

**Briar Chapel Community Association Board of Directors Meeting  
Teleconference, July 21, 2021  
Minutes**

**Quorum was Established.**

**I. Call to Order.**

- Meeting was called to order on July 21, 2021, at 7:01 p.m. by Tom Speer, President. The meeting was held by teleconference because of COVID-19 restrictions.
- Board Members present:
  - Jennifer Drake, Vice President
  - Jerry Cole, Secretary
  - Vonzell Jones, Director
- Management Represented by:
  - Laura Goguet, General Manager
  - Jennifer Brymer, Community Manager
  - Janay Burwell, Lifestyle Director
  - Allen Irwin, VP, Lifestyle, FSR

**II. Opening Remarks**

Participants were introduced by the President Speer. Mr. Speer introduced the Board members, and members of management.

**III. Agenda Review**

Tom Speer reviewed the agenda for this evening's meeting with certain changes he identified.

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

**IV. Approval of Minutes of Previous Meeting**

- Motion was made to approve the minutes of the meeting of June 16, 2021.  
**MSC (Cole, Speer), 4 in favor, 1 absent, Motion Passed**

**V. Member Engagement with the Board (Held on July 20,2021)**

To provide a better opportunity for members to engage the Board in issues of concern to them, a special part of the current Board meeting was held on Tuesday, July 20 during which members had the opportunity to address the Board on any relevant subject for a period of 5 minutes. The Board may engage with the member by asking questions, clarifications, and discussion of the issue. During the session, the Board may make motions and conduct appropriate business. During the Member Engagement session on July 20, two individuals asked to be heard and two had written suggestions.

- Dave Thomas stated that he was addressing the membership, not the Board. He was critical of past Board policies and actions. Since, Mr. Thomas addressed the community, rather than the Board, there was no response.
- William Weitz pointed out that some sections of Briar Chapel. Especially 15 South has not received expected landscaping from the developer. He complained about the long delays, despite a general

recognition that the current situation is not satisfactory. Vonzell Jones expressed concern about the situation and recommended further action by the Board to correct the problem.

- Lynn Miller did not address the Board but did indicate in writing that she is requesting a pet station near the intersection of Granite Mill Blvd. and Great Ridge Parkway. The Board response is that such requests should be addressed to management. Jennifer Drake expressed general agreement that additional pet stations are needed.
- Stacey Donelan submitted a written comment supporting additional opportunities for community input to the Board but was critical of what she considered too short notice of the opportunity to participate in this session and the plan to hold these sessions during alternate public Board of Directors meetings. The Board will take her points under consideration.

## **VI. Management Report**

Laura Goguet, General Manager, presented the Management Report including the following:

1. *Additional Trash Removal Services* – Management has requested that Myatt add an extra day to the trash removal at the sports courts and Great Meadow Park..
2. *Landscape RFP - Community Tour* was scheduled for Thurs., July 15th from 10am-12pm. Proposals are due back August 10<sup>th</sup>
3. *On-going: Rule Review* - All the BCCA signage that was reviewed on site visits matched the current rules. There is a rule on the signage regarding dogs needing to be on leashes in trails and parks, which is accurate with the current trail/park regulations posted on the website (attached for your convenience). Each playground has the same trail/park sign as the entrances to the trails - there are not separate playground rules. If the Board wants to implement separate rules for the playground to disallow dogs, a Board vote would need to occur, and the signage can be ordered and updated.
4. *Evening Hours* - Notice was sent to the Community on 7/7 re: evening hours beginning Tuesday/Thursday week of 7/12
5. *Clubhouse Security Camera Update* - We anticipate scheduling install in about 7 weeks,
6. *Replacement Volleyball Net* - Company will be out next week to review the new equipment and then coordinate installation.
7. *Phone System* - New phones should be set up by early next week
8. *Contract List* - Attached is the most recent contract list for your convenience
9. *Board Meeting* - Email sent to Community

Jennifer Brymer, Community Manager, commented on the work pertaining to the various amenities:

1. Clubhouse / Parks & Pavilion repairs have been prioritized and bids requested.
2. Management went out to bid to CTI Property Services and Onofrio Construction for the replacement of the porch ceiling. Only CTI Property Services has submitted a proposal for replacement at this time. Onofrio will have their bid in by the end of the month.
3. Clubhouse pest control has been completed and bee/wasp control at the pool is being addressed.
4. Townhome termite inspection is scheduled.
5. Office loft area ventilation was improved. New windows are required.

