

**Briar Chapel Community Association**  
Board Meeting Headlines: December 15,2021

**Introduction** (Led by Jerry Cole)

Meeting call to order, Establishment of Quorum (7:00 pm)

**Open Forum for BCCA residents:** (7:00p - 7 :30p)

A resident Caren Osborne addressed the board re: serious concern for the construction detritus and other debris still remnant near her lot off of Great Ridge Parkway near the recently built homes close to Montieth st. Her concern included the issue that new home construction was completed over 6 months ago, and there has been more than ample time to address cleaning what she described as “deplorable”.

Newland Communities has not provided a concrete timeline for completion, the area has not been transferred to BCCA.

Shelly Colbert noted that problems with Newland should be referred noted to Chatham County

A resident emailed the board in advance of the meeting to clarify the procedure for paying HOA dues to Kuester Management starting in 2022. Letters have been sent out to explain the process.

**Agenda:** (7:30p - 9:00p)

Agenda Review :

12/15 Board meeting and Approval of Minutes from previous BCCA Board meetings: (10/20, 11/08 {Communications})

11/17 {Pool}

Communication committee 11/04/21 Online vote for the approval of AndiSites contract for website redesign (costs not to exceed \$30,000.00)

Unanimously approved.

Minutes & Ratification = Passed

Motion to approve the evening's agenda = Passed

### **Management Report**

Lifestyle: (Janay Burwell, Lifestyle Director FSR)

Updates:

Upcoming Events including Breakfast with Santa at Clubhouse (12/18)

- 155 Residents RSVP Count per Max. Occupancy rules in Clubhouse

Cancellation of annual BCCA Christmas party for residents due to Covid-19 Health concerns and precautions still being followed in addition to budget constraints

Food Truck Schedule

Total Operating Budget: (Edward Simpkin, Interim General Manager FSR)

Key Highlights:

- \$304,178 Better than Budget for Total Operating Expenses
- Net Operations show significant revenue over expenses \$467,774 for the EOY.

\* The Swimming Pool Complex continues to be the most significant maintenance expense.

FSR Team Goodbyes (Janay Burwell, Edward Simpkin, Jennifer B)

The FSR team expressed gratitude for representing and working with the BCCA community for the last 4 years.

Charters/Governance Issues:

\*Technology Consulting Group (TCG) Motion to approve the group charter was forwarded, seconded, and unanimously approved.

\*Parks & Rec. Committee Motion to approve group charter was forwarded, seconded, and unanimously approved.

\*Transition from FSR Management to Kuester Management Group  
(Discussion led by Catherine Washburn)

#### New Hires by Kuester:

This is a Work in Progress. The staff will be introduced to the Community at the appropriate time.

#### Committee Reports:

##### **Communications Committee**

- More community information accessibility as well as enhanced technology improvements with the new website item brought up by Liz Rolison.

A residents area of concern re: ACH Auto-Debit payments of HOA Fees to FSR addressed by Board. It will be communicated to all residents/homeowners via letter as well as email communication, that they should make sure to turn off any AUTO-PAY settings they have enabled with their banking institutions.

##### **Covenants Committee**

N/A (Ed Amend - Not Present)

Recruitment video for committee produced by Michael Cunningham. A Draft version has been sent out for committee review.

## **Landscape Committee**

N/A (Rachel Nelms - Not Present)

## **Parks & Rec Committee (Multiple Speakers)**

A survey to identify the best use of community space (ie, placement of new benches, swings, land) will be sent out.

Multi-Phase Plan discussion

## **Pool Complex Committee (led by Donna Archibald, Chair of Swimming Pool Complex Committee/SPCC)**

It has been a very busy time for the committee even in winter months citing the fact that the BC community is in a significant transition.

Barracudas Swim Team (Briar Chapel Youth Swim Team). The Blue Dolphin Swim Instruction to the children of BC has been a welcome addition. A request for a Letter of Intent as well as a signed contract with Blue Dolphin or another youth swim instruction vendor. The SPCC would like to open the bidding process to other Instructors in a NON-INCLUSIVE format. Any vendor needs to have insurance.

The SPCC Summary Statement: End-Of-the-Year (EOY) survey demonstrated the significant community satisfaction with the pool complex amenities as a whole. However, a main area of growth has been identified for the Concession Stand offerings.

## **Finance Committee (led by Perry James Finance Comm. Vice Chairman)**

The last meeting of the Finance committee was held on 12/08/21. At the meeting all the minutes/review of the October report was approved.

The Finance Comm. had a meeting with representatives of Kuester Mgmt. with Liz Rolison and Cathy Washburn in attendance.

The Finance Comm. agreed with the proposed accrual and escrow processes.

The finances of the BCCA remain strong with a ~ \$92000K at the start of the year increasing to \$130,000K.

A Fund Balance of 1-2 Months Cash Flow (approximate to be 300K-600K) which represents a large contingency for a community with ~ \$4 Million (?) was highlighted.

A “Start-Up Fee” of \$10791K representing a transition payment to Kuester Mgmt. Co. based on fee schedule of \$4.50 per household on record approved.

