

# Bull Run Mountain Civic Association

## Board of Directors

### Minutes for October 13, 2013

The Board of Directors of the Bull Run Mountain Civic Association (BRMCA) had its regular meeting on Sunday, October 13, 2013, at noon at the BRMCA clubhouse. Eight directors were present as the meeting was called to order: Alan Bratburd, Deborah Buckingham, Glenn Cruickshank, Tim Havrilla, James (Jim) Price, Matthew (Matt) Roth, Paul Scheingold, and Jane Sudol. Josh Weinstein was absent but named Jim as his proxy.

### Action Items

#### Minutes

Jim moved that the minutes from the board's last regular meeting on September 15 be accepted, Deborah seconded, and the motion carried unanimously (9 including 1 proxy).

#### Election of officers, 2013–2014

##### President

**Glenn Cruickshank** Deborah nominated, unanimous (9 including 1 proxy)

##### Vice President

**Jim Price** Alan nominated, 7 votes in favor  
Jim nominated Tim, 2 votes in favor (including 1 proxy)  
Glenn nominated Alan, but Alan withdrew his name

##### Treasurer

**Deborah Buckingham** Glenn nominated Deborah, 6 votes in favor (including 1 proxy)  
Jim nominated Alan, 3 votes in favor

##### Secretary

**Jane Sudol** Glenn nominated Jane, unanimous (9 including 1 proxy)

#### Committee chairmen, 2013–2014

Clubhouse:	<b>Paul Scheingold</b>	Deborah nominated; unanimous (9 including 1 proxy)
Roads:	<b>Josh Weinstein</b>	Glenn nominated; unanimous (9 including 1 proxy)
Communications:	<b>Alan Bratburd</b>	Glenn nominated; unanimous (9 including 1 proxy)
Firewise:	<b>Jim Price</b>	Glenn nominated; unanimous (9 including 1 proxy)

## **Reports**

### **Roads Committee**

Glenn said Nick Nasco won both contracts with the county for the coming year, for both road maintenance and snow plowing. Glenn also said county point of contact (POC) Pam Larkins has sent the board a guardrail easement agreement, to be used if installation would not be on BRMCA right of way; the county will fund surveys of each site. He said Long Fence has been named the county contractor for installing the steel-backed timber guardrails. Matt offered to help determine the landowners to be contacted at the targeted guardrail sites, and Glenn said he would draft a letter informing them of the project. Glenn noted that up to \$25,000 has been allocated for installation within the fiscal year.

### **Firewise Program**

Jim as POC said no grant money is available at the moment, but he will pursue future funding.

### **Clubhouse Committee**

Glenn reviewed the rental terms for new members, noting the 1-day free rental for paying BRMCA membership dues by January 31. Directors reviewed plans to use electric heaters to keep the clubhouse open for events and meetings during November through March.

(The board went into Executive Session to discuss legal matters.)

### **Finance Committee**

Alan as treasurer said \$9,388.77 is in the association's checking account, and \$125,739.46 is in the investment account, up \$2,148 from the previous month. Glenn said he sent a letter to Attorney Coulter asking him to serve as the registered agent for BRMCA.

## **Director's Concerns**

Deborah requested access to the board's Facebook account. Paul offered to cut leftover utility poles at the clubhouse into more usable lengths. Jane said she would notify Evergreen Volunteer Fire Department that the board would not need to use their meeting space this winter.

## **Adjournment**

The next board meeting was set for Sunday, November 17, at noon at the clubhouse. Glenn adjourned the meeting.

# **Bull Run Mountain Civic Association**

## **Board of Directors**

### **Minutes for November 17, 2013**

The Board of Directors of the Bull Run Mountain Civic Association (BRMCA) had its regular meeting on Sunday, November 17, 2013, at noon at the BRMCA clubhouse. Six directors were present as the meeting was called to order: Alan Bratburd, Glenn Cruickshank, Tim Havrilla, Paul Scheingold, Jane Sudol, and Josh Weinstein; Matthew (Matt) Roth arrived later. Deborah Buckingham and James (Jim) Price were absent. Community members Harold and Edith Wilkins attended.

### **Action Items**

#### **Minutes**

Alan moved that the minutes from the board's last regular meeting on October 13 be accepted, Josh seconded, and the motion carried unanimously (6 in favor).

#### **Board seat retained**

Glenn reported that Deborah had changed her tendered resignation to a temporary leave of absence.

#### **Treasurer named**

Glenn as president asked Alan to continue as treasurer, and Alan accepted.

### **Public Concerns**

Resident Hal Wilkins suggested announcing a public meeting for community input to finalize plans to install guardrails at dangerous curves. Resident Edith Wilkins requested that snow barrels with gravel be placed on Sumney near the curve at the water tower and at the first curve at the top.