Janay Burrell, Lifestyle Director, reported on the lifestyle programs:

1. Fourth of July event was a hit with the residents / community.
2. July newsletter was issued. Working on August.

3. August event calendar will be posted and issued to the community with the August newsletter.

## 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.

- a. Parks and Recreation Committee, Report by Jennifer Drake, Board Liaison
- b. Swimming Pool Complex Committee, Report by Tricia Bouzigard, Pool Complex Committee Chair  
Enhancing cleaning of the toilets and restrooms is a priority for management.
- c. Finance Committee, Report by Brad Register, Chair
- d. Communications Committee, Report by Tiffany Farina, Chair  
Jerry Cole expressed the gratitude of the Board and the community to Tiffany, who is resigning from the Communications Committee, effective July 31 because of time requirements as she pursues a doctoral degree.
- e. Social Committee, Report by Jennifer Drake, Board Liaison  
The Social Committee is now becoming more active with the lifting of some of the pandemic restrictions and the appointment of Janay Burrell as Lifestyle Director.
- f. Landscape Committee, Report by Suzanne Lowe, Chair  
Suzanne Lowe presented a new Resident-Suggested Open Space Landscape Enhancement Program in which residents suggest small landscape projects to fill and enhance spaces that are not properly landscaped. The Landscape Committee supports this pilot program and asked for Board approval to go forward.

- Motion made to approve the pilot Resident Suggested Open Space Landscape Enhancement Program until the end of 2021, after which it would be reassessed.  
**MSC (Drake, Cole) 4 in favor, 1 absent, Motion Passed.**

- g. Covenants Committee, Vonzell Jones, Board Liaison  
The Covenants Committee did not meet this month.
- h. Nominating Committee, Report by Cathy Washburn, Board Liaison
  - Motion was made to appoint the recommended candidates to the various committees.  
**MSC (Washburn, Drake) Unanimous, Motion Passed**
- i. Technical Consulting Group, Report by Grant Leonard, TCG member  
TCG is undergoing change in structure and will be meeting with individual Committees to assist with their needs. Also, work is underway to organize the IT assets owned by BCCA.
- j. Advisory Group for Strategy for Long-Term Management of Common Areas Along Pokeberry Creek. This will also provide a report on any problem areas that may need to be further addressed during the final transition from Developer and aid in wetland restoration projects. during the final transition from the developer to BCCA and aid in wetland restoration projects.
  - Motion to approve transferring \$15,000 from Contingency to Wetlands and Erosion Control Engineering (Code 533201) to fund Tetra Tech watershed assessment.  
**MSC (Speer, Drake) 4 in favor, 1 absent, Motion Passed.**
- k. Tri-Party Council

Jerry Cole reported that the Meeting Report of the meeting of the Tri-Party Council of June 8, 2021, has been approved and is posted on the Wastewater Information Center webpage. A meeting was held on July 13, 2021. Updates on the construction of the SD East Pump Station and the wastewater treatment plant were received from ONSW. Also, work continues to determine the length of the exposed encasement pipe over Pokeberry Creek. This will determine the appropriate steps to be taken to secure the pipe. NNP-Briar Chapel updated the Council on the expected receipt of certification from DEQ for phases I and J (Encore) and K of the recycled water spray fields. Jerry Cole provided details on the 2021 irrigation water testing plan. Other issues addressed were the proposed extension of Hawk Point Rd., damage to the medians and irrigation heads caused by parking on the Parkways, the use of recycle water for irrigation of edible crops, and the status of the monument sign for Briar Chapel at the Mann's Chapel entrance to Briar Chapel.

## **VIII. Old Business**

1. Townhome RFP issued for Owen Towne & Tobacco Farm Way to three contractors. Bids to be received in August for fall project review.
2. Security Cameras that were approved at the June meeting will be installed in and around the Clubhouse in about 8-weeks.
3. Landscape RFP was sent to contractors. Site tour occurred July 15<sup>th</sup>.
4. Toured property with a security firm who will recommend strategies to install cameras in the pool, and sports courts.
5. Irrigation repairs for the formal lawn have been approved and should be finalized by the end of the month.

