

BSCA Board of Directors

Date: February 3, 2026

Time: 7:05 PM - 8:56 PM

Location: Google Meet

Call to Order

The meeting was called to order by the BSCA President.

Attendance

Voting Members Present

- Susan Carter, President
- Ali O'Connell, Architectural Standards – Architectural Committee
- Richie Rodriguez, Vice President – Swim Club/Community Center Committee
- Rachel Lynch, Treasurer
- Patrick Kirby, Infrastructure
- Juan Masias, Safety & Security/External Affairs

Non-Voting Members Present

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

Insurance and Membership Updates

- The President provided updates on insurance administration, including:
 - Updating Sequoia's address.
 - Adding the **mechanical shed** and **wading pool** to the swim club insurance policy.
- Alli reported no architectural updates but confirmed receipt of the **tax-exempt letter**.
- Deirdre Daumit reported:
 - Pool membership rates set at **2%**, with formal approval expected in April.
 - Pool event dates and membership store timeline.
 - The parking lot is currently snow-covered, affecting upcoming rentals.
 - Three rentals scheduled within the next three weeks.

Snow Removal and Parking Lot Conditions

- The President and Treasurer noted that BSCA has **no snow-removal budget**.
- Discussion included:
 - Potential use of a snow blower.
 - Researching local snow-removal companies for pricing and availability.
 - Volunteer assistance as a possible interim solution.

- John Medeiros noted that **HLS** has provided snow removal in the past and reminded the Board that BSCA is responsible for maintaining its sidewalks.

Financial Report and Legal Process Discussion

- The Treasurer reported:
 - **\$70,000** operating account surplus.
 - **\$45,000** budget surplus.
 - Need to reconcile December financials and confirm year-end accruals.
- Legal expenses:
 - Treasurer and President discussed improving efficiency in legal handoffs for aging accounts.
 - Agreement to develop a **Standard Operating Procedure (SOP)** documenting the Sequoia/collections workflow.
- Patrick and the Treasurer discussed moving surplus funds into the **money market/reserve account**.

Project Updates and Contract Awards

Completed Projects (John Medeiros)

- Pool security fence work.
- Tree maintenance.

Projects Ready for Award

1. Parking Lot Asphalt Sealing & Striping

- Lowest bid: **Master Markings – \$4,150.**
- Board agreed to award the project to Master Markings.
- Proposal requires signature and scheduling for spring before swim season.

2. Landscape Services Contract

- Proposals reviewed: **HLS, Rupert Landscaping, Blade Runner.**
- HLS cost increased after adding SOW accountability items requested by Deirdre but remained lowest overall.
- Susan requested mowing maps and emphasized centralizing all contracts for future Boards.
- **Board voted to award HLS a 5-year contract.**

3. Tree Management Plan

- Contract with an arborist to:

- Walk all parcels.
- Identify hazardous trees.
- Provide phased recommendations for removal, trimming, and ground care.
- Susan will assume responsibility for managing the tree-management process.
- Plan needed by **June/July** to inform next phases.

Storm Damage – Roof Replacement

- Hailstorms (2025) caused damage to the community center roof.
- Insurance will cover **full roof replacement down to plywood.**
- Wading shed roof damage is **not covered** because it was not listed on the policy.
- Contractor:
 - Previously used by BSCA residents with positive feedback.
 - Agrees to perform work for the insurance-covered amount.
- BSCA cost exposure:
 - **\$1,000 deductible.**
 - **\$106.25 per plywood sheet** if replacement is needed.
 - Worst-case plywood replacement: **\$10,625.**
- John requested Board approval for the contingency amount to avoid delays once shingles are removed.
- Patrick will meet the contractor with John to review shingle selection.
- John will email the Board a full proposal for vote.

Ceiling Damage Claims

- Ceiling damage in the ladies' restroom and mechanical room was included in the insurance claim but **not caused by the hail event.**
- Filing these as separate claims could raise insurance rates.
- **Decision: Cancel those portions of the claim.**

Pool Concrete Assessment

- John met with two pool companies and one concrete consultant.
- Findings:
 - Most concrete issues are **surface-level.**
 - Recommended solution: **SUNDEK** surface coating (used locally at Daventry and Lake Ridge).
 - One slab near the far lifeguard chair/skimmer requires **replacement.**

Lifeguard Chair Review

- Pool companies questioned:
 - Need for permanent chairs.
 - Height of existing chairs.
- Titan supervisor agreed that the far and third chairs should be **lower** for guard safety.
- Board will explore:
 - Permanent vs. movable chairs.
 - Safety and operational considerations.

Phase 3 Fence (Townhouse Line)

- Susan asked why the wooden fence must be removed for chain-link installation.
- John explained:
 - Contractors bury old concrete; wood fence is too close.
 - Brush is heavily intertwined.
- Concerns:
 - Removing fence/brush exposes pool area.
 - Deirdre noted increased risk of **lurkers** in that area, which is not covered by cameras.
- Agreement:
 - Defer project **until after swim season**.
 - If removal occurs, immediate temporary barrier will be required.

Pool Lifecycle Analysis

- Filter tanks expected to outlast surrounding piping.
- Need to determine installation dates for piping.
- Susan requested:
 - A full **lifecycle analysis** of the pool.
 - Documentation of timelines for major components.
 - Data to validate the **\$1.2M reserve study replacement estimate**.
- Titan and another company will be consulted.

Action Items

Financial & Administrative

- Save tax-exempt letter in shared financial folder; share access with Board.
- Reconcile December financials; confirm accruals; move surplus to reserve/money market.
- Develop and publish SOP for Sequoia/collections workflow.
- Meet with Ali to coordinate authentication code and deactivate Ali's device.

Snow & Parking Lot

- Research snow-removal companies; gather pricing and timelines.
- Assess snowblower effectiveness; consult neighbors (Sam, Homa).
- Contact Carmen Gomez re: Feb 14–15 rental and parking lot conditions.
- Waive this week's rental cancellation refund for Lake Braddock crew team.
- Sign and send Master Markings asphalt proposal.

Membership & Events

- Publish pool membership rates on the 15th.
- Open membership store on **March 15**; prepare materials.

Insurance

- Add mechanical shed and wading pool to insurance policy; continue updates.

Tree & Landscape

- Begin management of tree-management plan process (Susan).

The meeting adjourned at **8:56 PM**.