### **Reports**

#### **Roads Committee**

Board members discussed progress with plans to place guardrails initially along selected high-slope curves on Sumney. Josh noted that very little overlap occurs with private lots at those sites. He said the bid that the county received from Long Fence of \$25,000 applies only to weathered-steel guardrails, not the steel-backed timber that the board prefers. Glenn asked Josh to follow up

with the county to redo the bid request. Josh also said the county representative had e-mailed a form for use as a model where needed for release of trespass.

Paul said he had received some negative comments from certain residents on the planned guardrail installation. Glenn said the county considers guardrails to be part of road maintenance and public safety. Board members discussed encouraging community members to attend next month's board meeting to review the plans and provide input. (Matt arrives)

Josh noted that potholes on Tiffany, Summit, and Lookout have been added to the repair list. Alan suggested placing the winter snowplowing guidelines on the website as a reminder for residents that 4 inches of snow is the threshold for plowing. Josh said that the county recently determined that salt would not harm the chip-coat road surface, which will permit pretreating in case of ice.

### **Clubhouse Committee**

Paul said he would check the chimney shelf for obstructions to resolve a recent problem with smoke from the fireplace. He said one rental is reserved for November 28, with the renter planning to use the fireplace and no more than one space heater on a circuit (1500-watt maximum); Paul said he would check the breaker panel for the number of circuits available. He said he has added a dehumidifier, which has improved the air quality. Plans for grounds cleanup are deferred to the spring; Josh noted that Logmill and Mountain roads are due for a cleanup, which Paul said has been coordinated with VDOT in the past.

### **Finance Committee**

Alan as treasurer said \$9,029.77 is in the association's checking account, and \$127,850 is in the brokerage account—up about \$9,000 since the account was opened.

### **Director's Concerns**

Glenn said he received a letter from Attorney Coulter stating that he would be unable to serve as the BRMCA registered agent. Glenn asked board members to consider who may be able to take on the duty.

### **Adjournment**

The next board meeting was set for Sunday, December 15, at noon at the clubhouse. Glenn adjourned the meeting.

# **Bull Run Mountain Civic Association**

## **Board of Directors**

### **Minutes for December 15, 2013**

The Board of Directors of the Bull Run Mountain Civic Association (BRMCA) had its regular meeting on Sunday, December 15, 2013, at noon at the BRMCA clubhouse. Eight directors were present as the meeting was called to order: Alan Bratburd, Glenn Cruickshank, Tim Havrilla, James (Jim) Price, Matthew (Matt) Roth, Paul Scheingold, Jane Sudol, and Josh Weinstein. Deborah Buckingham was absent. Community members Denise and Robert Tippett and Michelle Cruickshank attended.

### **Action Items**

#### **Minutes**

Alan moved that the minutes from the board's last regular meeting on November 17 be accepted, Jim seconded, and the motion carried unanimously (8 in favor).

### **Public Concerns**

Glenn as president reviewed funding and materials for the planned guardrail purchase, and Josh as roads point-of-contact (POC) reviewed site selection. Residents asked about the lifespan, maintenance, and potential need for repairs of the steel-backed timber guardrails. Glenn said he would follow up with the county representative, and Josh offered to ask the Evergreen Fire Department about clearance needed for large emergency vehicles.

### **Reports**

#### **Roads Committee**

Board members discussed the new contractor's response to the recent snowstorm, noting that daytime melting would have washed salt applications away. Josh as POC said he would ask the county representative to quantify the "limited use" of salt recommended on chip-coated roads. He offered to contact the webmaster for the BRMCA site to coordinate updates on road conditions and treatment. Josh and Glenn reviewed the planned road resurfacing and culvert and ditch repair cycle with the road paving bond now paid off, and the board's plans to request further reductions in the service district levy as the county catches up with maintenance projects. Josh also reviewed sites for added gravel barrels and said he will be working the local Boy Scout troop to organize trash cleanup on the roadside.

### **Firewise Program**

Jim as Firewise POC said BRMCA has secured a 12-month state grant of \$4,900 for fuel removal, starting March 1. He said he would contact the program's preferred contractors to save on costs and will give priority to those residents who missed the last brush removal because funds ran out.

### **Clubhouse Committee**

Paul as chairman said the dehumidifier iced up in the recent cold snap and he initiated a discussion of heating options during winter months. He noted that renters now have the option of using the fireplace or bringing their own electric heaters, which led one potential renter to decline the rental. Paul also reviewed roofing options, noting that self-installation would cost as low as \$1 per square foot. Glenn said a work party could be organized this summer.

### **Finance Committee**

Alan as treasurer said \$8,146.95 is in the association's checking account, and \$125,955 is in the brokerage account.

### **Director's Concerns**

Glenn urged board members to send him contributions for the annual newsletter that would be mailed out in January. Matt volunteered to handle printing.

(The board went into Executive Session to discuss legal matters.)

### **Adjournment**

The next board meeting was set for Sunday, January 19, 2014, at noon in the clubhouse. Glenn adjourned the meeting.

