

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

BSCA COMMUNITY ROOM

October 8, 2024

1) Call to Order

Meeting was called to order at 7:03 PM by Susan Carter.

2) Roll Call

In attendance:

Susan Carter, President

Rachel Lynch, Treasurer

Patrick Kirby, Architectural Standards – Architectural Committee Co-chair

Holly Hobbs, Secretary

Richie Rodriguez, Infrastructure – Infrastructure Committee Co-chair

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

Not in attendance:

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

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

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

3) Patrick moved to approve the following meeting minutes: April 2024, June 2024, August 2024. Rachel seconds, all approve. Annual meeting minutes will be reviewed at the December meeting.

4) Calendar Review

Events: Oktoberfest is a new event planned by a community member, set to take place October 19th in the swim club parking lot. Ali has been working with ABC to obtain the needed license to serve and charge for alcohol. The community Halloween event (parade/party) is set for October 27th from 3-6PM in the swim club parking lot. Laura and Carly Bruckman are managing this event for the community.

5) Unfinished/Ongoing Business

Board Member Transition

- The transition of the Infrastructure Google account was successful. Ritchie has noted issues with MFA and gaining access via phone.
- The transition of the Secretary Google account was successful.

Swim Club Operations

On July 19th, a potential issue was identified at the pool. There was water pooling in the grassy area behind the guard stand, stretching down the lanes. It became significantly wetter over the course of the day. Titan was notified and a supervisor worked through a temporary solution to continue normal operations through July 20th. Final resolution is that digging is needed to identify the source of the water and identify the entire situation. On July 24th, it was confirmed that the return pipe (taking water from the pump room back to the pool) has a leak. A trench was dug to alleviate the water along the fence line and into the drainpipe.

On July 24th the Board convened in an unscheduled meeting to discuss the path forward. John Medeiros has contact with a community member, who owns a contract business, who could continue digging in the area to potentially find the leak source. The positives of this suggestion are the cost (\$400) and timeliness (digging could start by the end of the week). The Board unanimously agreed to move forward with this option, Robert Barry of will begin digging on Friday, July 26th.

On July 25th Titan provided a scope and cost proposal to potentially resolve the issue, John Medeiros solicited additional proposals from High Sierra, Crystal Aquatics and Millennium. Based on the responses and costs, the Board agreed to contract work through Millennium, with work to start Tuesday, August 6th. Members were sent communication regarding pool closure to allow for resolution.

On August 6th Millenium started resolution. Pressure testing was conducted to locate where to dig, a 3X3 FT portion of concrete was jack hammered to through the concrete to dig down to the break. In the evening, the pipe in question was located approximately 6 feet under the surface.

On Wednesday, August 7th the crack within the pipe was identified. The contractor attempted to run a camera from the mechanical room to the cracked area, but the distance was too great. Contractor proposed cutting the line at the exposed area and running the camera toward the pool to see if the crack goes under the pool floor and how far. Camera was determined not to be needed due to the contractor being able to reach inside the hole and feel the end of the break right at the pool wall – so fixable without draining the pool. Four parallel pipes are crisscrossed and creating pressures on the other lines next to the fix area. Contractor is working on a re-plumb plan for 1,2 or 3 of the lines to relieve the pressure and fix the cracked pipe.

On August 10th the cracked area of the pipe was pulled out and the coupling and extension pipe was installed. Part A pressure testing of the return line from the mechanical room to the pit was successful. Part B pressure testing of the entire return system will take place after Millenium completes connecting the open ends of the return line in the pit. Part C will test the skimmers and Part D the vacuum lines. All pressure testing on target for completion by the end of the day. Backfill, compaction and clean up to start Monday August 12th and forward. Concrete work will be done at end-of-season to give the pit time to settle. Robert Barry will do the work; the pit will have a 6–7-inch drop and need to be covered with a barrier and marked for safety until the pool is closed. Concrete pour took place on August 14th. Health inspector visited on August 16th – inspector reviewed the leak fix visually and was told by Titan that it takes time to fill in the damage done from digging. No issues brought forward with the digging/resolution from the inspector.

Costs as result of the situation:

- End of season memberships reimbursed (automatic): \$233.92.
- 24 members requested a refund for time the pool was inoperable: \$487.
- 23 members requested store credit from the time the pool was inoperable: \$457.

Total reimbursements: \$1,177.92

Rachel will provide Deidre with the proof of payment and invoice for water usage. John M will submit reimbursement for excavation, Deidre submitted for the pump. Repairs for the pool comes out of annual assessments, not membership dues.

Community Center

- The trash contract service reduces post-swim season, Rachel will connect with American after the Halloween event to request an adjustment in pick-up frequency.
- A community room and picnic area rental-use review will occur at the December meeting.

Infrastructure

- Reviewed proposed remaining 2024 projects.
- Reviewed potential 2025 projects.

2024 Pending Contract Work

Repair sidewalk cracks (safety) \$1,000.

Re-landscape - water line repair project \$1,275

Install security cameras x2 \$1,897.

Re-install River rock along fence line (water line) \$3,240

Restore/replace furnishings \$ Deferred into 2025 - budget item already approved but removed.

Priorities:

- 1) Landscape
- 2) Sidewalk
- 3) Cameras
- 4) River rock

2024 Self Help

Repair tarp storage skid (self-help) \$85.

Remove volleyball timbers from parking lot (self-help) \$25.

Secure storage extra diving board (self-help) \$50.

Repair women's bathroom ceiling (self-help) \$75.

Can we have a better system for reimbursements? Google form, operating etc?

2025 Projects as of: 10/8/2024 Maintenance and Repair Replacement Reserve

Community Center

Paint interior community center (kitchen, main, lifeguard, entry & mechanical rooms) \$6,500.

Re-landscape community center main front & side \$ 9,600

Blue in "must pay."

Pool

Remove and replace pool tiedowns \$1,200.

Restore coping/tiles/skimers \$4,500.

Replace underwater pool lights w/ LED {Ph2/3} \$5,067.

Restore/replace furnishings \$4,200 (restore pool chairs)

Replace Sun Canopy (x2) \$600

Replace chain link fence {P1.4} \$7,000.

Replace select pool deck concrete slabs X2 \$12,000

Replace lifeguard stands {Ph1/3} \$6,500

Total \$41,067

Other

P3.1B Tree Maintenance \$5,500

Replace main entrance lights \$4,500

6) New Business

Solar panels - architectural standards are in declarations and/or Fairfax County directed.

Third trash contractor introduced in the community.

Community and events coordinator, potential for the future.

7) Board Schedule Look Ahead

Dec 2024 Board meeting

- Finalize Board transition
- Revise, finalize and approve 2025 Budget based on end-of-year adjustments
- Finalize 2025 infrastructure/replacement reserves program
- Post 2025 Budget to website before 1 Jan 2025

8) Meeting adjourned at 9:06 PM.