

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

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**BSCA COMMUNITY ROOM  
April 11, 2023**

**1) Call to Order**

Meeting was called to order at 7:09 PM by John Ailes.

**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)

John Ailes, Infrastructure – Infrastructure Committee Co-chair

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

Not in attendance:

Jason Heron, Architectural Standards – Architectural Committee Co-chair

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

**3) Approval/Review of February 7, 2023 Meeting Minutes.** John moved that minutes are approved, John M. seconded. All were in favor.

**4) Review BSCA/BSSC Calendar of Events**

Pool opening is scheduled for Saturday, May 27th. Goal is to have an advertised “grand opening”, Ali will look into orchestrating an event and soliciting volunteers.

**Website**

Dale Hamilton, local resident and owner/moderator of burkestation.net passed away in February 2023. The board currently does not have administrative access to the website. John A. will connect with Janet, Dale’s widow. Susan will review future website options.

**2022 Financial Review**

2022 finances have been finalized, the 2022 tax returns are complete. We have \$9,000 coming back to us due to duplicate orders (double billing for diving board/pool supplies). John M. recommends that we move an additional \$10,000 into the reserve account based on how we finished the 2022 year. Overall we had good revenue from delinquent assessment accounts, concession sales and additional profits.

**2023 Financial Review**

Small budget adjustments to account for new build vs reserve replacement (i.e. we cannot fund new builds from the reserve account) as well as lingering bills and reimbursements from 2022.

Replacement of damaged underwater light with LED - Titan’s estimate was \$3,375 for replacement of one light, we need nine. The board is not comfortable with the estimate, we are going to leave the light inoperable and solicit a proposal to replace one and all nine for comparison.

**Board Decision: John A. moved that we approve the two items below totaling \$2,050, that were not originally included in the budget. Ali seconds, all in favor.**

**Repaint step rails from upper to lower deck (volunteer labor, cost of paint): \$50**

**Repair East Creek Bridge: \$2,000**

Additional highlighted items, already included in budget:

Tree Management Plan Increment 2.1: Approved electronically, \$5,000

Replace mechanical room doors: \$4,000

Repair swim team storage doors: \$500

### **Aging Report**

Report is somewhat large at this time of the year, it will naturally resolve itself as the year ages and turns over.

**Board Decision: John A. moved that we adopt the proposed tree maintenance plan, Ali seconded. All in favor.**

### **Annual Committee Updates**

*Infrastructure:* HLS has given us a plan/proposal to landscape the front of the community center. John M. has also asked HLS to give us a 110 LED solution to light up the main entrance - there is not currently enough light for safety reasons.

#### *External Affairs (Safety & Security)*

Reminder on the virtual neighborhood watch in annual meeting notice, we will continue to remind neighbors that's an opportunity. John M. noted that the three light posts within the pool fence are paid for by BSCA/BSSC so we do have the option to change light bulb types and utilize the electricity already available.

#### *Swim Club Operations*

We currently have approximately 69 memberships. 43 BSCA families (3 new memberships), 7 individuals (includes 6 seniors), 7 self + one (2 new memberships), 6 Non-BSCA memberships. Community clean up is scheduled for May 20th, with May 21st as a back-up date. BSSC/BSST will be hosting Divisionals this year, which is a big money maker for the team. Other details of the swim team schedule are being finalized by the NVSL.

## **5) Old Business**

**Resolution #3 Voting Rights and Rights of Common Areas and Recreational Facilities within BSCA - IN DRAFT.** John M. will send a final draft for review.

**Resolution #4 Financial and Operating Relationship between BSCA & BSST - IN DRAFT**

#### **Auto-renewal accounts**

Post office box should be on auto-pay. Sequoia has recommended that HLS is not placed on autopay due to variable costs.

### **Noise Complaint Memo**

Approved memo was sent to one resident based on multiple complaints. No response has been received, an official approved memorandum template is on file.

### **6) New Business**

#### **Community Center Rentals**

A few renters have left the community room messy and in need of a clean after use. Deirdre and Ali will discuss proposals to negate this, such as potentially charging a deposit for cleaning and/or budgeting for a weekly and/or monthly cleaning.

#### **Next Board Meeting (June 6th)**

- Deirdre will block the community center room for August 1st meeting
- Approve new board positions/assignments
- Finalize swim club operations contract for 2024
- Finalize financial management contact for 2024
- Finalize landscape maintenance contract for 2024
- Review Tree Maintenance Plan

### **7) Meeting adjourned at 9:01 PM**