# **Bull Run Mountain Civic Association**

## **Board of Directors**

### **Minutes for January 19, 2014**

The Board of Directors of the Bull Run Mountain Civic Association (BRMCA) had its regular meeting on Sunday, January 19, 2014, at noon at the president's home due to the weather. Eight directors were present as the meeting was called to order: Deborah Buckingham, Glenn Cruickshank, Tim Havrilla, James (Jim) Price, Matthew (Matt) Roth, Paul Scheingold, Jane Sudol, and Josh Weinstein. Alan Bratburd was absent but gave his proxy to Paul. Community members Susan Paquette and Michelle Cruickshank attended.

### **Action Items**

#### **Minutes**

Glenn moved that the minutes from the board's last regular meeting on December 15, 2013, be accepted, Jim seconded, and the motion carried unanimously (8 + 1 proxy).

### **Public Concerns**

As a new resident on the mountain, Susan expressed concern about icy road conditions that continued for several days following a recent storm and questioned the process for treating road surfaces. Directors explained how the board functions as a Roads Committee and liaison with county representatives who contract for services that are paid from county Service District fees. They said this is the first year that salt is being used in combination with other materials and tested for effectiveness. Susan thanked the board members for their time and effort but said she would like to follow up at the state level to gauge interest in maintenance of the mountain roads. Directors provided her with legislative contacts.

### **Reports**

#### **Roads Committee**

Josh as POC said the 40 current gravel barrels along the roads would be filled this week, and the contractor is getting estimates for nearly 40 additional new barrels that would be positioned along steep grades and switchbacks. He said the contractor has no salt left after the recent storm, but has requested one more pallet and road fines (screening from crushed rock) to try on ice during the next storm. Josh noted that if the tarp blows off the county gravel pile, the wet gravel freezes and cannot be fed into the spreader. He suggested a pole barn or large shed to cover the

gravel, and Glenn suggested that the county representative look into moving the pile onto the clubhouse property.

Separately, Josh said a sinkhole has developed on Warburton across from the tower's driveway. Glenn noted that the county is trying to find an engineering company to sight the guardrails that have been proposed.

### **Firewise Program**

Jim as Firewise POC said the state grant of \$4,900 for brush removal takes effect in March, and he plans to give priority to residents who requested but missed out on the service due to limited funding the last time.

### **Clubhouse Committee**

Glenn thanked Paul, committee chairman, for his work on keeping the clubhouse pipes from freezing during the recent storm. Deborah said improving the roof, upgrading the heating and air conditioning system, and fixing the basketball court are all needed to make the clubhouse more attractive for rentals and usable year-round. Tim offered to check on estimates for heat pumps as well as possible grant money for playground improvements.

### **Finance Committee**

Deborah as treasurer said \$7,000 remains in the association's checking account, and \$127,818 is in the brokerage account.

### **Director's Concerns**

Glenn said 550 annual newsletters were mailed to residents, including 75 paid members, for a total cost of \$3,500. He also said he sent an e-mail to the county representative opposing No Parking signs at the bottom of the mountain that the county is considering installing in response to a single resident's complaint. Glenn noted that it is a matter of common sense that residents would park at the bottom of Sumney and Nelson in treacherous weather.

### **Adjournment**

The next board meeting was set for Sunday, February 16, 2014, at noon in the clubhouse. Glenn adjourned the meeting.

# **Bull Run Mountain Civic Association**

## **Board of Directors**

### **Minutes for February 16, 2014**

The Board of Directors of the Bull Run Mountain Civic Association (BRMCA) had its regular meeting on Sunday, February 16, 2014, at noon at the president's home due to the cold weather. Seven directors were present as the meeting was called to order: Alan Bratburd, Deborah Buckingham, Glenn Cruickshank, Matthew (Matt) Roth, Paul Scheingold, Jane Sudol, and Josh Weinstein. Tim Havrilla and James (Jim) Price were absent. Community member Michelle Cruickshank attended.

## **Reports**

### **Roads Committee**

Glenn reported on a meeting that the county requested before the recent storm, in which he, Alan, Paul, Deborah, and Michelle met with county attorney Kevin Black and Alice Haddow, staffer for county Supervisor Candland. The county referenced a December 2008 letter from the board to Supervisor Stirrup in which the BRMCA board states it has absorbed the functions of the previously separate Road Committee and names a point of contact (POC) to work with the county Public Works Department. The current county attorney interprets the letter as abolishing the board's Road Committee functions, but Glenn and Alan said such a change would have to be approved in writing and no response was ever received. After lengthy discussion, the board agreed that Glenn would bring the matter to the attention of the full county Board of Supervisors for clarification.

In other matters, Josh as roads POC said the county representative flagged locations for guardrails based on the board's proposal. Glenn asked Paul to send a list of existing guardrails to Josh for mapping purposes. The board discussed the recent snowplowing, including the limited number of trucks used, and considered different options for covering the gravel pile. Glenn asked Josh to find out the contractor's preference for a cover.

