

# Briar Chapel Community Association Board of Directors Meeting

Teleconference, October 15, 2020

## Minutes

Quorum was established.

### I. Call to Order

- A special meeting was called to order on October 15, 2020 at 9:02 pm. by Tom Speer, President. The meeting was held by teleconference because of COVID-19 virus restrictions. The meeting was held in executive session because it involved legal matters.
- Members present:
  - Jennifer Drake, Vice President
  - Jerry Cole, Secretary/Treasurer
  - Jim Proper, Director
  - Shelley Colbert, Director, was absent.
- Others present:
  - Hope Carmichael, HOA General Counsel
  - Laura Gouget, General Manager, FSR
  - Christopher Neuhauser, Community Manager, FSR

### II. Old Business

#### 1) Collections Policy

A new, simplified, collections policy was reviewed and discussed by the Board. After discussion:

- Motion was made to approve the collections policy as amended.

**MSC (Proper, Drake) Unanimous (4-0), Motion passed.**

The new collection policy will be posted on the BCCA website.

#### 2) BCCA, ONSWC, Newland Framework Agreement

The Framework Agreement was further discussed. Final negotiations are underway among legal counsel representing all parties: After discussion:

- Motion was made to approve the Framework Agreement and wait until Monday, October 19, after the final binding agreement is expected to be completed, to prepare a briefing to the community on the status of the agreement.

**MSC (Cole, Proper) Unanimous (4-0), Motion passed.**

#### 3) Communications—Contact the Board

Jennifer Drake raised the issue of too many “Contact the Board” submissions are submitted directly to the Board, when they should be submitted to management and, following the procedures outlined in the Communications Policy, be directed to the Board for action as warranted. Jerry Cole generally agreed but thought that some means of tracking submission and responses should be maintained and provided to the Board. After discussion:

- Motion was made to direct Jerry Cole as liaison to the Communications Committee to review the Contact the Board program and to recommend to the Board changes

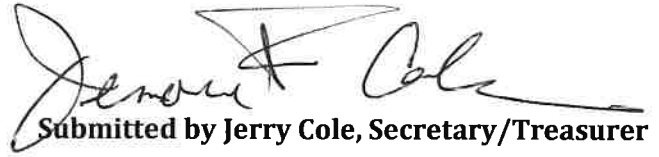
to direct comments, suggestions, and questions to management for tracking and response. Submission requiring Board action would be submitted to the Board for action.

**MSC (Drake, Speer) Unanimous (4-0) Motion passed.**

**III. Adjournment**

- Motion was made to adjourn the meeting at 10:21am.

**MSC (Speer, Cole) Unanimous. Motion Passed.**

  
Submitted by Jerry Cole, Secretary/Treasurer  
Signature

11/3/20