

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

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**BSCA COMMUNITY ROOM  
October 10, 2023**

**1) Call to Order**

Meeting was called to order at 7:01 PM by John Medeiros.

**2) Roll Call**

In attendance:

John Medeiros, President – BSCA Bylaws Committee Co-chair

Rachel Lynch, Treasurer

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

John Ailes, Infrastructure – Infrastructure Committee Co-chair

Patrick Kirby, Architectural Standards – Architectural Committee Co-chair

Juan Masias, External Affairs – Parking, Safety & Security 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)

Susan Carter, Secretary

**3) August 2023 Minutes approved by acclamation.**

**4) Unfinished Business:**

Confirmation of assignment of new officers:

Patrick Kirby, Architectural Standards – Architectural Committee Co-chair

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

***Board Decision: Motion made by John A & 2<sup>nd</sup> by Ali. Approved.***

Possible February departure by John M.

**Annual Assessment Mailing**

December mailing to residents must be postmarked by December 1<sup>st</sup> due to rate increases for assessment. Susan is lead to Sequoia. Additional mailing will be made for annual meeting notice).

**Upcoming Events**

10/29 Halloween Party scheduled for 3-5pm. Bounce House, application made for parade permit, Fire Department TBD to lead parade. Haunted Room. Swim Team will be offering popcorn for a donation only. Sign-Up Genius available for volunteers

Community Clean-Up – Spring. Common areas. Put in mailing to advertise for co-leads

**Election Committee**

Need lead/co-leads

## **Financial Update**

- 2023 Actual Budget Column should be close to end of year numbers. Includes invoices & projects planned.
- New HVAC Service Contract for \$150/year with AVA air (neighbor-owned) will be placed under BSCA Maintenance/Repair
- Get estimate of deep cleaning of facility that would go under BSCA Operations Expense
- Reserve Study Projects for 2024
  - Asphalt Pads
  - Bridges
  - Concrete Stairs
  - Landscaping
- Reserves: Not replenishing but using a lot of capital. Need to look at annual dues. \$45,000 in reserve accounts currently. \$20K kept is the floor & \$20K kept in the checking account.
- Financial Audit Approved & Finalized
- TLG, LLC (?) tax engagement letter for \$750/year
- Swim Club Rates are being determine and an email vote expected on the rates
- Pump (\$8700) paid out of replacement reserve account-44.
- There is a \$30K reserve requirement in 2024 but spending that amount on projects.
- Annual Assessments
  - \$5K in bad debt income
  - \$5,600 – outstanding aging which is low for recent years as 95% of dues have been collected.
- PayPal account currently at \$5000. Keep \$2500 in there.

?Board Resolutions – Numbers are not in Sequence (list in agenda)?

Replacement of main electrical panel – awaiting proposals

Underwater Lights – move to 2024 – J&J electrical would use Millennial pools for the work. Proposal also includes adding automation to the chlorinator/acid feeder in the wading pool shed. Multiple proposals for painting the exterior of the building & the shed. There is a rotting fascia board and no caulk on the exterior. Goal is to be executed in 2023.

## **5) New Business**

### **Personal Property Tax Exemption**

Does it need to be a resolution? We've been paying tax on pool chairs.

### **Vacuum**

Robot vacuum introduced by Deirdre & Ali as possible large purchase for swim club – covered by member dues.

## **6) Meeting adjourned.**