



NRC Meeting Agenda

Tuesday, January 25, 2011

7:00 p.m.

Brandermill Woods

1. Call Regular Meeting to Order
2. Member Voice 10 minutes
3. Motion to Approve November 9, 2010 NRC Minutes 2 minutes
4. Chair's Report – Mamie McNeal 10 minutes
5. Treasurer's Report – Karen Gammons 3 minutes
6. Committee Reports
 - A. Membership Committee – Bev Bell 2 minutes
 - B. Communications Committee – Chris Glaze 2 minutes
7. NRC Year-End Report – Mamie McNeal 5 minutes
8. Election of 2011 NRC Officers 15 minutes
9. Work Session for 2011 NRC Board of Officers 15 minutes
10. Adjournment

Announcements

- Chesterfield County will host an informal meeting on February 7, 2011 at Swift Creek Middle School from 5:00-7:00 p.m. for participants to look at the plans and renderings for the roundabout to be located at the new Clover Hill High School.
- Chesterfield County will be presenting its Comprehensive Plan to the BCA Board of Directors and Brandermill residents on February 24, 2011, 7 p.m., Swift Creek Middle School (cafeteria).
- The Natural Resources Committee seeks volunteers to work on The Landing master plan project as well as to serve on the committee. Contact: Susan Smith, 744-2747, Mark.Susan.Smith@verizon.net.
- The Community Character Committee seeks volunteers to work on their effort to help Chesterfield County Public Schools. Contact: Dianne Cardea, 744-3002, dcardea@verizon.net.
- The Community Character Committee seeks a volunteer to help coordinate activities of the 2011 Green Market and in particular, to man a table at the Green Market in Market Square on Saturday, April 2, 10:00 a.m. to 2 p.m. Contact: Shelley Bartelink-Waye, msbartelink@hotmail.com.



NEIGHBORHOOD RESIDENTS COUNCIL MEETING

Tuesday, January 25, 2011 at 7:00pm
Brandermill Woods Meeting Room

MEETING CALLED TO ORDER

The meeting was called to order by NRC Chair Mamie McNeal on January 25, 2011 at 7:10 p.m. in the meeting room at Brandermill Woods, 14311 Brandermill Woods Trail, Midlothian, Virginia 23112.

MEMBERS PRESENT

Jenny Henderson – Arrowood	Gloria & Horst Arfert – Northwich
Nancy McCabe – Arrowood	Rin & Kevin Barkdull – Northwich
Doug Camp – Barne’s Spring	Mamie McNeal – Planter’s Wood
Joan Bernick – Brandermill Woods	Clint McDonald – Poplar Grove
Theo Collins – Harbour Ridge	Carla Snyder – Riverbirch Trace
Frances Hillman – Huntgate Woods	Doug Wayne – Rockport Landing
Kathy Cantrell – Huntsbridge	Andrea Epps – Steeple Chase
Kit Kavanagh – Huntsbridge	Sandy & Jim Schrecengost – Timber Ridge
Walter Ragsdale – Huntsbridge	Karen Gammons – Two Notch
Beverly Bell – McTyre’s Cove	Dick & Judy English – Winterberry Ridge
Helen O’Neil – McTyre’s Cove	Chris & Courtney Glaze – Woodbridge Crossing

MEMBER VOICE

Rin Barkdull (Northwich) is a new representative for her neighborhood and does not want to bring it up again, however she wanted to voice her disapproval with the new mailboxes. There seems to be “bad blood” between the NRC and the BCA Board, and she feels that the NRC cannot accomplish its goals if the “bad blood” is allowed to continue. Is there a better way to get our opinions heard so that the BCA Board and NRC can work better together?

Chair McNeal reminds us that we are the voice of our neighborhoods, and within a community of our size, there will always be some dissenting voices. She suggests that we could deliver these negative messages more effectively by using a different diplomatic tact, but it is nonetheless important that the NRC objectively deliver both positive and negative messages to the BCA Board. The BCA Board has raised the issue of credibility, i.e., how the Board know if each individual NRC Rep is representing the consensus of his/her neighborhood. The NRC is working toward having a private blog so that each resident can

voice his/her opinion and give the BCA Board an idea of the feelings in the community before a meeting.

