

Briar Chapel Community Association Board of Directors Meeting

Teleconference, September 1, 2020

Minutes

Quorum was established.

I. Call to Order

- A special meeting was called to order on September 1 at 11:25 a.m. by Tom Speer, President. The meeting was held by teleconference because of COVID-19 virus restrictions. The meeting was held in executive session because discussions personnel and/or legal matters.
- Members present:
 - Jennifer Drake, Vice President
 - Jerry Cole, Secretary/Treasurer
 - Shelley Colbert, Director
 - Jim Proper, Director

II. Old Business

1) Use of Amenities for BCCA-Sanctioned Activities

As COVID-19 restrictions on the use of BCCA amenities and property are eased, the Board has been asked to approve limited lessons and classes for BCCA residents by various vendors. Recognizing the need to standardize the agreement form for these activities and to include COVID-19 in the language of the agreements, a new BCCA Regular Usage Contract form and Special Event Permit form were prepared and reviewed. It was noted that Contract language provided by legal counsel was not totally complete. However, since all the elements of the document had been vetted, it was decided to put the proposed contract to a vote, while recognizing that if Directors find problems with the final version of the contract they may ask for further consideration before finalization.

- Motion was made to adopt the new Regular Usage Contract form and the Special Event Permit form for use by the Lifestyle Director in contracting services with vendors.

MSC (Drake, Proper) 4 in favor, 1 opposed (Colbert), Motion Passed

III. New Business

1) ITCG

Jerry Cole discussed the need for a BCCA Information Technology Consulting Group (ITCG) to assist the current IT consultant, Kyle Maher, with BCCA's growing need for IT advice. This will be particularly important as a new website is being developed and as the BCCA committees increase their needs for IT assistance, especially with the need for virtual

meetings. A list of criteria for candidates for an ITCG has been prepared and will be circulated to the community seeking qualified volunteers.

2) Appointment of new member to Covenants Committee.

The Nominating Committee has recommended the appointment of Alan Lattimore as a member of the Covenants Committee. However, the background material on Mr. Lattimore's application and qualifications had not been provided to the Board. Therefore it was determined that a vote on Mr. Lattimore's appointment would be held by electronic vote after the Board members had reviewed the material. Note—*Subsequent to the meeting the Board voted electronically to appoint Mr Lattimore to the Covenants Committee. As required by the By-Laws the vote was unanimous.*

IV. Adjournment

- Motion was made to adjourn the meeting at 11:59 am.
MSC (Cole, Drake) Unanimous. Motion Passed.

 9/17/20
Submitted by Jerry Cole, Secretary/Treasurer
Signature