

**BURKE STATION CITIZENS ASSOCIATION
BSCA ANNUAL MEETING MINUTES**

**BSCA COMMUNITY ROOM
May 29, 2025**

1) Call to Order

Meeting was called to order at 6:34 PM 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

Holly Hobbs, Secretary

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

John Medeiros, Infrastructure consultant (non-voting)

Richard Rodriguez, infrastructure

Homeowners Represented:

13 households were represented in person.

3) Proof of Notice of Mailing and Verification of Quorum

Proof-of-annual-meeting notice was established as received via post mail on April 23, at least 30 days prior to the date of the meeting. A confirmation was provided of homeowners in physical attendance as well as proxies being received via scan and/or via hand by the start of the meeting. Verification of quorum was not met by persons attending combined with proxies. The meeting will be non-voting, there are no motions on the table.

4) Approval of 2024 Annual Meeting Minutes

The minutes from the last annual meeting, held in May 2024, were introduced. Community members in attendance reviewed the minutes and a short time for questions/concerns was communicated. Barring any resident concerns, the Board will approve in June.

5) Introduction and Reports of Officers/Board of Directors

Susan Carter, President, opened the meeting by noting that the annual minutes are available on the website. She then invited Board members to introduce themselves.

Susan provided a comprehensive overview of the Association's structure and operations, including:

- Volunteer opportunities, with priority given to the Events Coordinator role
- Board member election procedures (internal and external)
- Distinction between the Burke Townhouse Homeowners Association and Burke Station Citizens Association (BSCA)
- Composition of the community (single-family homes, townhouses, and common areas)
- Relationship with the Swim Team (a separate entity not affiliated with BSCA)
- Financial services, landscaping, and insurance responsibilities
- Annual communications to residents:
 - December: Goals and year-end summary
 - April/May: Accomplishments update

She also noted that the Board approved a 3% increase in the annual assessment last year, in accordance with the bylaws.

Vice President's Report – Ali O'Connell

Ali discussed the Swim Club's operations:

- The Pool Operations Contract is in its second year of a three-year term
- 184 memberships have been registered for the current season, slightly below expectations, but additional sign-ups are anticipated
- In comparison, 193 memberships were recorded in 2024
- The community and Swim Club cleanup day was successful
- Opening Day (May 24) was well attended
- Upcoming events:
 - June 12: Open House with Swim Team bake sale
 - July 4: Community celebration and open house (BYO dessert)

Susan added that both the community and Swim Club have online resources available.

Treasurer's Report – Rachel Lynch

Rachel confirmed that all members received the balance statement in the annual meeting notice. She provided an updated financial report through April:

- The Association is on track financially
- Capital improvements are being addressed incrementally

- The annual budget is available on the website

Capital Projects – John Medeiros

John reported that in 2024, the Association managed a total of \$60,000 in capital projects, including nine pool-related initiatives. Major projects exceeded \$10,000.

He referenced the Association's planning binder (version 2.0), which guides annual assessments:

- Over a 30-year span, projected expenditures total \$2.2 million
- As of 2023, the property was valued at \$1.97 million
- Construction costs are a key driver in project planning

Resident Question: There appears to be a discrepancy between the 2023 valuation and version 2.0 projections. Has the Board considered this?

Response: Susan acknowledged the concern, noting that with 505 households, there are many perspectives on assessments. The Board is actively reviewing the issue. Any increase above 3% would require a formal meeting.

Assessment and Delinquency Management

Susan reported that:

- A 2023 Board resolution encourages timely payment of assessments
- 12-month payment plans are approved on a case-by-case basis to assist residents
- The Board continues to address delinquency and non-payment issues
- \$98,000 has been spent on tree maintenance

John and Susan emphasized the shared maintenance responsibilities between the Burke Townhouse Association and BSCA.

Burke Curve Project – Juan Masias

Juan provided an update on the county-led Burke Curve project, which includes:

- Drainage improvements
- Bridge reconstruction
- Curve flattening
- Addition of a bike trail for enhanced safety

VRE Parking Lot – John Medeiros

John noted that a resident initiated efforts to remove buses from the VRE lot. A drainage and capacity improvement project is expected to begin within 12 months. He also mentioned:

- The bridge project is not currently planned or designated as an Eagle Scout project
- Estimated cost for the bridge is approximately \$30,000
- A potential substantial increase in assessments is under consideration

Architectural Standards – Patrick Kirby

Patrick clarified that BSCA does not enforce strict architectural standards. Residents may direct questions to: BSCA.architecture@gmail.com

Resident Questions & Board Responses

- **Parking on the street at the entrance to the neighborhood:** Most vehicles belong to residents. Townhouses lack designated visitor parking. Long-term parked vehicles may be reported and towed.
- **Off-season parking in the community center lot:** Liability concerns and towing costs are factors. Residents are encouraged to submit formal proposals for Board review.
- **Responsibility for trees behind townhouses:** This area falls under the Burke Townhouse Association.
- **Tree removal noise:** Fairfax County permits work starting at 7:00 AM. BSCA may consider stricter standards.
- **Gas line insurance:** Coverage is a personal decision.

The meeting adjourned at 7:28 PM.