

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

**BSCA COMMUNITY
February 7, 2023**

1) Call to Order

Meeting was called to order at 7:05 PM by John Medeiros.

2) Roll Call

In attendance:

John Medeiros, President – BSCA Bylaws Committee Co-chair

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

Susan Carter, Secretary

Rachel Lynch, Treasurer

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

Jason Heron, Architectural Standards – Architectural Committee Co-chair

Not in attendance:

John Ailes, Infrastructure – Infrastructure Committee Co-chair

Aaron Reddell, Architectural Standards, External Affairs – Parking, Safety & Security
Committee Co-Chair

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

3) Approval/Review of December 6, 2022 Meeting Minutes. Ali moved that minutes are approved, Jason seconded. All were in favor.

4) Unfinished/Ongoing Business

2022 Budget Review

2022 Bad Debts: Projected \$11,665 in the negative revenue, Result was \$580 in positive revenue; \$12,245 in bad debts was recuperated through various outreach.

Actuals for memberships and pool activity were greater than projected. Administrative expenses were below projected, swim club operating expenses were in line with projected. Replacement reserves were used for an unanticipated \$26,000 pool expense at year end. Additional costs varied slightly, \$16,000 was moved into the reserve account for future expenses. Overall, \$38,000 was underspent in 2022 (though we had many expenses in November/December that have not yet been invoiced/paid - listed under end of year projects in 2023 budget). We are net around \$10,000 in the positive (John M. will send an electronic approval to the board once all late year expenses have been paid to confirm a move the remaining costs to the reserve).

Bank Statement

With all activity considered, we’re projecting \$240,000 in revenues going into the 2023 season (mostly due to annual assessments and pool memberships).

Aging Report

Previous property owners have been removed from the aging report, because we are unlikely to collect. However, they are still under collection processing and any success will reflect in delinquent assessment accounts. Improvements in the property disclosure package process should help prevent property sales without collecting back-due assessments. A resident has

come forward to note that they have not been receiving annual assessment notices (notices were sent to the previous owners) and therefore have not paid amounts due. Sequoia will connect with the resident to discuss a payment plan.

Balance Sheet - John M. clarified the allowance account (subset of assessments receivable). Fixed assets cannot be reduced from the balance sheet since we cannot produce the \$10 that was used to purchase the swim club.

Budget

Minor changes were made to the budget as posted on the website; the final budget has been adjusted.

Projected expenses (allocated for 2023)

- 1) *Replacement Reserve study 2.0 \$4,500.00 (previously approved, in 2023 budget)
There is a \$1,825 retainer to start the study in 2022.*
- 2) *Electrical outlets \$650.00 (completed)*
- 3) *Tree maintenance P1.5 \$ - \$5,670.00 (completed)*
- 4) *Tree maintenance safety \$3,623 (completed)*
- 5) *Replace curtains with blinds \$298.95 (completed)*

2022 Tax Return Engagement

Turner, Lien & Gold have what they need to complete the tax return.

Swim Club Operations & Services Contract

Survey results were varied (attached summary of results).

A survey went out to BSCA members, with 44 responses received (of the 145-email address distribution). Ali presented the main takeaways which were:

- **Cost:** If membership dues go up \$40 or more, we'll have a tough time getting memberships to return. \$20 or less, 93% said they would still join. \$41-\$60, the percentage drops to 53%.
- **Opening/Closing:** Opening at 4PM instead of 3:30PM seems fine, there were mixed responses about closing earlier but overall favorable. Opening later on the weekend and closing earlier on the weekend is not desired overall. Very few said they would pay a premium for the pool staying open longer in the evening.

Deirdre offered four options to Titan – the prices we received from Titan spanned from \$95,000 (no change to last year's services) to \$85,000 (modifying hours).

Membership and Operating Changes: The board reviewed the proposed hours and increase in guest fees and charging \$20 for using the picnic area (reservations and/or automatically required with 20 or more people in party). John M. moved that the proposed hours and guest fee increases are accepted, Ali and Rachel seconded. All in favor.

Additionally, all things considered - data set (surveys, committees, Deirdre analysis, personal experience) Rachel moves that we accept, monthly fees as presented and proposed as well as a monthly rate for the month of August. The proposal indicated that adding in an additional tier of individual + one rate was one of the top asks of the community and is feasible in our cost model. John M. noted there is risk to move to an individual + one rate as well as for the monthly rate (in a financial sense). There was also discussion on establishing a three-year membership rate since the services contract

does not escalate; this was not considered primarily because of cost uncertainty over the performance period of the contract. Ali seconded. Jason asked questions/discussion. 4 in favor, 1 opposed. Motion passed 4 to 1.

The new contract with Titan was signed for a three-year performance period without escalation. We will communicate this to the community, emphasizing that we anticipate the contract to stay steady over the next three years however adjustments may be made based on cost of living/contract requirements.

The first day of operations is May 27th, Deidre mentioned that we are hoping to have a workday the weekend prior. BSCA membership deadline for enrollment is April 30th, before the rate moves to the non-BSCA rate for all. We are projecting March 15th for an estimated release of membership rates. Deidre is discussing minor details of the contract with Titan (cleaning schedule, opening/closing). The first focus will be on replacing the tables on the upper deck (with tables like the wading pool). Weekly trash removal will start at the beginning of May. End date of season is expected to be September 4th, closed at six o'clock followed by the dog swim. Post-season clean up determination/details will be confirmed at a later date.

Deidre will discuss pool events with Haley, preferably prior to the membership enrollment launch so that information can be announced. On agenda for the next meeting, we will discuss selling and/or allowing alcohol on pool premises.

Security Cameras

John M. questioned if we need additional cameras - Jason will investigate options for the front of the building.

Burke Station Stairs (to playground/tennis courts)

John M. is connecting with the county about repairs.

Resolution #2

Included in delinquent notices - Sequoia

2023 Board Annual Meeting

Annual meeting will be May 9th. April 1st is the projected date to have mailing put together: **Notice, Annual Update, Membership Rates/Swim Club Update, Budget/Financials (Budget Package)**. Susan will confirm the date for mailing.

Resolution #3

John has drafted and will electronically distribute a draft resolution for consequences to violating rules or in the event of non-payment of dues we may withhold community center privileges.

Resolution #4

Payment and reconciliation of costs between swim team and BSCA.

5) New Business

Auto-renewal accounts

Future discussions will be had regarding auto-bill paying (post office box, Wi-Fi, security) John M. and Rachel will discuss what method should we use for payments (Sequoia or PayPal) and schedule a time to meet with Ryan Courtney/Sequoia

Noise Compliant

BSCA has no noise standards, we will work on a memo to the community regarding the county ordinances. A draft memo was reviewed and approved. The memo was sent to the offending resident early February

Community Center Rentals

Community Center: Deirdre questioned what would qualify a "long-term rental" - what is the period or is it a sliding scale. The board was in consensus that a long-term rental would be ten or more reservations at 75% of the rate. We can look at it on a case-by-case basis. Invoices will be issued per use based on monthly usage.

Miscellaneous

Payments should be sent to bsca.treasurers@gmail.com and board.burkestation@gmail.com for all future bills.

John M. will contact Vintage Security to drop off former members.

6) Meeting adjourned at 9:51PM