

**Briar Chapel Community Association Board of Directors Work Session
Hybrid, November 8th, 2022, at 10:00am
Minutes**

I. Call to Order

- Board Meeting was hybrid. Meeting called to order at 10:02am
- Board members present:
 - Jerry Cole (President)
 - Jennifer Drake (Vice-President)
 - Catherine Washburn (Treasurer)
 - Liz Rolison (Secretary)
 - Michael Cunningham (Director)
- Kuester represented by:
 - Jeremy Mayes, General Manager
- Legal Counsel
 - Hope Carmichael

Quorum established.

II. Review and Approval of Agenda

Jerry Cole reviewed the agenda. **Motion to approve the agenda. MSC (Liz Rolison /Cathy Washburn, unanimous, motion passed.**

III. Executive Session

- **Motion to begin Executive Session at 10:06am to discuss Newland transition. MSC (Jennifer Drake, Michael Cunningham), unanimous, motion passed.**
- **Motion made to exit out of Executive Session at 10:26am. MSC (Jennifer Drake/Michael Cunningham), unanimous, motion passed.**

IV. Existing Business

- **BMP Maintenance** – Management is requesting approval of pond maintenance to 23 ponds within Briar Chapel. This work was recommended by G2Design in their annual review earlier this year. Bids have been obtained from Dragonfly and Triangle. Management is recommending approval of bid from Dragonfly for \$73,155. **Motion to approve \$73,155 for SWP maintenance pending confirmation of certification from Chatham County. MSC (Liz Rolison/Cathy Washburn), unanimous, motion passed.**
- **Pool RFP** – Management presented revised pool RFP. Discussions continue on 2023 Pool schedule with the Pool Committee. As we need to get the RFP out as soon as possible, Jeremy has provided two schedules in the RFP (High/Low) and is asking vendors to provide a range of costs based on these two schedules. This will allow us to move forward with the RFP while we finalize the 2023 Pool Schedule. Management will move forward sending out the RFP to appropriate swim

management companies. Legal recommended that we carefully vet these companies before making a decision. Discussed concession stand options. Management is looking into options for expanding service for hot food.

- **Covenants Committee** - Chair of the Covenants Committee has sent the board a letter outlining concerns and asking for a meeting with the board. Legal advised that the new board needs to confirm their agreement on the Covenants Compliance Policy and then meet with the Covenants Committee to clarify their role. Until then, management should continue with the process as outlined in the Covenants Compliance Policy and Sanctions Guidelines.
- **Committee Membership** – Board asked management to review all of the current committee membership to confirm membership on each committee for 2023 in preparation for recruitment in early 2023. Management recommended a meeting with all committees early in the new year to outline expectations (tasks, recommendations, monthly reports and updates at the Public Board Meetings). Legal confirmed that committee appointees should be approved by the board and documented in the minutes.

V. New Business

- **Budget Townhall** – Communications Committee had recommended a Budget Townhall to give residents a chance to ask questions about the 2023 budget. Board agreed that it is now too close to the Annual Meeting to make this work. Discussed wanting to consider ways in future years to provide budget information earlier in the process.
- **Constellation Park Telescopes** – Management presented a bid to replace the two vandalized telescopes at Constellation Park (\$3,770). There have been multiple cases of vandalism of the telescopes. Management has not been able to find a way to secure them. Board decided not to replace the telescopes, have management remove the telescope posts and send communication to community explaining why the Board has decided not to continue to replace these telescopes.
- **History of Briar Chapel** – Resident has provided us with two binders that contain information on the history of Briar Chapel. We would like to find a community historian to maintain this information and provide periodic sessions to interested members of the community.
- **2022 Holiday Lighting** - Management presented two bids for Holiday lighting of the clubhouse and entrances: NHN (\$2,100 – but does not include equipment) and SRO (\$11,000). Board wants lighting at the entrances and more understated, tasteful at the Clubhouse. **Motion to approve SRO capped at \$7,000 for holiday lighting of the entrances and clubhouse. MSC (Liz Rolison/Michael Cunningham), 4-0 (Jennifer Drake recused from the vote), and motion passed.**
- **Encroachment Agreement** – Management presented a request from 275 Abercorn for an encroachment agreement. The homeowners have a firepit that they had approved by the DRC, but when built the gravel surrounding the firepit extended 16” across their property line into BCCA common property (the DRC approval states it must stay within property line). **Motion to deny request and ask homeowner to pull back gravel according to DRC approval. Amended motion to request that homeowner replace displaced gravel with sod. MSC**

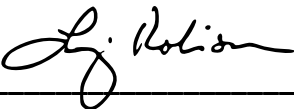
(Cathy Washburn/Michael Cunningham), unanimous, motion passed. Noted that there are a significant number of encroachments throughout the community. Legally this is considered trespass on BCCA community property. Board agreed to have management to add message in Manager's Monday to remind residents on what is considered an encroachment and why it is not allowed. Management noted that this has been a long-term issue and we don't yet have a process for resolution of these issues. Legal advised that encroachment is not a covenants issue, it's a violation of a NC law. BCCA needs to develop a policy for handling encroachments before we start enforcing these encroachments. Board agreed to make this a priority for the new board. Jennifer reiterated that the Landscape Committee had recommended a path forward for those with trespass landscaping issues which was similar to submitting a DRC request.

- **DRC Update on Firmage** – NNP Briar Chapel has made revisions to the Design Review Guidelines restricting Firmage from putting up fences in their conservation easement. BCCA needs to prepare for transition of DRC into the BCCA. Board agreed we need to form a DRC committee by mid-2023 to prepare for the DRC handoff. Legal advised that management seek some professional expertise for the DRC committee.

VI. Adjournment

- **Motion to Adjourn, MSC (Liz Rolison/Michael Cunningham), unanimous, motion passed. The meeting was adjourned at 12:14pm.**

Submitted by Liz Rolison, Secretary



Date: November 10th, 2022