

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

**BSCA COMMUNITY ROOM
May 09, 2023**

1) Call to Order

Meeting was called to order at 7:08 PM by John Medeiros.

2) Board Members Roll Call

In attendance:

John Medeiros, President – BSCA Bylaws Committee Co-chair

Ali O’Connell, Vice President – Swim Club/Community Center Committee Co-chair

Rachel Lynch, Treasurer

John Ailes, Infrastructure – Infrastructure Committee Co-chair

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

Cindy Brown, Burke Townhouse HOA President (non-voting)

Not in attendance:

Susan Carter, Secretary

Homeowners Represented:

20 households were represented in person, 20 proxies received via Sequoia or email.

3) Proof of Notice of Mailing and Verification of Quorum

Proof-of-annual-meeting notice was established as received via post mail, 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. Meeting will be non-voting, there are no motions on the table.

4) Approval of 2022 Annual Meeting Minutes

The minutes from the last annual meeting, held in May 2022, 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

The position of Architectural Standards – Architectural Committee Co-chair, vacated by **Jason Heron**, is available to be filled.

John M., President, provided an overview, discussing external affairs, how often board members are elected (externally and internally), what comprises the community (single family/townhouses and common areas), connection with the Swim Team (a separate entity, not part of the BSCA), financial services, landscaping, insurance and noted the two updates that are

released to residents on an annual basis (December - goals, April - accomplishments).

Dale Hamilton, long-term resident and burkestation.net webmaster, passed away suddenly in January. He was a wonderful person who did much for the community and is sorely missed.

The Board has been taking steps to revamp the website and has transitioned the domain from burkestation.net to burkestation.org. Andrew Hamilton, Dale's son, has been a great help in the transition process.

We are awaiting the results of the financial audit, which must be done every five years (best practice).

A 3% increase in the annual assessment amount was approved by the Board last year, in accordance with the bylaws.

Ali O'Connell, Vice President, spoke about the Swim Club starting with the new Pool Operations Contract, which came in almost 50% higher than the previous 3-year renewal contract. Four offers were solicited by Ryan Walker (previous incumbent) ranging in cost from \$92,000 to \$112,000. In all contracts, roughly 80% was in labor. Deirdre and Ali spearheaded a review of best practices, as well as a working group and released a survey to **2021** members, asking for input in costs/fees and service hours. Overall, results showed most members were willing to have a small cut in operating hours (during non-peak times) to guarantee a lower membership rate. Total cost of the 2023 operations contract was revised to the final amount of \$83,500.

As of the meeting date, there were approximately 145 memberships purchased. This is compared to the final total in 2022 of 190 memberships. In 2023, the membership tiers were revised to add a Self Plus One option as well as an August only membership. **Update: as of 17 July, the Swim Club memberships are ??**

PoolDues.com was explained - this is the software that allows the Swim Club to manage memberships, the swim club website, pool check in/out and manage accounts for the snack bar, almost exclusively in a cash-free environment. Member and community events are noted on the website, members can look to see how many people have checked in and what areas are reserved ahead of arrival.

Upcoming events include May 27th - Opening Day and July 4th - Open House. There is a community clean-up day on the radar of the social events coordinator but is not yet scheduled.

Security has been increased in and around the Swim Club, to include involving Dominion to replace lighting, installing more security cameras, and adding signage. Additionally, large bushes in the corner of the swim club lot were removed, increasing visibility, and limiting hiding areas. Wi-Fi was also installed last year by the Swim Club and is used to provide additional security monitoring. Last year there were three late-night excursions by unauthorized persons in the pool area as well as two separate security incidents by a single resident. We are hoping the

recent upgrades will minimize future issues. It's important that lifeguards feel safe in their positions.

Rachel Lynch, Treasurer, spoke about the Homeowners Aging Report - which highlights those who are delinquent on assessment fees. Residents were reminded they may lose access to common-use areas including swim club membership and activities if delinquent on the report.

A resolution was passed this year by the Board to encourage residents to pay annual assessments on a timely basis. There are currently \$12,000 in bad debts. Additionally, there have been gaps in notification of the change in ownership of at least two recent townhouse purchases. On a case-by-case basis, the Board approved 12-month payment plans to help residents pay down outstanding fees. The Board is working hard to deal with this, and other delinquent/non-payment issues.

John Ailes, Infrastructure, spoke about common infrastructure, replacement reserves, and tree management – the replacement reserves study and the tree management plan help identify common infrastructure, and tree trimming/removal budget expenses over a five-to-ten-year period. In 2018, the Board hired independent contractors for a reserve study and a tree management plan to accurately identify immediate and long-term needs.

The 2023 reserve study (required by law) is currently in draft. The Replacement Reserve contractor assesses common-areas maintenance, repair and replacement projects (i.e. pumps in the swim club, asphalt on the trails). The previous reserve study identified over \$725,000 of potential needs. In 2018, the Board established a reserve account to deal with future high-cost projects. Funds are moved into this account as part of the annual budget process and to fund the most pressing needs.