Second Vice Chair English comments that the NRC officers were to meet quarterly with members of the BCA Board; however, this only occurred once this past year as Board members are very busy and cancelled. No quarterly meetings were rescheduled.

Membership Chair Bev Bell recognizes Chair McNeal on behalf of the NRC for her year of hard work and dedication to the NRC.

MINUTES OF NOVEMBER 9, 2010 MEETING

MOTION: Kit Kavanagh (Huntsbridge) moved to approve the November 9, 2010 minutes as written.

MOTION SECONDED: Jim Schrecengost (Timber Ridge).

MOTION CARRIED: Unanimously **APPROVED**.

CHAIR'S REPORT

A. MPOC New Mailbox Implementation Plan: The New Mailbox Implementation Plan that was just approved by MPOC was reviewed with NRC meeting attendees; this plan will go before the BCA Board at its February meeting. This plan will allow residents until December 31, 2013 to update their mailboxes. There is a process to have mailbox vendors BCA-approved, and the only vendor presently approved is MailboxesbyAkins.

There is also a "do-it-yourself" option. Residents may pick up the technical specifications for the new mailbox from the BCA office and build the new mailbox themselves or have someone build it for them. It is recommended that old mailboxes not be retrofitted. The Standards Department will make it a specific task to inspect those mailboxes which were built using the "do-it-yourself" option. No names are allowed on the mailbox at this point. The BCA will continue selling the brown paint until December 31, 2013.

Chair McNeal presents pictures as suggested clustered mailbox designs, and MPOC has tasked the NRC with holding meetings for the neighborhoods that have cluster mailboxes but are not sub-associations. Those neighborhoods (Long Shadow, Litchfield Bluff, and Five Springs) are to agree upon what the clusters should look like. Then the NRC reps for each of those individual neighborhoods will hold meetings in their neighbors to work out a payment plan/schedule as payment for each cluster must be made at the same time.

There was a question about the sub-associations being exempt from the new mailbox requirement. Chair McNeal responds that each of those residents pays dues to both the sub-association and BCA, and it is felt that the sub-association has funding to take care of the exterior of the neighborhood. If the sub-associations decide to upgrade their mailboxes, the design of the mailboxes will need to be approved by the ARB.

The BCA staff has recommended that commercial establishments not be required to change to the new mailbox design. It is still a topic of discussion at this time. The commercial design standards adopted by the BCA Board last year do not address the issue of mailboxes (nor does the existing residential design standards, although it impacts all residents through the broader “consistent streetscape” concept). There is a sentiment that the commercial establishments should be held to the same “consistent streetscape” concept as residents.

Comments from Membership

Doug Camp (Barne’s Spring) states that he is not happy that no names were allowed on the mailboxes as it used to be. Chair McNeal responds that adding names to the mailboxes requires that the BCA Board re-open the design of the mailbox for modification, something she does not feel the Board will do soon. MPOC does offer other suggestions if residents want their names to be displayed, such as name plates on front doors and name stands (disjointed from the mailbox) in the yard.

Another meeting attendee asks if the BCA Board had to ask the residents for approval to make a decision that would cost the residents additional money beyond the quarterly dues. Chair McNeal states that they do not, as the BCA covenants allow this under the broad category of “unified streetscape”. He also asks if there was rule that stated you have to have a mailbox. Chair McNeal respond there is not.

Jenny Henderson (Arrowood) inquires if attaching decorative flags to mailboxes will be cited as a violation. Chair McNeal states that it is a violation, but the BCA has also stated that they are not presently enforcing that standard; however they may start citing it as a violation. Chair McNeal also comments that it does create confusion when some violations are not cited and that has been communicated to the BCA staff. Henderson mentioned that she hopes that when the new mailbox plan is implemented that the rules regarding them are clear and understandable and that the rules enforced.