## **IX. New Business**

1. Management received the following bids to replace fencing at 239 Tobacco Farm Way:

First Choice Services - \$6,955.00  
Fortress Fencing - \$4,188.00  
Harrison Fencing - \$7,243.00

Summary: There is a fence at the back of the townhouse of 239 Tobacco Way that needs replacement. All three contractors were asked to bid on 64 linear feet of privacy fencing. They did all go out and assess the fence as well. The only difference with the three prices, is that Harrison is also including the 3' picket fence in their price, as well as the 5-6' privacy fence.

Management Recommendation: Move forward with Harrison, although higher in price, they are going to be replacing the privacy and attached perimeter for a relatively decent price compared to the other two who would just be replacing the privacy. This is a townhome reserve expense.

- Motion was made to accept the bid from Harrison Fencing in the amount of \$7,243.00.  
**MSC (Cole, Jones), 4 in favor, 1 absent, Motion Passed**

2. Shade Tree Proposal:

Summary: Myatt has provided the shade tree / reforestation proposal as outlined by the landscaping committee and based on the budgeted amount set for the year.

Management Recommendation: Recommend moving forward with Myatt and ordering the trees, and scheduling installation for November. The contract amount includes removing stumps, installation and is within the stipulated amount for the current budget. (66) 4" caliper native trees at a price of \$59,400. Warranty is currently 1 year. This does not include 11+ of the original 100 trees that Myatt planted that have not survived and are under warranty for replacement.

- Motion was made to move forward with the purchase of the trees specified in the management recommendation,  
**MSC (Speer, Cole), 4 in favor, 1 absent, Motion Passed.**

3. Pipeline Tree Proposal:

Management Recommendation: Move forward with Myatt and ordering trees for the pipeline tree planting based on a walk with them and landscape committee. They would be placing trees in the bare areas, where growth is minimal. About every six feet or so. (38) 4" caliper native (mixed variety) trees at a price of \$34,200. Warranty is currently 1 year.

- Motion was made to move forward with the purchase of trees specified in the management recommendations.  
**MSC (Speer, Drake), 4 in favor, 1 absent, Motion Passed**

4. Establishment of a Transition Study Task Force

Jerry Cole noted that NNP-Briar Chapel, the BCCA Declarant, has an obligation to construct and design common areas and amenities properly and to turn those properties over to BCCA in a maintainable condition, in compliance with the Community Wide Standard. North Carolina law allows a defined period for a homeowner elected board of directors to address any concerns or deficiencies with the Declarant, and that window will close for BCCA on November 12, 2022. To properly determine the condition of BCCA common areas and amenities, engineering support and the gathering of information relating to the condition of the common properties needs to start now to be prepared to address any concerns with Newland well ahead of the legal deadline.

The BCCA Transition Committee's 2019 Final Report contains an inventory of all common properties turned over to BCCA up to that time, with a cursory evaluation of their physical condition. A more detailed Transition Study of assets is needed to properly document any areas of concern.

The best interests of the community will be served by a Transition Study of the common properties and amenities to establish independent information to assist the Board in addressing concerns with the developer if deficiencies are found. TetraTech, BCCA's engineering consulting company, will produce useful information on the functional capability of the wetlands and document any deficiencies in the storm water infrastructure serving BCCA common property. In addition, the services of an engineering company specialized in transition studies is needed to assess the physical assets and provide BCCA with sound information that can be used by BCCA in any negotiations with the developer.

- Motion was made that the Board of Directors approve the establishment of a Transition Study Task Force to properly identify and study BCCA's common properties for compliance with sound design and construction, as well as in accordance with the Community Wide Standard at the point of turnover. The Task Force will recommend engineering firms to the Board to assist the Task Force in its work. Further the Task Force will aim to complete its work and present its recommendations to the Board by April 30, 2022, so that the information can be utilized in any negotiation on a Transition Agreement with the developer.

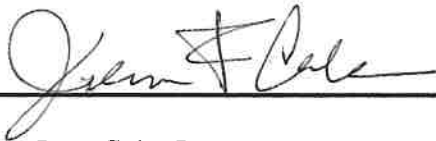
**MSC (Cole, Speer), 4 in favor, 1 absent, Motion Passed**

**X. Adjournment**

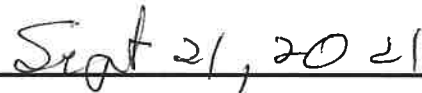
Motion was made to adjourn the meeting at 9:06 pm.

- **MSC (Cole, Drake), 4 in favor, 1 absent, Motion Passed**

**Submitted by:**



Jerry Cole, Secretary



Date