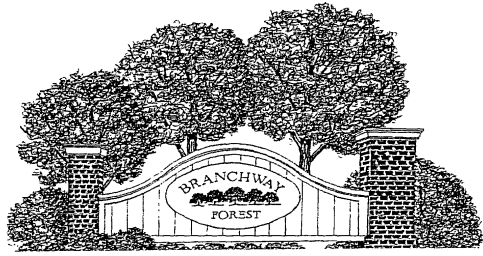


# BRANCHWAY FOREST HOMEOWNERS' ASSOCIATION, INC.



## **DRAFT Minutes of the ANNUAL HOMEOWNERS' ASSOCIATION, INC. MEETING Sunday, May 15<sup>th</sup>, 2022**

The annual meeting of the Branchway Forest Homeowners' Association, Inc. (herein referred to as BFHOA or HOA) was held on May 15, 2022 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 1:55 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 representing more than a 10% of participating homes in the HOA. Attending Board of Directors voting members present are: Don Rissmeyer (President), Karen Rissmeyer (Treasurer), Laura Majeskey (Secretary), and Diane Morris (Trustee). Steve Barham (Vice President), Greg Zilberfarb (Trustee / Webmaster), Gayle Smith (Trustee) were unable to attend. Architectural Compliance Committee (hereafter referred to as the ACC) member Andrew Reid is in attendance; Cathy Claud was not in attendance. 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. Meeting notice signs were attached to all neighborhood Stop signs and a second reminder email was sent within 12 hours of the meeting date. A copy of the written notice (see May 2022 Newsletter) is included with the official minutes.

The draft Minutes of the 2021 Annual Meeting (May 2, 2022) were provided to the attendees. A motion to approve the minutes as is was made by Don Rissmeyer and seconded by Karen Rissmeyer. A verbal vote resulted in unanimous approval of the 2021 Annual Meeting minutes.

The status of the Neighborhood Directory was discussed with the attendees. Requests for updates has been made the neighborhood through the use of the Ladies' Night Out email list. A comment shared at this time mentioned the oftentimes negative impact of previous interactions with other HOAs by new neighbors.

### **B. Treasurer's Report**

Karen Rissmeyer provided handouts detailing a comparison of the 2021 vs. 2022 income/outcome expenses as of May 2022. A copy of the Treasurer's Report is included with the official minutes.

It was noted that the proposal made by Marco Francia at the 2021 Annual Meeting to replace the entrance lights with solar lights has made a noticeable impact (decrease) on the utilities cost. It was discussed and agreed that the Board should offer the option to the non-subdivision homes along Branch Forest Way to join this HOA. Additionally, at least one of the houses (3-4 total) located behind Midlothian Family Practice are interested in Ladies' Night Out activities and might also be interested in participating in the HOA. This suggestion will be informally followed up with a relative who already resides in Branchway Forest to determine if this is a viable suggestion.

**Motion** to accept the 2022 Proposed Budget as presented was made by Laura Majeskey and seconded by Rodney Smith. **Motion approved** by unanimous voice vote to accept the 2022 budget.

### **C. Committee Reports**

**Website Updates:** Greg Zilberfarb has initiated a Password Protected option for the Branchway Forest website. It was proposed that ACC approvals could be posted to the website which would allow for a continuity of the approvals among homeowners as neighbors move into and out of the neighborhood.

**Welcome Committee:** Diane Morris has reported that there about 5 new homes that will be visited in the near future. The baskets include not only edible "goodies", but also pertinent documents (i.e., By-Laws, covenants, etc.) to our new neighbors. It is hoped that the Ladies' Night Out social gatherings but will resume as soon as feasible.

**Architectural Control Committee:** Andrew Reid attended the annual meeting representing the ACC. Four members typically serve on this committee therefore volunteers are needed. Concerns about tracks made by four-wheelers along Branch Forest Way were broached. Further discussion will be conducted if the problem persists.

#### **D. Report of the President**

Don Rissmeyer discussed some of the charges for lawn maintenance by Richter; a \$5 surcharge is now used due to increased gas prices. The overall consensus is that this is a reasonable charge.

The use of solar lights at the entrance off Academy Road was discussed as another savings possibility. It was decided that while solar could be tested to see if feasible (due to the tree shade), but that service to those outlets would not be discontinued until it was determined that solar lights would provide adequate lighting. If the solar lights on Academy do not provide adequate light, it was suggested that they could be added to the Route 60 entrance light.

Mailbox Flags were noted to need some replacements due to wear and weather. Replacements will be ordered.

While the HOA is running low on HOA plaques, it was decided that replacements could be obtained in the future.

The cut-through traffic was discussed as it is still a problem as far as the actual traffic and speeding. Wayne Reynolds stated that he could make a call to VDOT to see if there were any other ideas or suggestions. A report to Google was suggested so that more accurate GPS coordinates would possibly help reduce through-traffic.

Updating traffic signage was discussed. Powhatan VDOT is responsible for sign maintenance while the (larger) Chesterfield VDOT office is responsible for traffic planning.

#### **E. Elections**

Incumbent positions to be voted on at this meeting are as follows:

President – Don Rissmeyer

1<sup>st</sup> Trustee – Judy Barker

Secretary – Laura Majeskey

2<sup>nd</sup> Trustee – Greg Zilberfarb

Each of the incumbent members of the Board have agreed to continue in their current positions if there were no nominations from the attendees. As no nominations were made, nominations were closed.

The positions of Vice President, Treasurer, and 3<sup>rd</sup> Trustee will continue serving their position term until the 2023 Annual Meeting.

**Motion:** Move to accept the slate of officers as recommended by the Board was made by Karen Rissmeyer and seconded by Diane Morris. **Motion approved** with a unanimous voice vote.

#### **F. Old Business**

No old business issues were discussed (covered under various other sections during discussions).

#### **G. New Business**

Changes occurring around the Midlothian Family Practice building was discussed. Currently, there is no evidence of any further development. The (3-4) homes behind the building are now relegated to residential (not for business).

The Lake HOA is responsible for any sludge drainage into Goodwyn Lake and are hoping to contain that drainage by keeping further development to the south of the creek. They are very interested in any further development around the Midlothian Family Practice building. Steve Barham has stated he will follow-up to see what, if any, further development is "in the works".

A Fall Picnic at the Fighting Creek Park pavilion was proposed for October 16<sup>th</sup>. Details will be forthcoming via the Ladies' Night Out email contact list.

Brief mention of a neighborhood Yard Sale was made. It had been noted via email to Laura Majeskey that Whitney Espinoza would be pursuing this and would be in further contact via the Ladies' Night Out email contact list.

Further open discussion was brief and resulted in no other action required by the Board.

#### **H. Adjournment**

After thanking the attendees for their service, volunteerism, and participation, Don Rissmeyer adjourned this Annual meeting at 3:40 p.m.

<b>DRAFT MINUTES:</b> <b>APPROVED AS IS</b> <input checked="" type="checkbox"/> <b>APPROVED WITH CHANGES</b> <input type="checkbox"/> at the 2023 Annual Meeting on September 26, 2023
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