Helen O’Neill (McTyres Cove) comments that she would be the last resident to change to the new mailbox and if she sees mailbox violations that are not enforced (e.g., adhered flags, stickers, etc.), she will comment on it. She feels that the entire reason for this change to new mailboxes is to create a uniform look in the streetscape, and that is only achievable if the rules are enforced.

Andrea Epps (Steeple Chase) says that there is a provision in the BCA documents that says the BCA may levy a special assessment on a neighborhood if that neighborhood petitions for it and if there is at least a 75% consensus within the neighborhood to support the request.

Helen O'Neill (McTyres Cove) questions why sub-associations are being exempted from the new mailbox requirement.

Courtney Glaze (Woodbridge Crossing) says that she feels her sub-association is in a precarious situation, as the BCA does not enforce covenants in Woodbridge Crossing and her sub-association's covenants don't deal with mailboxes.

Andrea Epps (Steeple Chase) asks if anyone has addressed how the different sub-association mailboxes will look when surrounded by single residential housing which has the new mailbox. Chair McNeal responds that the question was previously asked at an MPOC meeting, and the ARB does not feel that the sub-associations keeping their existing mailboxes are a deterrent.

Doug Camp (Barne's Spring) asks about having a newspaper "sticker" on the mailbox. Since that is technically a violation, how will residents get their newspapers?

Jim Schrecengost (Timber Ridge) remarks the clustered mailboxes at the Brandermill Business Park look terrible.

Andrea Epps (Steeple Chase) says that they BCA Board can change the commercial design standards by majority vote, so they can include the commercial properties in the new mailbox design that way.

B. Committee Code of Conduct: Most NRC Reps had said that they were opposed to the proposed Committee Code of Conduct. Many spoke against the 5-page proposed Code of Ethics, specifically with the statement that committee members must agree with the decisions of the Board and the wording regarding conflict of interests. At the BCA Board meeting when so many spoke against the proposed Code of Conduct, Director Hillman was tasked with coming up with a Code of Ethics for the committees.

Director Hillman solicited the help of Chair McNeal and Chair Susan Smith (Natural Resources Committee) to redraft the Committee Code of Conduct. This group met and proposed a Code of Conduct which consisted of seven bullet points. This draft was then presented to other committee chairs during an MPOC meeting. There was extensive discussion among the MPOC members, including some members who felt a Code of Conduct was not necessary for committee members. Chair Buddy Whitfield (Finance Committee) felt, however, that due to its committee members' involvement with the budget, there needed to be some statement addressing avoidance of conflict of interests.

MPOC members finally voted to propose six of the original bullet points be submitted to the BCA Board for approval.

- C. NRC Blog:** The NRC blog was unanimously approved by the BCA Board at its July 6, 2010 meeting. It was originally scheduled by the BCA's technical support to go live by the first of November, however it is still not live. We have been told it will be implemented this quarter.
- D. Natural Resources Committee:** Susan Smith (Chair, Natural Resources Committee) states that they need volunteers to work on The Landing project. She also states that the committee is considering a shoreline erosion project for inclusion in the 2012 budget.

Jenny Henderson asked about the status of the Children's Garden in Nuttree Park and stated that several of her neighbors would like to plant there. Chair Smith responds that not much will be done until the fall and that it will be a sensory garden for the children as opposed to a planting garden.

TREASURER'S REPORT

Treasurer Gammons reported that this past year the NRC spent \$1,639.86, and the budget was \$3,525. The NRC was able to save money by communicating electronically and encouraging the Reps to make phone calls. It did, however, send out several flyers and had the BBQ membership drive in September. Although the NRC asked for less in 2012 than it was awarded in 2011, the BCA Board severely slashed its 2012 budget to \$2,000.

COMMITTEE REPORTS

- A. Membership Committee:** Membership Chair Bev Bell stated that four Reps have resigned since the mailbox issue. Treasurer Gammons and she worked the 4th of July booth, and she organized the BBQ membership drive/meeting in which nine residents signed up as Reps. The NRC currently has about two-thirds of the neighborhoods represented, but we still need to get coverage for the remaining one-third. She has held training for new Reps, which helps the new volunteers to get acquainted and the past sessions have been very personable.

