

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

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**BSCA COMMUNITY ROOM**

**June 13, 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

John Ailes, Infrastructure – Infrastructure Committee Co-chair

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

Not in attendance:

Vacant, Architectural Standards – Architectural Committee Co-chair

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

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

**3) Approval/Review of April 11, 2023 Meeting Minutes.** All were in favor.

**4) Old Business**

**Officer Elections**

John Medeiros is stepping down from the officer position of President and is looking to transition out by January/February. He will remain a resource for transitioning. Aaron Reddell has also given notice that he is unable to continue in his position, effectively immediately. Rachel has agreed to stay in her current position as Treasurer, all in favor. Susan will stay in the position of Secretary, all in favor. Ali will remain in the Vice President position, all in favor. John A. will remain in the Infrastructure position, all in favor.

**Calendar of Events**

TBD - “Spring Clean”: Community clean up, green truck for recycling/junk, shredding opportunities. Haley has been in contact with many sources that can offer support in clean up and resources for assistance.

*Summer Events:*

Memorial Day Celebration/Pool Opening (Community) was a success. The event was open to the public.

TBD - School’s Out (Swim Club only). Casual with light snacks. Perhaps a raffle and school supplies drive to collect old and lightly used supplies. Games, chalk and decorations.

TBD - Additional Event (Community). Likely an evening event, perhaps “Pool Prom”. Will include ticketed admission, likely adults only.

July 4th Celebration (Community) - Food, games, decorations. Perhaps a community parade through the neighborhood. Food and drink offered at no cost - hamburgers, hotdogs, water bottles and perhaps lemonade.

August 1st - National Night Out (Community) - Looking for potential host/coordinator. Haley has put some feelers out, Deirdre can send a message to the swim club members to see if there is any interest in leading.

August 16th (T) - Back to School (Swim Club only).

September 3rd - Dog swim/pool closing (Community).

#### *Autumn Event*

October 29th (T) - Halloween (Community) Snacks/treats, games, decorations, community parade through the neighborhood.

#### **Website**

BurkeStation.org is up and running. Total finalized cost for the first year and estimated yearly cost following will be presented at the next meeting. Further updates will be reviewed, including adding the ability to take payment for the community room and adding Deirdre as user to take online payments.

An EVENTS page will be added, access will be granted to Haley as the events coordinator.

#### **Resident Personal Property**

Regarding a recent complaint regarding a dead tree on a resident's personal property: The Board treads lightly on advising or managing residents on their personal property. We take ownership in trimming and cutting down trees and managing BSCA common areas. The most we can do when personal property is involved, is send a letter advising that a safety hazard has been noticed and informing the resident of the county ordinance and/or state mandates/guidelines.

#### **Financial Audit**

We've sent back the audit with questions. The bad debts allowance is not syncing (the amounts on the aging reports that we do not expect to collect) based on the methods used (Sequoia vs the auditors). Sequoia is discussing with the auditor, Turner, Leins & Gold, LLC to resolve. Outside of that, the audit was very clean. From an audit point-of-view, we should have a final version shortly.

#### **2022 BSCA Annual Maintenance and Replacement Reserve Infrastructure Program**

As a result of an inquiry from a resident, John M. walked through the General Ledger from 2022. Three items were identified as misallocated to replacement reserved projects:

- *Remove pool playground, install drainage & sod:* Move to Landscape & Tree Maintenance
- *Upgrade security system:* Move to Communications & Security Services
- *Install additional security camera:* Move to Communications & Security Services

One item was identified as misallocated but was not included due to invoice date:

#### Projects Approved in 2022, Invoiced in 2023

- *BSSC Reimbursements - Storage Shed Shelving:* Maint & Repair Projects

There are two estimates pending to replace the security (perimeter) and safety (around the pool) fencing. The Board is considering a phased approach to fence replacement to spread the cost across several years. Estimates to replace handrails at the entrance to the shallow area, and installing replacement underwater lighting are also pending. Cleaning, painting and caulking the exterior of the community center is needed.

### **Bank Statement**

Rachel received the current bank statements and will review. There are excessive funds in the PayPal account that require transferring into the operating checking. There needs to be \$2,000 remaining in the PayPal account to pay the annual license agreement for PoolDues.com. John M. is working on a resolution to institutionalize PayPal account balances and transfer protocols.

### **Burke Station Swim Club**

As of 13 Jun, there are 183 memberships. Quite a few volunteer hours for pre-opening, volunteers scraped rust/painted diving board stand and lifeguard stand, replaced the diving board, power washed the community center and storage shed, repainted no running/no diving warnings on the pool concrete deck, and repaired the wading pool gate closure. The replacement reserves funded replacement community center blinds, tables, chairs, and pool access ladders (2).

Some work still remains to accomplish over the summer months: The wading and main pool covers need repairs, and some poison ivy needs to be removed. Regarding replacing/Updating the volleyball court - a few community members priced out replacing the poles, net and railroad ties for under \$500. This work is intended for volunteer self-help or, for safety reasons, the volleyball court may need removal.

***Board Decision: Deirdre would like to become a Certified Pool Operator, to assist with pool chemical management and pump room operations, the cost is \$250. John M. moves to cover the cost, Ali seconds. All in favor.***

### **Review of Contracts/Budgets**

- Swim Club Contract: For budgeting next year, there is no escalation in the contact.
- Financial Management Contract: Small escalation, John M. will get to Rachel (3% increase)
- HLS Contract: Escalation year (fourth year); 3% increase.
- Tree Management Plan: Funded in 2023.

### **Security Update**

Dominion Electric repaired the three concrete poles and lights within the swim club grounds, and upgraded one of the lights to LED. Dominion Electric owns these three light poles and fixtures and BSCA pays a monthly service/use fee. Anytime these lights are inoperable, BSCA needs to contact Dominion Electric for repair/replacement.

Considering a camera to be placed in front of the building for security, some community members are aware of the existing camera and might try to evade that specific location. John A. will work with Deirdre to look at solar camera options, and coordinate with Jason.

There have been two recent calls to the police. The first instance was a speeding vehicle up and down Ridge Ford Drive. The second instance was an unattended child in the parking lot who was dis clothed. Police were directed to the home where the child lives.

## **Community Center**

Rentals have been very busy, with more activity over the next few months.

## **6) New Business**

### **Volunteer Opportunities**

Rachel mentioned potentially doing activities for residents in the neighborhood (for and by the residents). Specifically, the residents in the group home at 5840 Ridge Ford Drive; potential needs include yard work, house repair/painting and preparing meals within the residence. The Board is interested in furthering this idea.

### **Next Board Meeting (August 8th)**

Meeting has been moved from August 1st to August 8th so as not to conflict with National Night Out.

### **Resale Certificate Fees - Resolution #4**

Sequoia, the BSCA financial management contractor, manages residential property resale certificates on behalf of residential property owners. The certificates include known property disclosures, financial information, Association requirements, and BSCA Board transactions (Board meeting minutes, and Annual Business meeting minutes), and annual budget). All resale certificate costs are covered by Sequoia, and reimbursed to them as part of property closing transaction costs.

Virginia recently passed legislation to require homeowner/civic associations notify residents of the property resale certificate requirement and related costs. The Board approved BSCA Resolution #4, Policy for Property Resale Certificate Fees (Property Owner Packages), and Sequoia mailed a copy to all property owners by 30 June 2023 as required by the Commonwealth of Virginia legislation.

***Board Decision: John A. moved that we support the resale certificate fees resolution, Ali seconded. All in favor.***

## **7) Meeting adjourned at 9:15 PM**