

**Briar Chapel Community Association Board of Directors Meeting  
Teleconference, January 27, 2021  
Minutes**

**Quorum was Established**

**I. Call to Order**

- Meeting was called to order on January 27, 2021 at 7:03 p.m. by Jerry Cole, Secretary. Jerry Cole chaired the meeting because of the illness of Tom Speer, President, and computer problems experienced by Jennifer Drake, Vice President. The meeting was held by teleconference because of COVID-19 restrictions.
- Board Members present:
  - Jennifer Drake, Vice President
  - Cathy Washburn, Treasurer
  - Shelley Colbert, DirectorTom Speer, President, was absent.
- Management Represented by:
  - Laura Goguet, General Manager
  - Christopher Neuhauser, Community Manager
- HOA Legal Counsel
  - Lori Jones, Jordan Price Law Firm

**II. Opening Remarks**

Participants were introduced by the Secretary Cole. Mr. Cole introduced the Board members, members of management, and the BCCA HOA attorney.

**III. Agenda Review**

Jerry Cole reviewed the agenda for this evening's meeting with certain changes he identified.

- Motion was made to approve the agenda as presented by Jerry Cole.  
**MSC (Washburn, Colbert), 4 in favor, 1 absent, Motion Passed.**

**IV. Approval of Minutes of Previous Meetings**

- Motion was made to approve the minutes of the meeting of December 16 ,2020.  
**MSC (Washburn, Drake), 4 in favor, 1 absent, Motion Passed.**
- Motion was made to approve the minutes of the special meeting of December 29, 2020.  
**MSC (Washburn, Drake), 4 in favor, 1 absent, Motion Passed.**

**V. Open Resident Forum**

No resident had requested time to speak. However, resident Diane Crompton submitted two written question:

1. "I understand that the BCCA started testing the community's spray irrigation system last summer—Why have sharing these results been delayed? Will they be shared soon?" Jerry Cole responded that the final report from BCCA contractor AWT had been delayed, but it was received last evening. He anticipated that the report would be summarized and made available within the next two weeks.
2. "On January 18<sup>th</sup> in the evening there was a sludge spill reported near the entry to the WWTP. The HOA Board was notified—Why wasn't there an announcement to residents warning them to avoid the area?" Jerry Cole confirmed that Amanda Grenier, operator of the WWTP did advise the Board and FSR that there should be a warning to the community to stay away. She also advised that it would be cleaned up. FSR has been requested to immediately follow up on warning requests by Ms. Grenier

## **VI. Management Report**

- 1) Laura Goguet provided specific reports on retention ponds, and refurbishment of the clubhouse.
- 2) Christopher Neuhauser provided reports on
  - Town home repainting, and the
  - Refurbishment and reorientation of the basketball courts. on management team activities.
  - Security system upgrade
  - Security patrols. Note, Christopher Neuhauser noted that many of the security companies that he had contacted are requiring their personnel to be armed, thus limiting the number of security companies that will be considered by Briar Chapel. He noted that BCCA wants unarmed patrol guards. Shelley Colbert stated that she is opposed to the concept of armed guards and objected to the inclusion of the subject in the discussion. No member of the Board of Directors expressed support for having armed guards in Briar Chapel.
  - Pool and pool slides repairs, installation of new pool equipment.
  - Insurance bids.
  - Fire protection repairs of the Club House.
  - Claim of damages from Duke Progress Energy for damages to vegetation along Great Ridge Parkway where installation of new conduit and wiring.
  - Tree replacement.
  - Refurbishment of Club House and Pool House trim.
  - CCTV systems for the Club House
  - Encore park benches will be built by the FSR technician.

## **VII. Committee Reports**

The following reports were received and read by Board Liaisons to the Committees. Full committee reports will be posted on the BriarChapelLife.com website.

1) Parks and Recreation Committee

Report by Jennifer Drake, Board Liaison

2) Swimming Pool Complex Committee

Report by Jennifer Drake, Board Liaison

3) Finance Committee

Report by Brad Register, Board Liaison

The Finance Committee has determined that a Master Operating Fund Balance would be desirable for Briar Chapel and suggests such a fund balance be developed over time. Therefore:

- Motion was made to approve the development of a Master operation Fund Balance as recommended by the Finance Committee.  
During discussion Shelley Colbert noted that she had asked for a review of the legality of maintaining such a fund be examined by legal counsel. Jerry Cole responded that legal counsel had been contacted by Tom Speer and was advised that a detailed legal review was not necessary and that the establishment of such a fund was good practice and would not violate existing regulations. Shelley Colbert objected that the legal opinion had not been shared until now to the full Board.  
**MSC (Washburn, Drake) 3 in favor, 1 abstention (Colbert), 1 absent, Motion Passed.**

4) Communications Committee

Report by Tiffany Farina, Chair of the Communications Committee

- Motion was made to approve the updated Communications Policy 2021 as recommended by the Communications Committee with changes recommended by Jerry Cole.  
During discussion, Jerry Cole asked Laura Goguet for her views on how this policy Rewritten and that she supports it. Shelley Colbert expressed several objections to the policy, stating that it was too limited and did not include communications for the service areas. Jerry Cole and Jennifer Drake noted that the policy could be amended as the needs of the service areas become clear.  
**MSC (Cole, Drake) 3 in favor, 1 against (Colbert), 1 absent**

5) Covenants Committee

Report by Edward Amend, Chair of the Covenants Committee

- Motion was made to modify the Covenants Committee Charter to clarify that any request for legal counsel advice to the Covenants Committee must go through the Board of Directors.  
**MSC (Washburn, Drake) 4 in favor, 1 absent, Motion Passed.**

6) Landscape Committee

Report by Suzanne Lowe, Chair of the Landscape Committee

- 7) Nominating Committee  
Report by Cathy Washburn, Board Liaison  
It was reported that the Nominating Committee has nominated Evan MacIntyre and Evan Johnson as members of the Technology Consulting Group
- 8) Technology Consulting Group  
Report given by Jerry Cole, Board Liaison

## VIII. Old Business

- 1) TetraTech Wetlands Report  
Jerry Cole stated that the report has been received but not yet fully reviewed. Also, Tom Speer has been managing this project, so, in his absence, this report will be deferred until the next meeting.
- 2) TetraTech Sinkhole Report  
Laura Goguet reviewed a report from TetraTech on the incidents of sinkholes that have formed at various locations in the community. TetraTech has advised that the sinkholes should be filled with flowable, compactible materials. Alternatively, a geo-technical expert could be hired to provide more detailed input. It was the consensus to utilize the flowable material, depending on cost, which management will determine.
- 3) Tri-Party Council  
Cathy Washburn reported on the activities of the Tri-Party Council. Reports on the first two of the three meetings that have been held are posted on the Wastewater information page of the BCCA website.
- 4) Tree Replacement Update  
Report of the Landscape Committee included this issue.


## IX. Actions on Delinquent Accounts

- Motion was made:  
In Executive Session the Board discussed actions on delinquent accounts and directed the property manager to direct legal counsel accordingly.  
**MSC (Colbert, Drake) 4 in favor, 1 absent, Motion Passed.**

## X. Adjournment

After final comments from members of the Board,

- A motion was made to adjourn the meeting at 8:40 pm.  
**MSC (Colbert, Drake) 4 in favor, 1 absent, Motion Passed.**

  
Jerome F. Cole, Secretary

2/25/21  
Date