Another thing that Reps can do is deliver "BCA Welcome Totes" to new residents; it's a great way for the NRC Reps to meet their new neighbors.

Theo Collins (Harbour Ridge) asks if Reps could get a Welcome Totes for the new rental residents. Chair McNeal responds that the BCA staff does not know when residential properties are rented.

B. Communications Committee: Communications Chair Chris reported that the BCA is now posting the audio of their meetings and is now also posting BCA Board packets. There are now links to both the audio and the Board packets on the NRC website. The NRC still plans to send out notification emails about the Board packets.

Director Hillman asks if the NRC would continue to send out communications regarding availability of the board packets. Chair McNeal replies in the positive.

NRC YEAR-END REPORT

Chair McNeal gives the 2010 year in review and recognizes the exemplary service of the 2010 NRC Board of Officers. Chair McNeal's full report is attached to the end of these minutes.

Comment from Membership:

Dick English (Winterberry Ridge) says that he received his tax assessment yesterday, and the value of home has dropped about 10% from the previous year. He hopes that the NRC will work toward revitalizing Brandermill through its master plan.

ELECTION OF 2011 NRC OFFICERS

Membership Chair Bell declares that a quorum is achieved. The Nominating Committee, headed by Kathy Cantrell, presents its slate of NRC officers for 2011. There are no nominations from the floor.

MOTION: Kathy Cantrell (Huntsbridge) moved to approve the following slate of officers: Andrea Epps as Chair, Helen O'Neill as First Vice Chair, Alan Manden as Second Vice Chair, Kit Kavanagh as Secretary, and Sandy Schrecengost as Treasurer.

MOTION SECONDED: Clint McDonald (Poplar Grove).

MOTION CARRIED: Unanimously **APPROVED**.

Mamie McNeal congratulated the new officers and handed the gavel to Chair Epps.

WORK SESSION FOR 2011 NRC BOARD OF OFFICERS

Chair Epps conducts the work session of the meeting and appoints the following committee chairs:

Communications Chair: Chris Glaze
Membership Chair: Kathy Cantrell

First Vice Chair O'Neill states that she would like for the NRC to work with the BCA Board to establish some type of street cleaning process during each fall to minimally remove the leaves.

Communications Chair Glaze would like to establish a clearer process for the BCA to work with sub-association.

Secretary Kavanagh states her concern about the apathy exhibited by many Brandermill residents and hopes that the NRC will be able to encourage more resident participation. She feels that through active resident participation Brandermill can and will once again become a premiere place to live.

Treasurer Schrecengost feels that the NRC is the "tool for today". She feels that resident voices and thoughts are what are needed to help the BCA Board lead Brandermill.

Chair Epps concludes by stating that in addition to Brandermill issues, other broader issues will face us this year, e.g., magisterial redistricting and the County comprehensive plan. She encourages all NRC reps to contact her or any member of the NRC Board if there are any issues of concern.

ADJOURNMENT

Chair Epps adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Kit Kavanagh, Secretary
Neighborhood Residents Council

Andrea Epps, Chair
Neighborhood Residents Council

EXCERPT

Minutes of MPOC Subcommittee for Mailbox Implementation Process
December 1, 2010
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Pictures of Existing Mailboxes

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Examples of Clustered Mailboxes
Utilizing New Mailbox Unit Design