### **Clubhouse Committee**

Glenn said the space heater Deborah provided is working to keep the pipes warm in the kitchen. Glenn asked Alan to price out portable heaters for more consistent heat as a temporary measure and cold weather supplement. Paul, as chairman, discussed details of reroofing the building with the board as well as the heating system upgrade.

Josh suggested organizing volunteers for a cleanup along Logmill. Glenn and Paul recommended a date in April coinciding with the monthly board meeting, and publicizing the event on the website.

### **Finance Committee**

Deborah as treasurer said about \$7,000 is in the association's checking account and \$127,732 is in the brokerage account, with 56 paid members.

Alan noted that February is usually the month that the board makes its filing with the State Corporation Commission. Glenn said he would fill out the form and check into filing it.

### **Director's Concerns**

Paul and Deborah suggested ways of soliciting community input for such areas as a local Crime Watch to fight vandalism, or reminding residents to keep dogs on leash and to slow their driving speeds. Deborah mentioned using Paypal to solicit input. Glenn said he would summarize the ideas for posting online. Alan noted that the website still lists a previous member as being on the board; Glenn said he would update the listing.

Deborah alerted the board to a county public hearing on Logmill safety improvements scheduled for February 19, 6–8 p.m., at the Evergreen firehouse.

### **Adjournment**

The next board meeting was set for Sunday, March 16, 2014, at noon in the clubhouse. Glenn adjourned the meeting.

# **Bull Run Mountain Civic Association**

## **Board of Directors**

### **Minutes for March 16, 2014**

The Board of Directors of the Bull Run Mountain Civic Association (BRMCA) had its regular meeting on Sunday, March 16, 2014, at noon at the BRMCA clubhouse. Five directors were present as the meeting was called to order: Deborah Buckingham, Glenn Cruickshank, Paul Scheingold, James Price, and Josh Weinstein. Absent were Tim Havrilla, Mathew Roth (giving his proxy to Josh Weinstein), Alan Bratburd (giving his proxy to Paul Scheingold), and Jane Sudol (giving her proxy to Glenn Cruickshank). Community member Steven Topolovec attended.

#### **Acceptance of Past Meeting Minutes**

James Price moved that the board accept the minutes from the BRMCA board meetings on January 19, 2014 and on February 16, 2014. Deborah seconded the motion. All attending board members voted in favor of this motion.

#### **Reports**

##### **Roads Committee**

We discussed the road encroachment issue regarding Paul's stone wall on Summit Drive. Paul owns property on both sides of the road adjacent to the wall (his residential property and the lot opposite, on the other side of Summit Drive). The solution we are pursuing is to create easements. Paul will grant BRMCA an easement, and the BRMCA will grant Paul an easement. Neighbor and licensed engineer Steven Topolovec is assisting Paul in obtaining required variances and permits retroactively. Glenn, in his official capacity, will write a letter to attorney Don Coulter, representing Paul in this matter, testifying that the wall does not infringe or impede traffic along Summit Drive.

We are waiting for Pam and a county engineer to site the guard rails and on Nick to submit estimates on adding more gravel barrels.

Concerning protecting our gravel pile from winter icing, we are considering erecting some kind of permanent but inexpensive structure like a pole barn. Paul will research costs at a farmers' cooperative. Steven Topolovec volunteered to draft plans for obtaining county zoning and building permits for this structure.

Josh noted the existence of a sink hole on Warburton Road and potholes in several places on several roads. He will inventory all such problems in the spring.

### **Clubhouse Committee**

An association member will receive a free rental for March 08, 2014, but Deborah has not yet received a cleaning deposit.

Tentative schedule for installing metal roof on clubhouse --- May 10<sup>th</sup> and 11<sup>th</sup>, 2014. Paul will order the metal panels, anticipating a 4- or 5-day delivery time. He will order full-length panels for fewer seems and estimates the cost between \$3,000 and \$4,000 . We will decide on the color at a later meeting. In addition, we will need to purchase flashing to put around the chimney and a ridge vent.

### **Finance Committee**

We have 79 paid members of the civic association and Deborah will send-out notices of payment with thanks. Several members sent us comments along with their payments. Glenn recited some of these comments, and we briefly discussed them.

### **Director's Concerns**

Glenn suggested that we conduct a clean-up along Log Mill Road concurrently with the installation of the new roof --- on May 10<sup>th</sup> and 11<sup>th</sup>, 2014.

The long-existing BRMCA sign at the corner of Mountain Road and Log Mill Road fell over. It was erected on private property and ownership of the sign was claimed by the property owner (name unknown). We will want to replace the sign eventually.

### **Adjournment**

The next board meeting was set for Sunday, April 20, 2014, at noon in the clubhouse. Glenn adjourned the meeting. However, in subsequent e-mail exchanges, the board changed the meeting date to April 13, 2014 in deference to April 20, 2014 being Easter Sunday.

