# BURKE STATION CITIZENS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

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## BSCA COMMUNITY ROOM April 9, 2025

#### 1) Call to Order

Meeting was called to order at 7:07 by Susan Carter

#### 2) Board Members Roll Call

In attendance:

Susan Carter, President

Ali O'Connell, Vice President – Swim Club/Community Center Committee Co-chair Rachel Lynch, Treasurer

Patrick Kirby, Architectural Standards – Architectural Committee Co-chair Juan Masias, Safety and Security/External Affairs

Deirdre Daumit, Swim Club/Community Center Committee Co-chair (non-voting) John Medeiros, Infrastructure Subcommittee (non-voting)

Not attending Richard Rodriguez, infrastructure Holly Hobbs, Secretary

# 3) 7 Administrative Updates

- February Minutes: Approval tabled until next meeting
- Annual Meeting: Scheduled for May 29 at 6:30 PM
- No proxy form needed
- Sequoia to distribute materials

# 4) Board Reports

- 💰 Financial & Legal
  - Tax Return: Comparable to last year; Sue to sign
  - Delinquent Accounts:
    - Aging report received from Sequoia
    - Board Resolution #2 outlines collection procedures
    - o No objections to all board members receiving aging reports
    - Sequoia to add all board members to distribution
  - IRS Determination Letter: Still pending
- Swim Club & Events

## • 50th Anniversary / Opening Day:

- Catered BBQ instead of hamburgers/hot dogs
- Open house for community

## • July 4th Event:

- Open house; food offerings TBD based on leftovers
- Swim Team:
- NVSL approached BSCA about hosting individual all-star meet
- Would require pool closure and significant logistics
- No formal request or financial details yet

## Grounds & Maintenance

#### • Tree Work:

- \$75 tree descaling approved (Rachel moved, Patrick seconded)
- Phase 3.1 tree removals already budgeted
- Ownership of 4 maples near Kara Place townhouses tabled
- Notice to be sent to Ken @ BSTH; if no response, proceed with HLS proposal

#### • Easement Issue:

- Vegetation removed between 6009 & 6007 Ridge Ford
- o Easement belongs to county; Sue responding

## • Community Room Hole:

- Not a self-help repair; John to get quotes
- Renter to be charged for costs exceeding \$50

## • Bathroom Ceiling:

- Sagging in women's room
- One estimate: \$4,000-\$7,000; more quotes to be gathered

#### Security System:

- Hard drive failure; Guardian to be contacted for replacement options
- Kitchen Window:
- Smaller than others in building; cost unknown

# X Projects & Infrastructure

#### Completed:

- LED pool lights & transfer covers
- Pool cover cart fix
- Rocks installed in leak area

#### • Pending:

- Grass installation in leak area
- Sidewalk removal near tree (quote obtained)
- After-season projects: coping tiles, tie-downs, sun canopies

## Website & Communication

- Map added to Resident Info tab
- Event proposal form added
- Invoice and expense forms available

# Mail & Billing

- Guardian not enrolled in electronic billing
- Insurance mail routing unclear
- Property tax received from Fairfax County
- Water leak insurance claim denied (not covered)

## Board & Contracts

- Board Vacancy:
  - Ali to remain through swim season to manage swim club contract proposals
- Landscape Contract:
- Current contract ends this year; bidding process to begin

Adjournment 9:20 pm.