EXCERPT

Minutes of MPOC Subcommittee for Mailbox Implementation Process

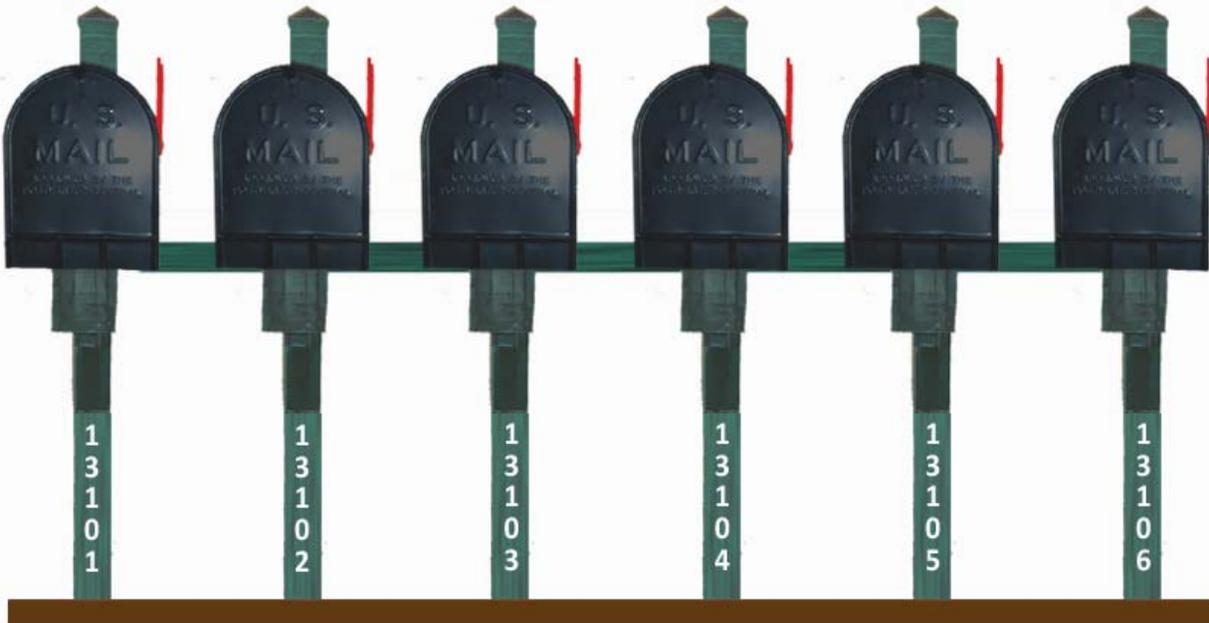
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McNeal, NRC, 11/16/2010

House Numbers: 2" from arch base, 3/4" spacing between numbers, 4" at bottom to ground
Mailbox units 4" apart from each other



McNeal, NRC, 11/16/2010

House Numbers: 2" from arch base, 3/4" spacing between numbers, 4" at bottom to ground
Mailbox units 4" apart from each other

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Minutes of MPOC Subcommittee for Mailbox Implementation Process
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McNeal, NRC, 11/16/2010

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Mailbox units 4" apart from each other

EXCERPT

Minutes of MPOC Subcommittee for Mailbox Implementation Process

December 1, 2010

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McNeal, NRC, 11/16/2010



McNeal, NRC, 11/16/2010



2010 Year-End Report

Specific goals of the NRC during 2010 were to: (1) increase neighborhood representation, (2) establish processes by which NRC Reps could communicate easily with their neighbors, and (3) facilitate communications among the NRC Reps, Brandermill residents, BCA committees and the BCA Board of Directors.

To Increase Neighborhood Representation

- The NRC held a membership drive and NRC Rep appreciation meeting in September, which yielded several new NRC Reps for neighborhoods where there was no previous representation and added members to its Neighborhood Rep Teams.
- During 2010, the NRC grew its membership to 76 NRC Reps who represent 52 Brandermill neighborhoods, a 14% increase in the number of Reps and a 12% increase in the number of represented neighborhoods from the previous year.

To Engage Residents and NRC Reps

- A logo contest was held, and our new logo was adopted by the NRC and approved by the BCA Board of Directors.
- The NRC held its annual “Meet the Candidates” meeting in March with the added caveat of being able to hear audio responses from each of the candidates (www.brandermillnrc.com/?y=2010&m=3&style=2&syn=1).
- The 2009 NRC By-Laws were amended and adopted by the NRC, and were approved by the BCA Board in August.
- Programs were presented on such topics as the revitalization of Brandermill (Tom Jacobson, Director of Revitalization, Chesterfield County), implementation of Brandermill’s master plan (Andrea Epps, Chair, Master Plan Oversight Task Force), and hydrilla management in Swift Creek Reservoir (Bob Malek, Chair, Reservoir Management Group).
- Karen Gammons and Bev Bell hosted the NRC booth during the 4th of July festivities at Sunday Park.
- Whenever possible, NRC Reps continue to volunteer to deliver BCA welcome totes to their new neighbors.
- In coordination with the Community Character Committee, NRC Reps organized several NRC neighborhood meetings to discuss covenant enforcement issues.

