

**Burke Stations Citizens Association (BSCA)
Board Meeting Minutes**

**Date: October 7, 2025
Time: 7:05 PM – 9:01 PM
Location: Burke Station Community Center**

I. Call to Order

The meeting was called to order at 7:05 PM by Susan Carter.

II. Attendance

Voting Members Present

- 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

Non-Voting Members Present

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

III. Unfinished & Ongoing Business

August 2025 minutes were unanimously approved.

Board Member Status & Volunteer Outreach

- Flyers were distributed; two residents expressed interest in the Halloween event but declined leadership roles.
- Holly Hobbs will lead the Halloween event, supported by Deirdre and the two volunteers.
- No leads for Ali's vacant role; Richie will assume responsibilities pending transition.
- Patrick will take over Infrastructure and Architectural Standards.
- Outreach continues: Patrick will engage parents at his child's bus stop; John will speak with Trevor.

Event Recap & Communications

- Oktoberfest was held successfully but with lower attendance and revenue than last year.

- Insurance updates will be sent directly to Holly in November, January, and May. Invoices will be billed to Sequoia.
- Annual mailing coordination will occur in November. Holly will notify Sharon of the total amount and due date, ensuring the flyer and mailing are sent together to reduce costs.

IV. Swim Club Operations

- Deirdre and Alison recommended renewing the contract with Titan due to cost-effectiveness and satisfactory service.
- Motion to accept Titan's three-year proposal was made by Susan and seconded by Alison; passed unanimously.
- Titan has not provided a response regarding the pool's life cycle analysis. An alternative contact will be pursued.
- John emphasized the need for a comprehensive pool life cycle analysis before engaging the community.
- Mark (Titan) confirmed no imminent risk of pool failure.
- John's reserve study accounts for completed projects and outlines future needs based on pool age and infrastructure.

V. Financial Report

- Rachel reported strong financial standing with available funds for fall and year-end projects.
- Placeholder projects include concrete slab repairs at the diving board, slide, and lifeguard stand.
- Pool cover tie replacements are scheduled for spring; wading pool upgrades deferred to 2026.
- Priority projects for 2025:
 - Security camera installation
 - Tree removal within pool area
 - Chain link fence replacement
- Additional potential projects:
 - Asphalt resealing
 - Community center painting and landscaping
 - Lifeguard stand upgrades
 - Fenceline replacement
- John will obtain a proposal for the chain link fence; Juan will confirm camera vendor details.
- Rachel will reconcile late fee collections and payments to Rees Broome; no accounts have been written off.
- Rachel will calculate current year overdue amounts.
- Patrick will coordinate with Richie on infrastructure matters.

- HLS contract expires in April; Rachel will need the renewal amount for 2026 budget planning.

VI. Next Meeting

- Scheduled for Tuesday, December 2, 2025

Meeting Adjourned: 8:48 PM