

**BCCA BOARD OF DIRECTORS WORK SESSION MINUTES
WEDNESDAY, OCTOBER 4, 2023, 10:00 AM**

Call to Order

- Called to Order by Board President Liz Rolison at 10:00 AM

- Board Members Present
 - Liz Rolison
 - Jennifer Drake
 - Michael Cunningham
 - Rusty Field (Absent)
 - Kate Bice

- Also Present
 - Jeremy Mayes, General Manager
 - Hope Carmichael, Legal Counsel, via Zoom (in part)
 - Don Franzen, Facilities Coordinator (in part)

- **Quorum Established**

Review and Approval of Agenda

The Board President reviewed the agenda with the Board of Directors. The order of the agenda was altered to minimize the time of legal counsel.

MOTION TO APPROVE THE AGENDA AS AMENDED. MSC

(MICHAEL CUNNINGHAM /KATE BICE), UNANIMOUS, MOTION PASSED. 4-0

MOTION TO APPROVE SEPTEMBER 20, 2023, PUBLIC MEETING MINUTES. MSC.

(MICHAEL CUNNINGHAM/KATE BICE) UNANIMOUS, MOTION PASSED. 4-0

ELECTION UPDATE

The Nominating Committee met on Monday, October 2, and confirmed the nomination of five candidates for the four open Board seats in the 2023 election. One candidate retracted their application and one candidate declined to sign the Ethics and Confidentiality Policy and declared themselves ineligible. The Election Center was previewed for the Board. For the Meet the Candidate event, the Nominating Committee will draft questions to use in the event not enough residents submit questions and decide if questions directed at specific candidates will be allowed.

ANNUAL MEETING

Plans for the upcoming Annual Meeting are ongoing. The mailings and notification are designed to minimize expenses and environmental impact. Drafts of the mailing contents will be sent to the board for final review before mailing.

TOWN HALL OVERVIEW AND PREPARATION

The Board President reviewed the planned outline for this evening's Town Hall. Board President Liz Rolison will introduce the Covenants Compliance hour, with the Design Review hour introduced by Kate Bice, the liaison to the DRC Committee. All Board Members and the General Manager will be able to respond to Members' questions.

The Board asked for clarity on two issues: the DRC turnover and the role of the Covenants Committee. Legal Counsel clarified that when NNP Briar Chapel (the developer) transfers control of the DRC application to the BCCA, it may still retain a veto until development is completed in the future. It is the opinion of the current Board not to assume responsibility for DRC decisions while this veto is in place, however an official vote on this will take place if and when that time comes. Legal Counsel is engaging with NNP Briar Chapel to determine the next steps.

It was suggested that when the BCCA assumes DRC control without the developer veto, any changes to the Design Review Guidelines be moderate and deliberate as associations rarely change design guidelines.

The role of the Covenants Committee was also clarified for the Board. Due to the CCR's the Board of Director has no authority to interfere in the adjudication process unless and until an appeal to the Board is made after the determination of the Covenants Committee. Legal Review and Training for both the Covenants and Design Review Committees is scheduled for November 29

**MOTION TO ENTER INTO EXECUTIVE SESSION. MSC.
(JENNIFER DRAKE/MICHAEL CUNNINGHAM) UNANIMOUS, MOTION PASSED. 4-0**

Executive Session entered at 11:09 AM

The Board of Directors, General Manager, and Legal Counsel discussed confidential and sensitive information.

**MOTION TO EXIT EXECUTIVE SESSION. MSC.
(KATE BICE/JENNIFER DRAKE) UNANIMOUS, MOTION PASSED. 4-0**

Regular session was resumed at 11:31 AM

TENNIS PRO PROPOSAL

The Tennis Club has proposed that Coach Derek be named the community tennis pro, where he would organize several events and tournaments in exchange for the use of Briar Chapel facilities. Income producing classes and summer camps will continue to require 10% of income

for use of the facilities. The Board directed the General Manager to interview Coach Derek to ensure expectations are set. The relationship will be re-evaluated after a one-year trial period.