The last tree trimming/removal plan was completed in 2017 by a certified arborist. The Board hired the same contractor to provide the second plan. The 2023 budget has \$10,000 allotted toward tree trimming/removal this year.

Question: Is the tree study available to the public and what trees does it include? Yes, the study will be available on the burkestation.org website as well as via direct request from John Ailes. Only trees on BSCA property (common areas) are included in the survey.

Question: Is there a map of the BSCA property area? Yes, the map will be added to the website.

Question: Do we have the funds for the bridge (behind Kara Place) to be repaired (replaced)? We are reviewing the cost of potentially replacing the bridge. Due to the location several factors are included in the potential cost (i.e. rerouting the trail/asphalt, building the bank higher to accommodate washout), and is expected to exceed \$30,000. This project will be funded with replacement-reserve funding. There is not adequate reserve-replacement funding at this time.

Question: If a tree causes damage to a private residence, who is responsible? If a tree causes damage to your property, the damaged homeowner's insurance is the primary source for repair/replacement.

Question: Is the reserve account required by law? Yes, the purpose of the replacement reserve study is to inform residents of significant expenses over the next 10 years and help in determining annual assessments and budget deliberations.

John M. discussed external affairs (vacant officer position). A digital neighborhood watch was created last year, it's helpful to know who has cameras in the case of issues. The Board will be creating a digital sign up that may be accessed by residents wishing to be part of the network.

Fairfax County Parks recently completed the asphalt access trail from Kerrwood Road to the Burke Station Park and the Liberty Bell Trail. The steps leading to Burke Station Park from Ridge Ford are still a concern, the county noted that the repair was supposed to be in their 2024 budget. **Update: Fairfax County Parks informed us the step repairs are now included in the Parks 2023 budget.**

FFX DOT has not started work on the Burke Road upgrade project ("fixing the curve"). The project is significantly behind schedule. There is still concern about the overall impact of the project along Burke Road, as well as the Fairfax County project to expand the Rolling Road VRE parking lot.

There is also newfound concern about the VDot/Fairfax County project to upgrade the roads surrounding the Kings Park shopping center triangle - Burke Lake Road, Rolling Road and Braddock Road. The Kings Park project along with the ongoing Rolling Road project to overhaul, widen and add lanes between Old Keene Mill Road and the Fairfax County Parkway will likely bring more traffic onto Burke Road for VRE travel or as a cut thru for rerouted access to the Springfield Metro.

6) Unfinished Business

Dog Park: The resident suggestion for a dog park within the community will not be pursued by the Board. A note that this is not a good idea was mentioned based on personal experience by several attendees (i.e. liability with injuries to pets and owners, people not paying attention).

Basketball Hoop: The resident suggestion for a basketball hoop/backboard in the swim club parking lot will not be pursued by the Board. The Board does not oppose the suggestion but will not fund the purchase (residents may solicit donations).

Parking: Parking commercial vehicles is not allowed within the community in areas other than driveways or personal parking spots (townhouses). Parking along Ridge Ford Drive, at the entrance of the neighborhood continues to be an issue. Commercial parking is allowed along

Burke Road. If residents see commercial vehicles parked on the street, they may call the Fairfax County Police Department to report and handle resolution.

Speeding: Speeding continues to be an issue in the community, especially on Ridge Ford Drive as vehicles enter and exit the neighborhood (up/down “the hill”). Jean and Jimmy Jones have been the stalwart for the effort to reduce speeding and are taking an “apologetic and pleasant” approach when dealing with people in this situation. This issue will be kept on the agenda, we are always looking for new ways to deal with and solve this problem.

7) New Business

Welcome Committee: An idea was introduced to establish a Welcoming Committee which can provide information to new residents as well as source out what they are interested in. We may potentially utilize the new website to gather emails to use for this effort. This is under consideration.

Question: What method of communication is the Board using? The Burke Station website, the Facebook group “News from the Porch”, and the Swim Club website are all sources for information and communication. The official Burke Station website has a “residents tab” where official business is conducted.

Question: Who should be contacted about townhouse parking or tree issues? The Burke Townhouse Homeowners Association (BTHA) is responsible for townhouse standards, tree issues and parking. East Coast Management, Ken Eriksson is the point of contact for BTHA concerns/issues. Contact information is on the website.

Question: Looking at the 2022 Financial Statements, there is a \$37K surplus. Where did that surplus go and would lower dues/swim club membership fees be considered if this surplus is included? In reality, there is no surplus in 2022. The statements are just one moment in time, we work on the smaller projects as money allows and put additional funds on hold while looking at saving to fund the larger projects.

8) Closing

Meeting was adjourned at 8:37PM.