

**BRMCA Board Meeting  
August 20, 2018 @1900**

Minutes prepared by: Deborah Gould & Julie Zobel

Present: Deborah Gould, Deirdre McSorley, Kerri Naylor, Jim Price, Paul Scheingold, Jo Temple, and Julie Zobel. Absent: Glenn Cruickshank.

Guests: Sarah Myers (Playground Cmte Chair), Jessica Thomas (Playground Fundraising Cmte Co-lead), Natalie Walters (Playground Fundraising Cmte Co-lead), Michelle Failla, Jolita Hopkins, Mike Coughenour, Dan Stapleton, Rob Zobel, and Andrew Zobel.

Business Items:

- Glenn Cruickshank was unable to attend and designated Julie Z. as his proxy.
- Kerri N. motioned to approve the July minutes, Jo T. seconded. The July Minutes were approved unanimously.
- Open Board Position: Julie reminded the Board that Matt Leech resigned via email and that we have one Board position Open.
- 2019 Elections: Julie relayed that the ballots are being prepared during the meeting by Rob Z., Andrew Z., and Mike C. They need to be put in the mail soon and are required to be postmarked by September 13<sup>th</sup>. Jo T. agreed to mail them after purchasing the balance of stamps needed.

Treasurer's Report (via Jo T.):

Jo went through the finances and the highlights are below.

Current # of 2018 Members: 115

July 1 Balance: \$6,078.85

Credits= \$476.50

Debits= \$176.33

Trial Balance (08/2018)= \$5,989.44

PayPal Balance: \$568.15

Petty Cash On-Hand: \$126.00

Brokerage Account Balance: \$51,811.48 (7/31/18)

The Agenda Topic related to establishing an Annual Budget was tabled as Jo T. has several questions for the former treasurer (Glenn C.). This topic was tabled until the next meeting.

Playground Committee Update and Fundraising:

Sarah Myers provided an update on the committee's progress to include that they have:

- established a leader (Sarah Myers, cc'd on this message)
- established 2 subcommittees: fundraising (Jessica Thomas as lead) and grant identification & writing (Nikki M./Sarah K. as leads).
- defined 3 phases of this project as: a) Feasibility b) Planning and c) Design and Construction.

- identified used playground equipment for purchase as a temporary solution to help gain community buy-in and build momentum to support future new equipment.
- preliminarily identified grant opportunities, insurance needs, and permitting requirements all of which will be further flushed out in the coming weeks.
- drafted a GoFundMe web page for raising funds.
- identified a potential contractor for getting an estimate on site development and building a foundation.

Jessica Thomas walked the Board through the ideas and plan for a playground thus far. She explained that in the short term we may have the option to buy used playground equipment. Paul S. mentioned that the playground by Cookies & Cream in Haymarket may be for sale. Jessica T. agreed to pursue this lead in addition to continue conversations she has started with the owner of a Minnieland in Chantilly and the landlord, as they are closing and their playground equipment may also be for sale. The long-term goal of buying new equipment is estimated to cost approximately \$25K.

A discussion took place regarding the community's desire for a playground. This was raised by Paul S. because he remembers when there was a playground and it fell in disrepair. He wants to be sure there is a long-term plan for maintenance. It was suggested that we erect a sign with information on how to donate to playground maintenance fund once it is built. A discussion ensued regarding the insurance requirements for both new and used equipment. Julie Z. informed the group that she had called the insurance company and learned that we will have up to \$1M in General Liability coverage (per incident) but that we would have to increase our payment for Property Insurance based on exactly what equipment we get and that it is possible that used equipment will cost more to insure.

With regard to fundraising, Jessica T. explained that she had setup a GoFundMe page as an example of one option. Jo T. said that if the BRMCA tax id number would be used for this fundraising effort, she, as Treasurer, should be the account manager and BRMCA should be the beneficiary. All agreed. Jim P. mentioned that our IRS status as a 501(c)4 does not allow for tax deductions/incentives for donors as if would be the case if we were a 501(c)3. In any event, all agreed that the Board (via the Treasurer) should manage the funds. Julie Z. suggested using PayPal instead so that 100% of donations could go to BRMCA, as opposed to using a service like GoFundMe who keeps a portion of the donations.

The first fundraising effort will be held as a Yard Sale on September 15 & 16 starting at 8am. Playground Cmte members will man the clubhouse for 2-3 hours per day 9/10-9/14. The Board approved of the use as outlined and agreed (based on member/participant agreement) to cancel both yoga and water color class in support of the collection times and fundraising effort. There was an understanding that all Yard Sale items would be removed by Sunday afternoon.

Jessica T. explained that in the event a playground was not constructed donations would go towards children's activities at the clubhouse. This will be made known to all donors.

Dan S. mentioned that he was pleased to hear we do not plan to use the investment fund to pay for the playground. The playground committee and several Board members reiterated this was never the case and that funds would be raised for the playground; there was no desire to use monies from the investment fund.

