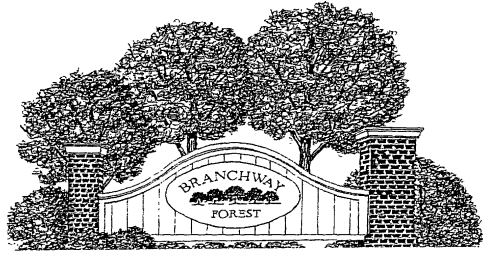


BRANCHWAY FOREST HOMEOWNERS' ASSOCIATION, INC.



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The annual meeting of the Branchway Forest Homeowners' Association, Inc. (herein referred to as BFHOA or HOA) was held on February 11, 2020 in the large conference room of the Powhatan County Public Library. Following an informal "meet and greet" gathering, the meeting was called to order at 7:01 p.m. by President, Don Rissmeyer.

A. Secretary's Report

In accordance to the meeting agenda (included in the official minutes), the secretary determined that a quorum of neighborhood households was met; 11 households representing more than a 10% of participating homes in the HOA constitutes a quorum being met. Attending Board of Directors voting members present are: Don Rissmeyer (President), Karen Rissmeyer (Treasurer), Laura Majeskey (Secretary), Wayne Hamrick (Trustee), while Steve Barham (Vice President) was absent. Non-voting Board members present are: Janet Hamrick (Welcome Committee) and Diane Morris (Welcome Committee). Board members not present: Gayle Smith (Trustee) and Spence Barker (deceased; see comments to follow). Architectural Compliance Committee (hereafter referred to as the ACC) member Cathy Claud is absent due to illness. An attendance sheet was made available for attendee signatures. The attendance sheet is included in the official minutes.

Notice of meeting was met through the use of emails to those involved in the neighborhood Ladies' Night Out socials, and hand delivery of notices to homeowners' paperboxes within the preceding weeks, followed by a second reminder email sent within 24 hours of the meeting date. A copy of the written notice is included with the official minutes.

The reading and approval of the Minutes of the 2019 Annual Meeting was waived. Due to decreasing participation and lack of an anticipated attendance quorum, the annual meeting was *not* held during the 2019 calendar year. Communication with the neighborhood was completed through distribution of newsletters and Ladies' Night Out gatherings in lieu of a meeting.

B. Report of the President

Don Rissmeyer began his report addressing HOA membership status and the appropriate placement of mailbox plaques indicating current participation. 2019 saw participation of 68 households; a new record for the HOA. Discussion included the five new lots along Branch Forest Way which are technically *not* included in Branchway Forest (separate subdivided land parcel). It was noted that newsletters are delivered to these mailboxes in order to foster a working relationship with the (four) current residents. It was suggested that an invitation to the annual picnic also be delivered in the future. A brief mention of the fact that Branchway Springs, Estates, and Farms are not included in the HOA was made for the benefit of new neighbors present at the meeting. The participation of these neighborhoods in matters of zoning and planning issues was made as it lends weight to the 80 homes in Branchway Forest (a total of approximately 150 homes in the collective Branchway neighborhoods represents a significant voting voice).

Changes in Powhatan County's local leadership were briefly discussed as well. Mike Byerly ran unopposed and Valerie Ayers was reappointed to the School Board. The ever-present possibility of a reapplication for a wedding/meeting venue CUP for Hatcher's Plantation was mentioned as the combined Branchway neighborhoods present an effective

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voice in this matter. Historical perspective of the commercial development along Route 60 and within the county was shared with new residents at the meeting, as well as the HOA Board's participation in representing neighborhood concerns about the impact to Branchway Forest.

Finally, a note was made regarding the current means of communicating with neighbors through the use of email and newsletters/flyers. While a Facebook page does exist, no one is currently monitoring or maintaining that means of communication. Gayle Smith had previously mentioned at a Board meeting, the use of "NextDoor" for not just neighborhood, but also county news. The Board will follow-up on this possibility with Gayle at the next Board meeting. All attendees were invited to participate in these activities.

C. Committee Reports

Welcome Committee: Janet Hamrick and Diane Morris have made numerous visits delivering baskets to new Branchway Forest neighbors as homes have been sold in the past year(s). The baskets include not only edible "goodies", but also pertinent documents (i.e., By-Laws, covenants, etc.) to our new neighbors. They have been instrumental in the continuation of neighborhood Ladies' Night Out social gatherings held in Powhatan County restaurants. The Ladies' Night Out social events have been extended to include those neighbors in **all** of the Branchway neighborhoods.

Architectural Control Committee: Cathy Claud was unable to attend the meeting, however, information was shared with the attendees as to the status of this committee. Currently, the committee is composed of Cathy, as Stephanie Blanton has moved away from our Branchway neighborhood. She does have the names of a number of people who are interested in participating in the Committee and will be following up in the weeks to come with them. It was noted that at one time there were as many as four members on this committee. The Board will offer assistance to Cathy as needed as she seeks to fill the vacant positions.