# **Bull Run Mountain Civic Association**

## **Board of Directors**

### **Minutes for April 13, 2014**

The Board of Directors of the Bull Run Mountain Civic Association (BRMCA) had its regular meeting on Sunday, April 13, 2014, at noon at the clubhouse. Six directors were present as the meeting was called to order: Deborah Buckingham, Glenn Cruickshank, Tim Havrilla, James (Jim) Price, Paul Scheingold, and Josh Weinstein; Jane Sudol arrived shortly afterward. Alan Bratburd and Matthew (Matt) Roth were absent; Alan gave his proxy to Paul and Matt gave his proxy to Josh. Former board member Becky Fay attended.

### **Action Items**

#### **Minutes**

Josh moved that the minutes from the board's last regular meeting on March 16 be accepted, Jim seconded, and the motion carried unanimously (6 + 2 proxies).

#### **Roads Committee**

Josh moved to establish a Roads Committee in accordance with the amendment to the Bull Run Mountain Service District Road Maintenance Agreement of July 27, 2001. Jim seconded the motion, which passed unanimously (7 + 2 proxies).

#### **Clubhouse**

Deborah moved to authorize Paul to purchase roofing materials for the clubhouse and shed, Jim seconded, and the motion passed unanimously (7 + 2 proxies).

### **Reports**

#### **Roads Committee**

Glenn opened the board's discussion on how best to respond to county attorney Kevin Black's interpretation of a 2008 letter from the BRMCA Board of Directors to the county. The county attorney's staff considers the letter's wording to mean that the Roads Committee was abolished, when in actuality the board at that time had voted to absorb the committee's functions. To resolve the confusion, the board agreed to reaffirm its strong working relationship with the county by voting to formally establish the Roads Committee (see Action Items). Glenn said he would set up a meeting with the county and Supervisor Corey Stewart to clarify the matter.

Josh as roads point of contact (POC) said he plans to meet with the county contractor and travel the roads with him to pinpoint spring repair needs after the harsh winter. Josh said he also would total snowplowing costs, but noted that the county's funds are still well in the black for this fiscal year. The guardrail project is still awaiting a response from the county. Selection of a cover for the gravel pile was temporarily put on hold.

### **Clubhouse Committee**

Paul itemized the cost of materials for roofing the clubhouse and storage shed, which totaled under \$3,000. The board authorized Paul to purchase the roofing materials (see Action Items) and selected dark green metal panels as the material. A roofing party was scheduled for May 10 and 11 in conjunction with a road cleanup along Logmill, both of which would be advertised on the website.

Board members discussed how best to upgrade the clubhouse's heating system. Tim advised that an electric heat pump would be more efficient than gas despite a higher cost, and said it would cost around \$2,500 and take a day for a team of volunteers to install. Glenn said \$3,000 would be budgeted for the job, and details would be finalized at next month's meeting.

### **Firewise Committee**

Jim as POC said a Firewise meeting needs to be scheduled to maintain the community's participation in the program. He also said he is working on two dates, in spring and fall, to coordinate the chipping of excess brush.

### **Finance Committee**

Deborah as treasurer provided the financial report for March showing \$9,568 in the association's checking account and \$131,020 in the brokerage account. She said recent dues received have brought membership to a record 83 paid members.

### **Director's Concerns**

Glenn asked Jane to check the records to determine which director's seats will be up for re-election this fall. He also suggested selecting a nominating committee at next month's meeting. Jane advised Josh of a widening break in the pavement on Lookout that is unavoidable when turning south from the top of Sumney.

### **Adjournment**

The next board meeting was set for Sunday, May 18, 2014, at noon in the clubhouse. Glenn adjourned the meeting.

# **Bull Run Mountain Civic Association**

## **Board of Directors**

**Minutes for May 18, 2014**

The Board of Directors of the Bull Run Mountain Civic Association (BRMCA) had its regular meeting on Sunday, May 18, 2014, at noon at the clubhouse. Six directors were present as the meeting was called to order: Deborah Buckingham, Tim Havrilla, James (Jim) Price, Matthew (Matt) Roth, Paul Scheingold, and Jane Sudol; Alan Bratburd arrived shortly afterward. Glenn Cruickshank and Josh Weinstein were absent; Glenn gave his proxy to Deborah and Josh gave his proxy to Matt. Jim led the meeting in Glenn's absence.

### **Action Items**

#### **Minutes**

Matt moved that the minutes from the board's last regular meeting on April 13 be accepted, Paul seconded, and the motion carried unanimously (6 + 2 proxies).  
(Alan arrives)

### **Reports**

#### **Finance Committee**

Deborah as treasurer provided the financial report for April showing \$9,658 in the association's checking account and \$131,648 in the brokerage account. She noted that next month's accounting will include the cost of materials for the recent roofing project.