### **Social Committee**

N/A (Eamon Breen)

Brief discussion by Board members that the Social Committee is anticipating the arrival of Kester Mgmt. Co. The committee did not hold a recent meeting. It has been communicated that they are in the process of backfilling some vacant committee positions.

### **Technology Consulting Group Committee (aka TCG)(led by Liz Rolison)**

N/A - Grant Leonard

The new website was discussed again in brief with discussion of AndiSites contract approval and website redesign project.

Working on transitioning the current Pool reservation system to Kuester. Technology & License fees (software) are being reviewed as well as the overall use of technology throughout the Briar Chapel community to discern if the community is utilizing for best functionality.

TCG Charter Approval from earlier in the evening was addressed.

**Old Business** (led by Edward Simpkin)

Pool Electrical Proposals:

- Bonding & Grounding issues with electrical equipment.
- Equipment in the pool complex being brought up to Electrical code as there was a change in compliance ( at what level ?) Electrical equipment includes: pumps, variable frequency drive, electrical panels in the Pump Room. The main issue brought up by engineers FSR has spoken to is corrosion. The corrosion is exacerbated by the levels of humidity in the room.
- There are 2 of 3 proposals pending with electrical engineering vendors, as well as still waiting on Chatham County to advise the board if the set of new compliances is a “YES” or “NO” on the County Level. This will be a significant expense of ~ \$100K based on conversations with vendors. It was put forth that these electrical issues in the Pool Complex should be addressed sooner rather than later - ideally in the 1st Quarter of 2022.

Clubhouse Loft Window Proposals in the upstairs management offices of Clubhouse:

- Three quotes have been received including Rice Glass CO. contract of \$5054.00 .
- The motion to award the contract to Rice Glass CO. was unanimous.
  
- The CO2 Levels are not healthy in the loft space area.

## Camera Installation Proposals: (led by Jennifer Brymer)

Several proposals have been received by Security Camera Companies including Sonitrol.

The locations of the camera to include key areas of concern:

Cameras at the Pool Complex (overlook of slide, pool entrance, Activity pool)

Cameras at the Sports Courts (overlook of the Courts)

Cameras at Great Meadow Park ( Bathrooms at Great Meadow Park as well as the Playground next to the Pavillion)

Old Tobacco Barn

“LINE OF SIGHT” coverage upgrades provided by camera install project

Sonitrol Integrated Security (Raleigh, NC) vendor proposal includes:

\$20832 NRC Install expense as well as \$2388 Annual Maintenance monitoring costs recurring. This quote does not include the additional cost of bringing WiFi signal to Great Meadow Park at a cost of approximately \$150/Month.

There is a 10-week lead time for materials.

This would be a 2022 Fiscal Year Expense

- The motion to award the contract to Sonitrol was unanimous.
- There has been over \$7000 in damage as a result of vandalism in the 2021 calendar year. This represents a significant amount of damage, so the installation of new security cameras + WiFi signal would recoup its cost in about 3 years.

**New Business** (led by Edward Simpkin, Interim General Mgr.)

### Trail Bridge Repair Replacement project

- Rotting wood beams have been identified. The initial proposal is that this will be an expensive undertaking. Initial estimate around ~ \$29500.00
- The Board would like 3 qualified proposals.
- Funding identified by the Finance Committee in the 2023 fiscal year reserves budget, as well as possibly in the 2026 reserves budget.

### Concrete Repair Proposals:

= Sidewalk Trip Hazards have been identified and need “levelling” The cost of this repair work is in range of 11,000K - 70,000K

\* The tracking of the Reserve Fund was brought up by Jennifer Drake as an issue so that the Fund Balance can be accurately carried over to the following year.

Receipt of Ongoing Tally confirmed by Perry James of Finance Committee

### Water Slide Repair Proposals:

- There were two Reserve Studies conducted (2016 & 2021)
- The Scope + Specifications of work to include: scraping rust, painting, corrosion issues, reconstruction and “other” repairs.
- The Management Co. is still waiting on proposals to be returned from two contractors. There was a Request for Information from the Engineer made to BC Management before the proposal could be submitted.

This will be a significant expense of at least \$100K as extensive work is required on the Water Slide.

There is currently around \$40K in Reserves for pool repairs.



### **Election of Consulting Officer** ( led by Jerry Cole)

The idea of a Board liaison appointee to the Covenants committee was brought up. The question put forth was if the Board should create a Non-Voting Officer position to assist the board ?

The position would still carry a fiduciary responsibility and be ethics-bound the same as elected Board members

The name of a potential candidate Vonzell Jones was submitted by Cathy Washburn. Vonzell Jones' qualifications include:

- Significant experience in contract negotiations
- Has previously worked on Kuester & Landscape negotiations
- Experience as UNC legal counsel

An upcoming complete review by the facilities manager of community properties would require expertise the Consulting Officer liaison could provide

**Election of Consulting Officer position approved. Vonzell Jones appointed.**

### **Board Member Final Comments**

Gratitude and Appreciation extended to FSR Management Team for their service these past years extended by Cathy Washburn

Excellent collaboration between Kuester & FSR during the beginnings of the transition period noted by Jerry Cole.

**Meeting Adjournment (9:07 PM)**

