

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

**BSCA COMMUNITY ROOM
August 22, 2023**

1) Call to Order

Meeting was called to order at 7:02 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:

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

Vacant, Architectural Standards – Architectural Committee Co-chair

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

3) Approval/Review of June 13, 2023 Meeting Minutes and 2023 Annual Meeting Minutes.

All were in favor.

4) Old Business

Swim Club Closure

Closes at 6PM for dog swim, Labor Day (September 4th).

Potential Board Member Introductions

Matt Gorski, Juan Masius and Patrick Kirby introduced themselves and spoke about what interests them.

Officer Elections

Entire Board is re-elected at the next BSCA Annual Business Mtg, May 2024 - looking to put together an election board to increase and gather information/data from interested parties. 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.

Board Resolutions

Resolution #3: Policy Procedures Relative to BSCA Voting Rights and Rights to Use Common Areas/Recreational Facilities. Anyone in arrears to the amount of that year’s annual assessment plus a five dollar late fee, at one year beyond the due date (including one-month grace period).

John will remove the line noting that a majority of the Board needs to agree that those that are delinquent will not be allowed use of the common property, this is a double approval that is not needed. Resolution allows for permanent debarment of guests, 60-day suspension of residents.

Notification to/from the physical address and the formal board gmail (board.burkestation@gmail.com).

John A. moved that we adopt the resolution, Ali second. All in favor.

Financials

- Turner, Liens & Gold, LLC Financial Audit (FY2021) is completed. John A. moved that audit is approved, Ali seconded. John M. will contact Sequoia to get a final.
 - 2023 Budget Analysis and End of Year Projections. All categories are on target, we're doing well in terms of the community center room rental. Discussion regarding coding of the swim club expenses clarified operations vs supplies/chemicals. We have not been notified of any increased costs from Titan, Ali will connect with them to confirm.
 - Swim Club Operating Expenses: Outstanding total reimbursements from Deirdre, Ali and Matt to go to Rachel for budgeting purposes. Otherwise, we are within budget, pending remaining expected expenses.
 - Projects to Fund 2023:
 - Furniture replacements (Increment #2) - \$4,200
 - Mechanical/Swim Team door repairs - \$5,000
 - Bridge repair (East Creek) - \$1,000
 - Repair main and wading pool covers - \$1,200
 - Replace shallow end handrails (2) - \$780
 - Tree removal/trimming (2.2/2.3) - \$10,000
 - Paint & caulk exterior community center/shed/new gutters - \$5,000
 - LED lighting and electrical distribution panel recommended for review/resolution in 2024.
- John A. moved that we adopt prioritized infrastructure projects, Ali seconds. All in favor.
- Vintage refund (\$700) for alarm installation (70-71030-00)
 - Sequoia refunded double billing of diving boards/pool access ladders (\$9,000)

Community Center

- Trash contract will move to monthly in November, Rachel will process the request to the vendor.
- FFX water-meter replacement has been completed.
- Community/rental room and picnic area reservations. Use was steady.

Swim Club Update

One incident: 7/24 at 1:13pm, a car pulled up to the side of the building and parked in front of the emergency gate. A white gentleman got out of the vehicle and began using his cell phone to record/photograph over the fence of people in the pool.

One of our teenage members alerted the guards on deck and when they turned to look at the man, he stopped recording and returned to his vehicle. He left the property by turning right out of the parking lot. Total time on property was approximately 3 minutes. She advised (as did the non-emergency line officer) that any return of a car or person that an immediate call to 9-1-1 be made. A photo of the car and case number will be posted in the guards' office.

One incident of fence jumping, several incidents of vomit/sickness.

2023 season includes 194 memberships including 2 August-only memberships.

We will wait for the end-of-season summary/walk through with Titan to establish a needs/end of season requirements list. Several items of note: Clean up/store diving board, swim lanes,

Board Resolution Review

See attached list of resolutions.

Website

BurkeStation.org is up and running. Total finalized cost for the first year is \$191, estimated yearly cost will be \$143.88. 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 was added, access was granted to Haley as owner of the page.

Infrastructure

2.0 Replacement Reserve Study - complete. Reviewed in-depth by John M and John A - reviewed by the other Board members during the meeting. Board will approve at the next Board meeting.

Events

Haley will be stepping back from Events, with exception of the Halloween party. Need to find a replacement Events person.

5) New Business

Annual Assessments

Based on the review of the annual budget and continuing inflation costs on labor, equipment, materials and labor, and the 2023 reserve-study results, the community has projected major upcoming costs. Ali moved to increase annual assessments 3% in 2024, John A. seconds. All in favor. Annual assessment for 2024 is \$237/year.

Resale Certificate Fees - Resolution #4

Sequoia mailed to all residents, will be attached to finalized June 13, 2023 meeting minutes.

6) Agenda for October Meeting

- Reserve Study - accept results, coordinate posting to a website.
- Further discuss a process to update and increase annual assessment costs to meet the demand for future costs and expenses.
- Hand over Board to new Board members/begin transition
- Review Insurance Policies for next year
- Approve Annual update for mailing (assessment notice) - must be mailed NLT 1 December 2023.

Agenda for December Meeting

- Finalize Board transition
- Revise, finalize and approve 2024 Budget based on end of year adjustment.
- Finalize 2024 infrastructure/replacement reserves program.
- Post 2024 Budget to the website before 1 January 2024.

7) Meeting adjourned at 9:15 PM