LEASING RESOLUTION

A draft Leasing Resolution was shared electronically with the Board and was based on a conversation the Board had in June surrounding years of not accurately tracking rental properties in Briar Chapel. Information is now up to date with under 5% of properties in Briar Chapel currently leased.

Hope Carmichael left the meeting at 11:40 AM

Don Franzen joined the meeting at 11:43 AM

PLAYGROUND ASSESSMENTS AND REPLACEMENT BUDGETING

Don Franzen, a certified playground installer (Illinois) has conducted a comprehensive review of the playground equipment throughout Briar Chapel. The Clubhouse playground is approaching the end of its planned life and should be redesigned first, with a obstacle course on Morning Light Trace and a review of the Great Meadow playground. A brief discussion was had on repurposing the underused space on Morning Light Trace into another use. It was agreed that \$100,000 should be budgeted in 2024 for a Clubhouse Playground Redesign. A Morning Light redesign in 2025 and Great Meadow refurbishment in the 2026-2027 timeframe will be added to the Five-Year Plan. The final budget approval will take place in an upcoming Board meeting. Budget items on the Five-Year Plan will be subject to the approval of the Board at that time.

Don Franzen left the meeting at 12:05

FALL REMEDIATION PROJECTS

The General Manager reviewed several landscaping proposals with the Board. A revised plan for a common space on Copper Leaf Avenue was presented and approved by the board. A first look proposal for improvements on two common spaces between Twin Leaf and Great Ridge Parkway. It was decided that the northern parcel be targeted for improvement with a path and landscaping. An actuator activated crosswalk is also targeted for this area for 2024. Additional asphalt is planned for Twin Leaf Alley to allow for additional guest parking. The Board has asked for additional review on this item.

A parcel on Middleton Court in Encore was previewed for basic improvement. Encore's association has requested that the area be sodded with seating.

Stormwater Pond 1 located at the corner of Bennett Mountain Trace and Briar Chapel Parkway, has been targeted for landscaping improvement. The Board noticed that the proposal calls for removal of trees along the Bridge to improve visibility of the pond and any tree removal is not wanted nor authorized. The landscaping selected due to its hardy nature and the Board has requested for an explanation on use of non-native plants in the proposal. Currently, all proposals to repair or replace the waterfall feature are cost prohibitive, and a replacement closed-loop water fountain was discussed as a replacement.

The asphalt path surrounding Great Meadow Park and winding through Great Meadow East is beginning to crack and show its age. After reviewing the proposals, the Board chose to prioritize Great Meadow East for replacement.

An under-landscaped parcel in Boulder Park has been targeted for enhancement. The Board asked for a modification to include more native plantings.

The Splashpad is targeted for overhaul in the offseason. All equipment will be dismantled, cleaned, and repaired. Aquatech, the current aquatics vendor will conduct the repairs.

FITNESS CENTER EQUIPMENT

After review, it was discovered that several items requested would not be available on a lease basis. To purchase equipment outright would cost approximately \$85,000, \$3,000 less than the total cost over the cost of the previously approved lease. There is also the possibility of recouping some cost with resale of the equipment in three-years. BCCA will do a refresh of the fitness center as part of the installation of new equipment.

MOTION TO APPROVE THE PURCHASE OF FITNESS EQUIPMENT TO BE FUNDED FROM RESERVES

MSC. (JENNIFER DRAKE/MICHAEL CUNNINGAM) UNANIMOUS, MOTION PASSED. 4-0

2024 BUDGET PREVIEW

The Board discussed several slight modifications to the 2024 BCCA Budget. The General Manager will make the changes before the final Board review and approval next week.

MOTION TO ADJOURN. MSC.

(MICHAEL CUNNINGHAM/KATE BICE) UNANIMOUS, MOTION PASSED. 4-0

Meeting was Adjourned at 1:00 PM

Submitted by: 
Michael Cunningham, Secretary