D. Treasurer's Report

Karen Rissmeyer provided handouts detailing a comparison of the 2019 vs. 2020 income/outcome expenses and an update of the current account balance (available upon request to Karen) as of 1/1/20. A copy of the Treasurer's Report is included with the official minutes. It was confirmed that the "break-even" threshold is a participation of 60 households. An increase in Insurance cost was briefly discussed and further research by Karen with help from the Board will be made to determine if a more economic policy is available. Questions regarding what the coverage included were answered by the Board members and a short history of necessity of coverage was given.

Motion to accept the 2020 Proposed Budget as is was made by Laura Majeskey and seconded by Rodney Smith. **Motion approved** unanimously by voice vote.

E. Elections

The offices of President (currently held by Don Rissmeyer), Secretary (currently held by Laura Majeskey), and one Trustee position (vacant due to Spence Barker's passing) are to be voted on at this meeting.

Motion: Move to accept the slate of officers as recommended by the Board whereby Don Rissmeyer will continue as President, Laura Majeskey will continue as Secretary, and Diane Morris will become a new Trustee was made. A call for alternate nominations was made. Don Rissmeyer moved that the slate of officers be approved. Motion seconded by Karen Rissmeyer. **Motion passed** with a unanimous voice vote in favor.

F. Old Business

Speeding in the neighborhood continues to be a concern to all neighbors. General discussion centered around the desire for more speed control measures by the county. The Board will attempt follow-up although efforts by the Board have usually only generated brief responses by the county. Any neighbors with additional knowledge were encouraged

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to contact the non-emergency number and voice their concerns or requests. Laura Majeskey shared one neighbor's information regarding "calming traffic" measures which would include three-way stops at all intersections. It was generally agreed that most traffic barely stops for entry and exit from Route 60, so that the use of three-way stops in the neighborhood would likely produce similar effects. School bus speed has been addressed with the school system numerous times by Board members with no effect as well. Speed limit T-shirts for walkers (previously made available by Cathy Claud) have proved equally ineffective. Reminders will be part of each newsletter.

The paving schedule set forth by the *state* dictates county paving priorities through VDoT. Calls have been made to request paving, however, no response has been obtained. Cathy Claud has previously addressed this concern and informed us that the paving schedule is only posted once a year, so requests can minimally take up to a year to be posted to the schedule of paving sites.

An update to the landfill status was discussed. While Cumberland County did pass the landfill measure development that borders Powhatan, it was shared with the attendees that the proposed acreage of 1,400 was reduced to under 1,000. It was mentioned that the Powhatan Board of Supervisors did register a vote against the proposal, but the effect of that vote is not known. Long Range Planning with regard to all Powhatan issues is available online and attendees were encouraged to follow that information.

G. New Business

The 2020 Annual Picnic will be held in May again. Comments were solicited regarding the timing of the picnic. General consensus is that the fall typically holds more scheduling obstacles for families of all ages. The past practice of reserving the large pavilion at Fighting Creek Park on the Sunday preceding Mother's Day will likely be continued this year depending on the availability of the shelter. Further discussion and planning will be made by the Board and shared with the neighborhood through emails and newsletters. The HOA "pop-up" tent was mentioned and Don Rissmeyer noted that the Board has considered "renting" it out to HOA members for a nominal fee. No further discussion was made on this topic at this time.

The planning of a neighborhood-wide Yard Sale was discussed as this meets the covenant restrictions. The Board opened the possibility to the attendees, inviting anyone interested to work with the Board on the scheduling of this possible event.

Recognition for Spence Barker's unwavering service to Branchway and his attention to detail regarding the upkeep and appearance of the entrances and landscaping was shared. The Board and the attendees briefly discussed available options that could be used to mark his contribution to the neighborhood. This will be discussed further with the intention of recognition at the picnic as Judy Barker was not present at this meeting.

John Snead asked the Board what measures could be taken to curb the discarded trash along the neighborhood streets with specific regards to Branch Forest Way. He is continuously collecting beer bottles and more along his yard. The Board thanked him for his efforts at cleaning up the debris and agreed that procuring "No Littering" signage from VDoT would be a first step along with the possible use of a "game or field camera" in order to identify the offending drivers. The Board has taken this issue under further consideration.

H. Adjournment

After thanking the attendees for their service, volunteerism, and participation, Don Rissmeyer adjourned this Annual meeting at 8:25 p.m.

DRAFT MINUTES: APPROVED AS IS <input checked="" type="checkbox"/> APPROVED WITH CHANGES <input type="checkbox"/>
at the 2021 Annual Meeting on May 2, 2021