(The board went into Executive Session to discuss legal matters.) (Deborah leaves.)

#### **Roads Committee**

Josh as roads point of contact wrote to the board that he was awaiting estimates from the county contractor on recent task orders. Jim said the board was still awaiting a response from the county to Glenn's May 11 letter detailing the recent board vote that formally re-established the Roads Committee, and asking the county to formally accept the committee in accordance with the Bull Run Service District Road Maintenance Agreement. Jane reported that a tree that had fallen after recent storms was blocking a lane at the top of Sumney, affecting access onto Lookout; board members advised that the owner or neighbors may yet cut the limbs out of the way.

### **Nominating Committee**

Josh, Jane, and Tim are up for re-election this year, Jane reported. Matt and Tim volunteered to serve on a Nominating Committee to solicit more candidates for the seats.

### **Clubhouse Committee**

Paul as chairman thanked everyone who assisted in the recent roofing project and said the receipt for materials totaled about \$2,600. He said metal flashing is still needed on the roof and the chimney needs repointing with mortar. Matt said he has recent experience on the repointing and offered to work with Paul on the project.

On upgrading the clubhouse's heating system, Paul said he has a high bid of \$25,000 for a commercial system, but Tim said that based on his experience, board members could install a system themselves for less than \$3,000. Tim volunteered to break down the cost of materials and provide a firm estimate at the next board meeting. Alan suggested upgrading the overhead lighting to reduce glare and adding acoustic tile to the ceiling to improve acoustics in the clubhouse during large gatherings. Paul said he would check above the ceiling to inspect the condition of the wiring, and Matt offered to price out sound-absorbing treatments.

Paul offered to take down a dead tree near the front of the clubhouse with the help of other board members. Tim, Jim, and Alan agreed to meet with him on the project midweek.

### **Firewise Committee**

Jim as POC said that due to unforeseen personal obligations, he is seeking the help of board members this year in setting up the annual Firewise community meeting and organizing brush chipping under the state grant. Alan, Tim, and Paul volunteered to take on the task, and Jim agreed to provide them with Fire Department contacts, e-mail addresses, printing of the flyer to residents, and specific grant funds available for the chipper.

### **Adjournment**

The next board meeting was set for Sunday, June 8, 2014, at noon in the clubhouse. Jim adjourned the meeting.

# **Bull Run Mountain Civic Association**

## **Board of Directors**

### **Minutes for June 22, 2014**

The Board of Directors of the Bull Run Mountain Civic Association (BRMCA) had its regular meeting on Sunday, June 22, 2014, at noon at the clubhouse. Seven directors were present as the meeting was called to order: Alan Bratburd, Deborah Buckingham, Tim Havrilla, James (Jim) Price, Matthew (Matt) Roth, Paul Scheingold, and Jane Sudol. Glenn Cruickshank and Josh Weinstein were absent; Josh gave his proxy to Matt. Jim led the meeting in Glenn's absence.

### **Action Items**

#### **Minutes**

Alan moved that the minutes from the board's last regular meeting on May 18 be accepted, Matt seconded, and the motion carried unanimously (7 + 1 proxy).

#### **Oil furnace**

Alan moved that the clubhouse oil furnace be donated to Habitat for Humanity in Manassas, Tim seconded, and the motion carried unanimously (7 + 1 proxy).

### **Reports**

(The board went into Executive Session to discuss legal matters.)

#### **Roads Committee**

Jim took note of the extensive e-mails from Josh as point-of-contact (POC) to the county regarding invoices and recent task orders. Alan said the sinkhole on Martin Terrace is fixed and that he found the crew working each time he passed by. He said the rusting out of a steel culvert below a cement culvert created the deep hole. Matt offered to follow-up with Josh and the contractor to verify the task order. Deborah and Paul noted the ditch cleaning on Ridge Road and said a separate contractor could not find the culvert above Painter Court. Board members discussed the guardrail project in general and agreed that Josh would pursue its engineering status with the county, which has stated that the existing levy would cover the cost as a matter of public safety. Jim and Alan noted Glenn's response to the Board of Supervisors regarding recent moves to overturn the Bull Run Service District Road Maintenance Agreement. Matt suggested having board members attend the next county supervisors meeting as representatives.

### **Clubhouse Committee**

Tim said he called three companies for bids on installing a new heating system at the clubhouse, noting that ductwork in the ceiling is functional but may need further support. The board's consensus was to donate the oil furnace to Habitat for Humanity (see vote under Action Items), and Deborah offered to help Paul as chairman in hauling the furnace out, and Alan volunteered the use of a dolly.

### **Firewise Committee**

Jim as POC asked Alan for help in contacting the Firewise representative on lining up contractors for community chipping. Paul said it would cost \$350 to rent a stump grinder, which Jim said should be reimbursable with Firewise funds. Jim also suggested sending out a combined Firewise newsletter with the Annual Meeting notice. He said he would check on the expiration date of the grant, while Alan agreed to determine the logistics of the brush chipping. Jim suggested September 21 as a combined meeting date, with an early board meeting followed by the Firewise meeting at noon.