- NRC received a “thank you” e-mail (www.BrandermillNRC.com/files/2/content_entry/5101/NRC-Thank-You-Rowe-Email-20100908.pdf) from President Joyce Rowe, BCA Board of Directors on September 9, 2010, which was transmitted to the NRC Reps.

To Facilitate Communications

- The NRC developed and executed the concept of Neighborhood Rep Teams to further enhance communications throughout individual neighborhoods.
- The NRC has established a process by which NRC Reps can have personalized flyers created and printed for their distribution as community issues arise.
- The NRC continues to foster good working relationships with other BCA committees. Examples of this include hosting neighborhood meetings with the Community Character Committee, relaying information about the Natural Resources Committee’s need for volunteers, displaying information about The Landing and Front/Back Entrance master plan projects at its September meeting, and encouraging residents to attend The Landing community-wide information meeting.
- With the migration of the NRC web server to one managed by BCA’s IT consultant, a private blog was passed by the BCA Board at its July 2010 meeting, which will be implemented in early 2011.
- NRC Second Vice Chair Dick English facilitated the scheduling of facilities to hold neighborhood meetings, enabling the NRC Reps to focus on gathering resident feedback.
- NRC Secretary Courtney Glaze refined the standards for reporting to the BCA Board and facilitated the transfer of important information through a streamlined communications process.
- NRC Treasurer Karen Gammons attended Finance Committee meetings and was able to report those proceedings to our membership, giving the NRC the opportunity to have meaningful discussions and input into the budget process.
- NRC Membership Chair Bev Bell held orientation sessions to ensure a more complete understanding of the purpose of the NRC.
- Communications Chair Chris Glaze technologically maintained the NRC web site and has begun the process of archiving information from the NRC.
- The NRC Reps canvassed their neighborhoods and presented their neighborhood findings during Member Voice at BCA Board meetings. They engaged residents to actively participate in the governance process and were able to provide meaningful feedback about issues important to the community (e.g., new mailbox implementation strategy, 4th of July fireworks, assessment coupons, code of ethics for committees, and proposed master plan projects).

Respectfully submitted,

Mamie McNeal
2010 NRC Chair

Subject: Thanks for Everything

From: Joyce <colonandjoyce@yahoo.com>

Date: Wed, 8 Sep 2010 15:48:13 -0700 (PDT)

To: seller@sellerdoor.com, richardenglish@msn.com, cpcrawfo@gmail.com, krgammo@comcast.net, B900339@aol.com, Coasterman00@gmail.com

CC: Robert Friedel <rofriedel@aol.com>, Dick Guthrie <DGFLYERS@aol.com>, Frances Hillman <fhillman@verizon.net>, Jason Livingston <livingjp@unos.org>, Keith McGinniss <keithmcginniss@hotmail.com>, John McLenagan <johnmclenagan@ymail.com>, Jane Pritz <manager@brandermill.com>, Al Raimo <alraimo@brandermill.com>

Mamie, NRC Officers, and NRC Reps,

I think I speak for the board in expressing our gratitude to each of you for your time and effort in providing relevant, timely information to our residents. Because of your work concerning the mailboxes, residents were informed and able to communicate with us via numerous emails, personal contacts and attending the meeting. I want you to know that we appreciate all resident comments as well as the necessity of having this level of input as we consider other changes for Brandermill. Though we may not always vote based on turnout, as happened last evening, I want to assure you that this is no reflection on you or your dedication.

I also want to express how important you as a committee are to us. We appreciate your feedback on issues under consideration and your support once decisions have been made. We rely on you to engender the support base we need as we move forward with the Master Plan and the many projects it entails.

Again, thanks to each of you for your continued efforts and your continued interest in our community.

Joyce