

**BURKE STATION CITIZENS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

**VIRTUAL (GOOGLE MEET)
02/12/2025**

1) Call to Order

The meeting was called to order.

2) Roll Call UPDATE BASED ON ATTENDANCE

In attendance:

Susan Carter, President

Rachel Lynch, Treasurer

Patrick Kirby, Architectural Standards Committee Co-chair

Holly Hobbs, Secretary

Richie Rodriguez, Infrastructure – Infrastructure Committee Co-chair

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

Juan Masias, External Affairs – Safety, Security Committee Co-Chair

Alison O'Connell, Vice President – Swim Club/Center Committee Co-Chair

John Medeiros, Infrastructure - (non-voting advisor)

Not in attendance:

Cindy Brown, Burke Townhouse Association (BTHA) President (non-voting)

3) Approval of Minutes

Minute approvals were tabled until the next meeting.

4) Ongoing Business

Administrative & Process Improvements

Trash Collection Paperwork: Rachel still needs to submit paperwork/written requests to reduce trash pickup from weekly to monthly during the off-season.

Efficiency Initiatives

Google Form for Invoicing: A form will be created to streamline invoice submissions. The designated recipient (TBD) will contact Sequoia.

Community Event Request Form: Ali supports the idea of a form for residents to request events. It should include:

- Minimum volunteer requirements
- Clear submission guidelines
- Integration with existing complaint button (consider routing by topic—e.g., tree issues to John via auto-forward)
- If approved, Susan will explore implementation.

Rolling Agenda: A monthly agenda template will be developed to reflect recurring topics. All members support this initiative.

Financial Updates

- 2024 Tax Return: Rachel will follow up with Sequoia to confirm the filing is completed before the April 15 deadline.
- PO Box Access: Susan will deliver the mailbox key to Holly for regular mail checks.
- Security Camera Payments:
 - Rachel inquired about setting up a credit card for online payments. Sequoia may facilitate this; there is an existing bank account and credit card. Ryan Walker previously had a card on file. Annual payment may offer cost savings over monthly billing. PayPal direct deposit is possible; Rachel will attempt online payment in the interim.
- Delinquent Accounts: Rachel spoke with Sharon regarding a delinquent member. The member was unaware of past-due notices and preferred direct communication from a board member. Per BSCA Board Resolution #2, Sequoia should have referred the account to Reese Broom for collection. A lien is in place. Possible lapse in follow-up due to staffing changes at Sequoia. Suggest creating a five-sentence summary explaining assessments and their purpose. Review the aging list to identify current delinquencies.
- End-of-Year Financials:
 - The budget was closely aligned with projections.
 - Income and expenses exceeded expectations.
 - Clarification needed on GL codes and their functions.

Insurance

General Liability Policy: CBIZ has not responded regarding the revised policy expiring March 29, 2025. Susan will forward the inquiry to Holly, who will follow up. CBIZ identified an alternative policy pending invoice receipt. Swim Club Insurance renewal is due in May.

Swim Club

Swim Dues:

- A 3% increase was approved via motion by Dierdre.
- Notification will be sent by February 15.
- No preferred group rates for non-BSCA members (e.g., Heritage North); Richie supports this stance, Dierdre does not.

Room Rental Policy

Proposal to update:

- Transition to online payment system with a 3.5% service fee approved.
- Cancellation policy implemented:
- \$50 fee for rentals under 6 hours
- \$100 fee for rentals over 6 hours
- Refundable upon compliance

- Written dispute process required
- Deirdre will update the rental form accordingly.

Annual Meeting

Scheduled for May 21. Preparatory materials need to be assembled.

Infrastructure Projects

Approved Projects (2025):

- Two landscaping projects (drainage, sod, River Rock) awarded.
- LED lighting for pool awarded; installation begins post-tarp removal in March.
- Transformer covers (9 units) not yet funded; Sierra provided an estimate.

New Proposals:

- Sidewalk Repairs – \$1,000
- Tree Management Phase 3.1 – \$5,500 for removal and grinding of damaging tree roots
- Arborist recommends treating pool-area trees as a single canopy for shade preservation.
- Mulching recommended to prevent soil compaction.

Sidewalk Damage: Rock salt may have caused damage near the community center. The sidewalk was replaced in 2018; repairs unlikely to yield satisfactory results.

Contracts & Budget

- Pool Contract Solicitation: Status update needed.
- Landscape Contract: Requires renegotiation.
- Replacement Reserve Analysis: Ongoing; results expected before next board meeting.

New Business

Operating Budget Review:

- Rachel and Susan will begin analysis.
- Broader input needed; discussion scheduled for April.

Next Board Meeting

 April