### **Nominating Committee**

Josh, Jane, and Tim are up for re-election this year. Tim said he is talking to neighbors to field more candidates, and Deborah offered to check with others as well. Jim said the meeting notice should be mailed by August 17, and he offered to print the labels and updated newsletter.

### **Finance Committee**

Deborah as treasurer provided the financial report for May showing \$7,126 in the association's checking account following payment of insurance and clubhouse roof repairs, and \$135,610 in the brokerage account.

### **Communications**

Deborah as POC said she has checked the list of paid members against the e-mail list of more than 200 subscribers and brought it up to date. She said she can send 25 e-mails at a time and knows of a system used by Webmaster Bruce Roemmelt that identifies undelivered mail and those who unsubscribe.

### **Adjournment**

The next board meeting was set for Sunday, July 20, 2014, at noon in the clubhouse. Jim adjourned the meeting.

# **Bull Run Mountain Civic Association**

## **Board of Directors**

### **Minutes for July 20, 2014**

The Board of Directors of the Bull Run Mountain Civic Association (BRMCA) had its regular meeting on Sunday, July 20, 2014, at noon at the clubhouse. Seven directors were present as the meeting was called to order: Alan Bratburd, Glenn Cruickshank, Tim Havrilla, Matthew (Matt) Roth, Paul Scheingold, Jane Sudol, and Josh Weinstein. Deborah Buckingham and James (Jim) Price were absent; Jim gave his proxy to Jane. Prince William County Supervisor Pete Candland, Alice Haddow and Diane Meiser of the supervisor's staff, and community member Michelle Cruickshank also attended.

### **Action Items**

#### **Minutes**

Alan moved that the minutes from the board's last regular meeting on June 22 be accepted, Matt seconded, and the motion carried unanimously (7 + 1 proxy).

#### **HVAC for clubhouse**

Matt moved that the clubhouse committee members working on selecting an HVAC system for the clubhouse be preapproved to spend up to \$12,000 on a system, contingent on the vendor estimates being sent to all board members for consensus. Alan seconded, and the motion carried unanimously (7 + 1 proxy).

### **Public Concerns**

Supervisor Candland addressed the board on comments received by the county from residents about road clearing and maintenance during the hard winter and spring. Board members reviewed the history of the BRMCA and a 2008 letter that the county misinterpreted to mean that the Roads Committee was abolished, when in actuality the board at that time had voted to absorb the committee's functions due to lack of community participation. The board noted that the county had never responded to that letter until it was misinterpreted this year. Glenn said that as the legal entity that owns the roads, the BRMCA has worked closely with the county on service and maintenance; Josh as roads POC said that he drives the length of each of the mountain roads four to six times a year to assess maintenance needs, and has outstanding task orders on ditches, culverts, potholes, sinkholes, and road edges that need attention as well as a longstanding request

for engineering on much-needed guardrails. Candland suggested reinstating a separate Roads Committee for transparency, and revisiting the amendment to the Bull Run Service District Road Maintenance Agreement to clarify the committee's role. Candland also apologized for not having visited the mountain or a board meeting until now.

Community member Michelle Cruickshank suggested hiring a maid service to clean the clubhouse regularly, noting that she has been cleaning it herself monthly. Jane thanked her for her service, and suggested that since renters are required to clean the premises after their use, maid service on a quarterly basis may be appropriate.

## **Reports**

### **Roads Committee**

Board members held a general discussion on the potential makeup of a separate Roads Committee, including the number of board members to ensure a quorum; the removal of signposts at the end of Ridge to ensure county maintenance of the road; the county's input on a gravel shed; and BRMCA signage at Logmill and Mountain. Matt offered to find out who the landowners are for the site where the previous sign stood.

### **Clubhouse Committee**

Glenn thanked Paul and Tim for removing the oil furnace from the clubhouse and donating it to Habitat for Humanity. Tim and Paul reviewed recent estimates for HVAC systems that ranged from \$9,000 to \$13,000, and noted that more bids were expected. Due to the desire to have a system installed before cold weather starts, Matt made a motion to authorize the committee to spend up to \$12,000 on an HVAC with conditions noted (see Action Items). Alan said he hoped the decision to spend money on one large-ticket item would not affect spending funds on others that benefit more community members, such as the gravel shed. Paul said the building permit for the clubhouse work is posted and would cover repairs to the flashing and chimney repointing within the next 6 months. He noted that he and Glenn had mowed and trimmed the grass, and that the art camp was going smoothly. Paul suggested that the parking lot could be expanded with the removal of four small trees and grinding of a few stumps. The board agreed to obtain estimates from a maid service for cleaning of the clubhouse quarterly (see Public Concerns).