#### Director's Projects and Duties:

- Glenn C. reported (via email): The road repair list was submitted weeks ago to the county. Several Board members and guests relayed that they have not seen any repairs on Tiffany, Duffey, Mercer, or Gore. The Board will relay this to Glenn C. and see if he is able to follow up with Pam Larkins.
- Jim P- Firewise: reported that he had trouble getting quotes from both of the contractors recommended by the Virginia Department of Forestry and was given approval to move forward with just one contractor (without a competitive bid). They are supposed to be onsite the 2<sup>nd</sup> week in September. However, Jim P. maybe out of town and if so, will need someone to step in to liaise with the contractor in his absence. He will email the Board to let them know if help is needed. Jim P. still plans to pay for the clubhouse brush piles out of his own pocket as he is almost certain that we have more brush than the grant can cover. Grant is in the amount of \$4900. It was suggested that those that do not get their brush chipped this year be put on the list top of next year's list. Jim P. said he liked that idea and would move forward accordingly. He is also asking the contractor to offer a reduced price to those that are not covered by the grant this year.
- Paul S.- BRMCA Properties Maintenance: Glenn C. emailed to thank Paul S. for cutting down the two dead trees near the clubhouse and asked that someone volunteer to clean up any branches/debris still present and add to the brush piles for when the Firewise contractor comes; Paul S. volunteered. Matt L. has not provided quotes from Ray Wilson; Julie Z. will inquire with Matt L. Paul also mentioned that we need to get the Fire Department to do their annual audit for insurance.
- Julie Z. distributed the draft Welcome Letter for review. A few minor changes were made. Julie Z. plans to add some photos and then place the final version on the BRMCA.net website as well as make it available to local real estate companies.
- Julie Z. announced that she, Glenn C., Michelle C. and Kerri N. visited the Evergreen Fire Department (FD) regarding:
  - o Hydrant Installation (between Youngs/Gore), and Inspection/Maintenance of the one existing hydrant (and coordination with the Service Authority)
  - o BRM Apparatus Clearance Requirements
  - o small brush truck capable of getting into more precarious and rough terrain areas on the mountain.

- The Battalion Chief (McCabe) has since written back to say that they are pursuing the first two projects above. For the third project, he envisions an “attack vehicle”. This may require funding and therefore will take longer but they may be able to an “attack vehicle” from Dumfries. Lastly, Captain Doug Webb agreed via email to supply a fire truck to the Trunk-Or-Treat (see events).
- Julie Z. also mentioned that when investigating the insurance needs for the playground she learned that the fire pond is not covered (property or general liability). A conversation took place resulting in consensus that the Board pond needs liability coverage for the pond. Julie Z. will bring back information next month after continuing conversation with the insurance company. Paul mentioned that there are several lots owned by BRMCA near the pond and that the time is probably not right to make a motion but the Board should at least start discussing selling the pond and adjacent lots.
  - Deirdre M.- Marketing: Deirdre said she is happy to be responsible for marketing but would like some direction and to know what amount/budget she has for marketing. Julie Z. relayed that this will be worked out once Glenn C. and Jo T. finalize the Annual Budget. It was agreed that the best place to start was on a marketing piece to boost clubhouse rentals; Deirdre M. agreed and will bring something to the next meeting.
  - Debbie G.- Business Relations: Debbie G. agreed to take on Business Relations and begin to build a business directory of businesses on the mountain or businesses nearby. This directory will aid in BRM residents supporting other BRM residents and their businesses. She also said she'd take on managing the BRM Civic Association Facebook page and use this to post on the Friends of BRM and other related Facebook pages. Julie Z. agreed to work with Bruce R. to get Debbie G. access as an administrator.

#### Clubhouse:

- Rentals: Michelle C. was not present but provided several updates via email as follows:
  - o Potential rentals from a) Jeremy Selby, a BRMCA member for Dec 1st birthday party; Michelle C. will follow up this week. b ) Monica Walker, a BRMCA member June 1<sup>st</sup>, 2019 for graduation party. Monica gave a 25.00 deposit to hold the date and our 2018 rates.
  - o Julie Zobel has CC rented Tuesday, September 4<sup>th</sup> @8:30am-1:00pm
  - o Michelle C and Deirdre M are working with Mike Stoupa, PWC tourism to arrange time for him to view CC. also he's asked for pictures and brochure of our building.
- Events:
  - o Saturday (8am-1pm)/Sunday (9am-noon), September 15 & 16- Playground Cmte Fundraiser/Yard Sale; (approved at this meeting to include collection times 9/10-9/14)
  - o Monday, September 17<sup>th</sup> @ 7pm – Monthly BRMCA Board Meeting
  - o Thursday, September 20<sup>th</sup> - Mountain Mixer/Happy Hour
  - o Saturday, September 22<sup>nd</sup>, 9:30-10:30am, Playground Committee Meeting

- Saturday, September 29<sup>th</sup> – Watercolor Workshop from noon-6pm.
- Saturday, October 27<sup>th</sup> at 6pm - Halloween Trunk-or-Treat w/Fire Department/Truck Appearance
- Thursday, November 22<sup>nd</sup> - Thanksgiving on the Mountain
- Potential Events: Holiday Party on December 15<sup>th</sup>, New Year's Eve Party on December 31<sup>st</sup>.
- Ongoing Clubhouse Activities: Watercolor Class, Yoga, Jam Night, and monthly Happy Hour/Mountain Mixers.
- Mountain Mixer/Happy Hour (BYOB) scheduled for September 20<sup>th</sup>; will keep it on Thursday for 2 hours (7-9pm) for September but will potentially move this to Fridays starting in October. This change is dependent on yoga being moved to Thursdays. Michelle C. has preliminarily discussed with yoga instructor (Wes Lorber) and will follow up if not objections. There were no objections; lots of support.
- Concerns/Updates (Michelle/Board): None
- Repairs/Improvements List: this topic was tabled until next meeting, as not much progress has been made and Matt L. has not provided quotes from Ray Wilson on several items.

Public Meeting:

- Director's Concerns: None
- Public Concerns: Dan Stapleton mentioned that he would like to see the Board meet with the bank holding the brokerage account in hopes that we could stay on top of the fund and be sure we are making the most optimal investments.

Adjournment:

Julie Z. announced that the next meeting will be held September 17, 2018 @1900 at the BRMCA clubhouse and adjourned the meeting.

Signed: