

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

**BSCA COMMUNITY ROOM
June 10, 2025**

1) Call to Order

Meeting was called to order at 7:03 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 Subcommittee (non-voting)

Richard Rodriguez, infrastructure

3) Administrative

The December 2024, February 2025, April 2025 and May 2025 (Annual Meeting Minutes) meeting minutes need to be formatted into the template and placed on the designated shared Google drive. Review and approval of these minutes is expected to take place at the August 2025 meeting.

Affirm electronically approved Board actions since Apr 2025 Board meeting

- Replace secure system hard drive – voted on by email 04/30/2025:
\$1,896.51
- Replace women's bathroom ceiling 06/07/2025 – 6 YES and 1 non response:
\$10,100.

4) Ongoing Business

Board Reports

Vice President (Swim Club, Memberships)

Opening day was not as we expected due to the weather. We will celebrate the 50th anniversary on July 4 – everything will shift to that date. There has been a filter leak, however it remains very small. Deirdre is keeping an eye on it and will

connect with Titan if circumstances change. The pool is closing early on June 22 for an in-service water training for the guards, and refresher on rules.

The online app for approving the community room is working well. 50th anniversary and July 4 event will take place at the pool. Rachel said she needs to double check, but we are at \$98,000 for memberships, budgeted for \$108,000. This doesn't include concessions.

Infrastructure

The Board reviewed the 2025 project status, Tree Management Plan 3.0, and draft 2026 project list.

Richie is working on the landscape services contract award, currently serviced by HLS.

Board Action - This passed unanimously: The bathroom ceiling project continues as in progress with a change, the insulation needs to be replaced and it will cost an additional \$1,600. This will be \$600 above the approved amount but is a cost that needs to be done. \$8,500 was approved as the contract cost, with \$1,000 in contingency. $\$8,500 + \$1,600$, so we are \$600 over (total is \$10,100).

The only projects not completed on the 2025 projects list are the lifeguard stands, the main entrance lights, and the kitchen window replacement.

- Lifeguard stands and concrete: On hold because the women's bathroom ceiling was an emergency project. Deirdre doesn't think this is urgent now – it is not a safety issue, but the inspector hasn't come yet, so it may be, depending on what they say. We will put it at the bottom of the list.
- Neighborhood entrance lighting: A LED entrance lighting system was put in about 8 years ago, and it needs to be replaced because it is failing. This is a safety concern as well.
- Kitchen Window: Discussed funding now vs later because of the delta between the ceiling project and the lifeguard stand and concrete replacement project.

Board Action - All agreed unanimously: We shifted the funds from the lifeguard stand/concrete slab replacement (\$12,500) to the women's bathroom ceiling replacement project (\$10,100) and the kitchen window replacement (\$695).

Safety and security/ External Affairs

On the security system hard drive, we are waiting on parts. Once received, we will proceed with installation. They are going to bill the hard drive with the regular billing, Rachel thinks they set it up on auto pay.

Architectural Standards

No emails have been received from the annual meeting. Susan will forward email requests to Patrick. We have standard responses.

Ritchie is taking on the landscape operations contract solicitations under infrastructure (the current contract expires March 2026). Due to the large amount of work attributed to that role the Board discussed potentially shifting the main HLS (landscaping) contract to the Architectural role, to distribute some of the work load better. HLS often provides service outside of infrastructure.

5) New Business

Board positions

We will approve new Board positions and assignments at the August meeting. Additionally, we will post in search for interested candidates on Facebook "News from the Porch" to potentially find a fill for Ali.

Pool Operations Contract

Ali is soliciting pool operations contract bids, this is required for next year as the current contract with Titan expires in September 2025.

Annual assessment analysis

Because of the 2023 replacement reserve study, the board will conduct an annual assessment analysis, led by Susan/Rachel.

Financials

Discussion on the aging report and delinquent accounts - there is concern about how far back we can collect delinquent accounts. According to the collection agent (Rees Broom), we can only collect three years back. Rachel is confirming if our understanding is correct and if there are any lien implications.

Swim Club Sponsorships

Ali is working the tax implications of our nonprofit status

NEXT MEETING IS AUGUST 19.

Look-Ahead Board Schedule

Aug

Elect new board officers (President)

Approve Swim Club Rates for next year Vice President

Approve Community Center room rental rates for next year Vice Pres

Review initial draft for next-year budget Treasurer

Review restore/replace/maintenance/repair balance for next year

Infrastructure

Event Confirm Halloween Parade and events organizer

Oct

Hand over Board to new officers and begin transition

Review insurance policies for next year

Approve Annual Update for mailing with annual assessment notification

Ensure mailing of annual assessments notification is sent to membership before 12/01

Dec

Finalize Board transition

Revise, finalize and approve next-year budget based on end-of-year adjustments

Finalize next-year infrastructure list

Wrap up end-of-year spend plan and adjustments

Post budget to BSCA website

Event Confirm Burke Station Square clean-up and event organizer for a March clean-up Day

Adjournment 8:25 pm.