



**DRAFT ANNUAL MEETING MINUTES  
NOVEMBER 17, 2020**

Due to COVID-19 and the declared state of emergency in Virginia, the 2020 Annual Meeting of the Brambleton Community Association was convened virtually via Zoom Webinar and broadcast live through YouTube for the safety and health of all members, residents, and staff.

**BOARD MEMBERS IN ATTENDANCE:**

Brian Viola – President  
Sam Nandi – Vice President  
Meryl Bisaga – Treasurer  
Susan Wolford – Secretary  
Jordan Crotty – Director  
Anand Mohan Dharmapuri – Director  
Pat Martin – Director

**OTHERS IN ATTENDANCE:**

Association Members attendee list attached  
Richard Stone – General Manager, BCA  
Andrea Dao – Community Standards & Administration Manager, BCA  
Christine Elansary – Community Engagement Manager, BCA  
Isaiah Marsh – Grounds and Facilities Supervisor, BCA  
Nikki Jessup – Community Standards & Resident Services Administrator, BCA

**CALL TO ORDER**

Mr. Brian Viola called the meeting to order at 7:02 p.m.

**WELCOME & INTRODUCTIONS**

Mr. Viola thanked everyone for their attendance and then introduced the Board of Directors. He highlighted that this would be the first year that the BCA Annual Meeting would be held virtually.

Mr. Viola proceeded to introduce the BCA General Manager, Mr. Rick Stone. Mr. Stone introduced himself and BCA Staff.



## **ADMINISTRATIVE MATTERS**

Mr. Stone also thanked everyone for their attendance and then briefly reviewed the agenda. There were no open seats on the BCA Board or a scheduled election at this meeting. The meeting was held in accordance with the Association's Bylaws and confirmed that the required meeting notice had been mailed via USPS First-Class mail on October 28, 2020, to 5,960 official mailing addresses on record. He announced that the required 10% quorum had been achieved by 600 developer-submitted proxies, one resident submitted paper proxy, and the meeting attendees.

## **APPROVAL OF MINUTES**

The 2019 minutes were sent to attendees prior to the meeting for review. Mr. Viola called for a final review of the minutes and a motion for approval. Mr. Chris Cook moved to approve the minutes as presented. The motion was seconded by Mr. Ram Venkatachalam and passed via acclamation.

## **BCA & BRAMBLETON GROUP PRESENTATIONS**

Presentations were pre-recorded so they could be posted on BCA's website for any residents who were unable to attend the Annual Meeting.

Mr. Stone played the 2020 BCA Highlights video that provided highlights of the Association's activities and accomplishments throughout the year, including the approval of the 2021 Budget & Assessments, as well as expectations for the upcoming year.

Mr. Stone reviewed the results of the BCA Resident Survey. The survey opened on September 23, 2020, and closed on October 20, 2020, and consisted of 16 questions. BCA received 1,479 responses, nearly a 25% response rate. Ninety-four percent of residents would recommend Brambleton as a great place to live to a friend or family member. BCA also received an average rating of 4 out of 5 stars on both Overall Satisfaction and the Association's Operations during COVID-19. Full survey results will be posted on the BCA website.

Mr. Stone introduced The Brambleton Group's video presentation showcasing Brambleton Rezonings.



**DISTINGUISHED COMMUNITY SERVICE AWARDS PRESENTATION**

Distinguished Community Service Awards were presented to the entire Covenants Committee for their diligent work to keep up with the near 200% increase in applications during COVID-19. The Committee also had to meet more frequently and adapt its review process through Zoom. Recognition and special thanks to the Covenants Committee for their dedication and devotion to keep up with the workload despite the difficulties and obstacles COVID-19 presented to the design review process. The Distinguished Community Service Awards were presented to Chair Chris Cook, Pamela Keegan, Harsha Sarjapur, Jason Lopez, Andrea Painter, Brian Martin, and Darryl Lansey.

Mr. Chris Cook accepted the awards on behalf of the Covenants Committee and thanked the Board of Directors for their recognition.

**RESIDENT FORUM**

After a brief Resident Forum period, Mr. Viola thanked the attendees for their participation in the meeting. With no additional business to address, Mr. Viola requested a motion to adjourn. Mr. Brian Florence moved to adjourn the meeting. Mr. Ram Venkatachalam seconded the motion, and the meeting adjourned at 7:54 p.m.

***APPROVED*** – \_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Susan Wolford, Secretary

\_\_\_\_\_  
Date

**2020 Annual Meeting  
November 17, 2020**

**Attendees via Zoom**

Abdollahi, Amir  
Badiganti, Prasad  
Benitez, Alexis  
Campbell, Israel  
Clark, Jeff  
Colcher, Daniel  
Cook, Chris  
Florence, Brian  
Gentine, Paul  
Gleave, Stacey  
Golem, Satish  
Guzik, Ellen  
Gwinnell, Jill  
Kaczmarczyk, Jeff  
Lamb, Charles  
Len, Song-En  
Lewandowski, William  
McFarland, Trevor  
Mawloud, Zak  
Mewebo, Martine  
Naguboyina, Raja  
Pandey, Manish  
Petersen, Matthew  
Raburu, Mueni  
Rahman, Nabilur

Sage, Ben  
Suddoth, Linda  
Venkatachalam, Ram  
Venkatraman, Raman  
White, Anthony  
Williams, Tanya