### **Firewise Committee**

Alan, who is assisting Jim as POC, noted that the Firewise program cancelled the services of a chipping contractor who was mistakenly scheduled 10 days earlier. He said Firewise would not pay to buy a chipper for the association, but that he is checking to determine if a stump grinder might be covered. Alan said Firewise will pay for franking on the flyer that will be sent for the annual Firewise meeting, which is set to follow the board's Annual Meeting on September 21. He noted that he plans to schedule the brush chipping within the weeks following the September meeting.

### **Nominating Committee**

Josh, Jane, and Tim are up for re-election this year. All agreed to provide their biographies to Matt to add to the ballot, which will be mailed shortly after the board's August 17 meeting. Jim has offered to print the labels.

### **Finance Committee**

Deborah said in an e-mail that she will shortly send the financial report for June electronically.

### **Director's Concerns**

- Paul noted that a Prince William County program offers tax relief on cars and real estate to residents age 65 and older.
- Alan noted that AT&T offers a new service operating HVAC and electronic locks by phone, although the system is costly.
- Glenn said a Freedom of Information Act request to the county for roads feedback correspondence may not be necessary.
- Jane said that the need for VDOT right-of-way parking at Youngs and Sumney in adverse weather still needs to be brought to Supervisor Candland's attention.

### **Adjournment**

The next board meeting was set for Sunday, August 17, 2014, at noon in the clubhouse. Glenn adjourned the meeting.

# **Bull Run Mountain Civic Association**

## **Board of Directors**

### **Minutes for August 17, 2014**

The Board of Directors of the Bull Run Mountain Civic Association (BRMCA) had its regular meeting on Sunday, August 17, 2014, at noon at the clubhouse. Seven directors were present as the meeting was called to order: Alan Bratburd, Deborah Buckingham, Glenn Cruickshank, Tim Havrilla, Matthew (Matt) Roth, Paul Scheingold, and Jane Sudol. James (Jim) Price and Josh Weinstein were absent. Community member Michelle Cruickshank attended.

### **Action Items**

#### **Minutes**

Matt moved that the minutes from the board's last regular meeting on July 20 be accepted, Alan seconded, and the motion carried unanimously (7 in favor).

#### **HVAC for clubhouse**

Jane moved that the clubhouse committee purchase and install the modular mini split HVAC system from All-County for the clubhouse, contingent on board consensus on the warranty and service contract. Deborah seconded, and the motion carried unanimously (7 in favor).

### **Public Concerns**

Community member Michelle Cruickshank commended the board members on their cooperation and accomplishments over the past year. She also recommended a cleaning service for the clubhouse (Molly Maids), which charges \$84 per hour.

### **Reports**

#### **Roads Committee**

Glenn reviewed plans to conduct a roads tour with county Supervisors Candland and Stewart on Sunday, September 7, meeting at the clubhouse at 9 a.m. He suggested focusing on guardrail sites on steep curves and inappropriate sign relocations and concrete obstacles to maintenance. Deborah noted very large trucks traveling on Mercer to a construction site; Glenn said he spoke to the president of the company, G.H. Watts Construction, and informed him of the size and weight limits on the mountain roads. He advised residents to contact Prince William County

Police if more trucks are seen exceeding the limits. Paul said the sinkhole on Warburton near the tower was patched well.

### **Clubhouse Committee**

Paul (chairman) and Tim detailed the workings of a ductless mini split HVAC system for the clubhouse comprised of several heating and air conditioning units suspended from inside walls and only one unit suspended outside, with remote controls. They recommended the unit at a cost of about \$10,000; the board approved its purchase and installation (see Action Items). Glenn suggested working toward having the three to four units installed within the next 30 days. Tim said the summer Art Camp worked out so well that an after-school art program has been proposed to meet once a week; Deborah (treasurer) requested a signed contract. The board also agreed to hire the Molly Maids cleaning service for up to 2 hours for a thorough cleaning of the clubhouse before the Annual Meeting next month. Paul noted that the flashing on the clubhouse roof should be addressed soon.

### **Firewise Committee**

The annual Firewise program is scheduled for Sunday, September 21, at noon, following the Annual Meeting at 11 a.m. Glenn said he would check with Jim regarding food for the picnic.

### **Finance Committee**

Deborah said the checking account balance was \$4,728 and the investment account was \$135,655, up nearly \$17,000 in 1½ years.

### **Director's Concerns**

- Alan recommended having a BRMCA phone to avoid listing personal phone numbers for contact.
- Deborah said someone tried to change the password on the BRMCA's PayPal account; she said the account is OK.
- Paul said that he and a neighbor had gasoline stolen from their vehicles.
- Tim said he would like to pursue a fundraiser for repairs to the basketball court at the clubhouse, noting that his son is an Eagle Scout who could organize volunteers.

### **Adjournment**

The next board meeting (Annual Meeting) was set for Sunday, September 21, 2014, at 11 a.m. in the clubhouse. Glenn adjourned the meeting.