces Speed – All traffic entering and exiting a roundabout needs to slow to approximately 20 mph. Younger drivers do tend to exceed the speed limit. The roundabout would force them to slow down. In addition, the roundabout would eliminate the tendency to speed up or "gun it" in an attempt to make the yellow light in a traffic signal scenario. This would be a particular concern on the approach along Old Hundred Road in front of the Swift Creek Middle School.
- Reduces Potential for *Serious* Collisions- While collisions will occur at a roundabout, they would be at a lower speed meaning less serious injuries. At signalized or unsignalized intersections, there is the increased potential for running red lights or making a left turn into the path of an on-coming vehicle or running, either of which will cause more serious collisions. Roundabouts have been shown to reduce serious collisions by 75%. In addition, the Federal Highway Administration has defined roundabouts as one of the top nine lifesaving strategies that road agencies should consider implementing.
- Management of Left Turns- Left turns in a roundabout are made by turning right then going around $\frac{3}{4}$ of the circle. Therefore the movement is made without having to make a turn in front of another vehicle. The projected number of left turns at this intersection in an average day is

anticipated to be 3,500 in the design year. This means those 3,500 motorists will not have to make a turn in front of another vehicle and furthermore, the motorists waiting behind those left turning vehicles will only be delayed the amount of time it takes them to access the roundabout. In other words, queing at the intersection will be reduced.

- A Gateway to Brandermill - The center island of the roundabout could be landscaped in a manner identifying an entrance way into the Brandermill Community. This could be with decorative flowers and/or particular signing. Roundabouts offer more opportunity for creating pleasing aesthetics than the traditional traffic signal arrangement.
- Power Outages – In the event of a power outage, a traffic signal will not operate. New drivers may not realize what to do in such a situation. A roundabout is always functioning.

The introduction of a roundabout at this location will indeed take time for both the young and even the more experienced drivers to get accustomed. In the long term, the benefits far outweigh the disadvantages.

Please feel free to contact me should you have any additional questions.

Sincerely,

Johnson, Mirmiran & Thompson

A handwritten signature in black ink, appearing to read "Matthew J. Wolniak". The signature is fluid and cursive, with a large initial "M" and "W".

Matthew J. Wolniak, P.E., PTOE
Sr. Traffic Engineer

cc: Ginny England, P.E.