

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

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**BSCA COMMUNITY DECEMBER 6, 2022**

**1) Call to Order**

Meeting was called to order at 7:03 PM by John Medeiros.

**2) Roll Call**

In attendance:

John Medeiros, President – BSCA Bylaws Committee Co-chair

John Ailes, Infrastructure – Infrastructure Committee Co-chair

Susan Carter, Secretary

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

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

Rachel Lynch, Treasurer (new appointment)

Not in attendance:

Jason Heron, Architectural Standards – Architectural Committee Co-chair  
(new appointment)

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

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

**3) Approval/Review of October 4, 2022 Meeting Minutes.** John A. moves that minutes are approved 7:07PM, Susan seconded. All were in favor.

**4) Unfinished/Ongoing Business**

Rachel has been appointed to the Board (as of December 6, 2022).

**New Board Nominations**

Vice President – Swim Club/Community Center Committee Co-chair (vacated by Ryan Walker):  
John M. nominated Alison (Ali) O’Connell to fill the position, Rachel seconded. All were in favor.

External Affairs – Parking, Safety & Security Committee Co-Chair (vacated by Jamie Kaiser):  
John A. nominated Aaron Reddell to fill the position, Ali seconded. All were in favor.

Treasurer (vacated by Jason Heron): John A. nominated Rachel Lynch to fill the position, Ali  
seconded. All were in favor.

Architectural Standards – Architectural Committee Co-chair (vacated by Aaron Reddell): John  
M. nominated Jason Heron to fill the position, Ali seconded. All were in favor.

**Financial review**

We had a large month of spending in October, with other costs upcoming. The board reviewed  
cash disbursement, aging report, operating account, balance sheet, statement of income and  
end-of-year spend plan.

**Aging report** – Forty-six accounts are in arrears (former and current residents). John M. moves that anyone on the aging report that is a previous owner be removed from the aging report but that we will continue to carry them on the balance sheet.

**Board Decision:** *After further discussion, John A. moved that we write off previous owner's dues as bad debt and reflect as such on the balance sheet. Ali seconds, all were in favor. This will go into effect on January 1, 2023.*

Current owners need to be noted on the aging report so that we can potentially recuperate costs as part of their future home sale(s).

**Balance Sheet** - John M. clarified the allowance account (subset of assessments receivable). Rachel questioned why fixed assets is included on the balance sheet. Based on the situation, documenting depreciation doesn't make sense. We need to know what the clubhouse/land is worth, at this time Sequoia is reviewing.

**BSCA End-of-Year Execution Plan** - Numbers presented are as of November 1st, John M. walked through the plan line by line.

Projected expenses (allocated for 2023)

- 1) Reserve study 2.0 \$4,500.00 (previously approved, not in budget)  
*There is a \$1,825 retainer to start the study.*
- 2) Electrical outlets \$650.00 (taken care of already)
- 3) Tree maintenance P1.5 \$ - \$5,670.00
- 4) Tree maintenance safety \$3,000.00 (awaiting response from HLS, \$3,000 is an estimate)
- 5) Replace curtains with blinds \$298.95 (already taken care of)

**Board Decision:** *John A. moved to start/fund the reserve study retainer fee in the 2022 budget, Ali seconded. All were in favor. John A. moved to fund the tree maintenance P1.5 costs forward to 2022, Rachel seconded. All were in favor.*

Tree maintenance safety will be allocated in 2023, pending costs and estimates.

### **2023 BSCA Working Draft Operating Budget**

John M. reviewed the working draft budget as of December 3, 2022. In discussion, the board reviewed potential insurance premium increases (unknown, General Liability renews in January). John M and Rachel will review feedback and communicate a more finalized version to the board electronically.

### **2023 BSCA Maintenance Repair, and Replacement Reserve Projects**

John M. reviewed the repair, and replacement reserve projects as of December 3, 2022. Details included Operating Account and Money Market reconciliation, and proposed maintenance & repair and replacement reserves.

### **2022 Tax Return Engagement**

We're engaging with Turner, Lien & Gold to fulfil this need.

### **Swim Club Operations & Services Contract**

A swim club survey went out Saturday to BSCA members, so far 44 responses (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 still join. \$41-\$60, the percentage drops to 53%.
- Opening/Closing: Opening at 4PM instead of 330PM 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.

As far as the contract negotiations go, 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). The biggest difference between the four options are how late we stay open (example: 9PM over the weekend or month based). \$84,500 is the current lowest quote that can go down based on numbers of lifeguards on duty and other factors, cost could vary by plus or minus \$1,000 based on flexibility.

Two community members have responded to be involved in a focus group to discuss contract options and preferences. Deirdre is reaching out to connect with former members, i.e seniors who may need assistance completing the survey, to gather feedback.

The board is required to approve the membership rates within the budget, we would like an expected resolution so that the rate communication may be released on or no later than February 15th.

### **Annual Assessment Mailing**

Over the past couple weeks, John M. has been in discussion with Sequoia on annual assessment collections. Sequoia questioned the number of residents (505) used in the annual budget calculations; Sequoia has been using and mailing out invoices to 504 residences. Our historical records have 505 properties and there are no known exemptions to the annual assessment. As it turns out there is a townhouse property that has not been mailed invoices for years. Sequoia is confirming how long the property hasn't been invoiced and what action, if any, the Board could exercise. The property **was** included in the 2023 invoice mailing.

For a second time in the past three years, Sequoia has printed the incorrect date for when the invoice is due and when it is considered late. The annual update clearly states annual assessments are due February 1st (late 30 days later) in direct conflict with the Sequoia invoice. They admit this is their mistake, the board proofed the invoice on November 9th and at that time it was correct. Over the past several years, the Board has worked hard at balancing the amount and timing of any dues increase notification and invoicing. Our budget year is the same as the calendar year, and our Declarations/Bylaws require that the Board notifies the residents 30 days before an increase in annual assessments. The Board approved a 3% increase in annual assessments effective January 1st and the effective date requires resident notification December 1st. The Board has complied (mailing date, not receipt date).

***What should the Board action be? Confirm with Sequoia that the due date is February so that they don't issue late fees. (Addendum: This was accomplished, Sequoia confirmed that they would not issue late fees prior to the actual due date of March 1st.***

## **5) New Business**

### **2023 Board Annual Meeting**

A tentative date of May 10<sup>th</sup> was selected for the annual meeting. This will be cemented during the February 2023 meeting.

### **Burke Station Square Events Committee**

Haley Ruben has been appointed/accepted the position of the head coordinator role for the Burke Station Square Events Committee, which includes replacing Kirsten Walker as the Burke Station Swim Club event co-chair.

### **Auto-renewal accounts**

Future discussions will be had regarding auto-bill paying (post office box, WiFi, security) John M. and Rachel will discuss what method should we use for payments (Sequoia or PayPal).

### **Distribution of new board email correspondence accounts**

New emails were created for board members for consistency:

bsca.presidents@gmail.com

bsca.vicepresident@gmail.com

bsca.treasurers@gmail.com

bsca.externalaffairs@gmail.com

bsca.architecture@gmail.com

bsca.infrastructure@gmail.com

Email and password information was handed out to all attending members, those who were not present will be notified via email of their new accounts.

### **BSSC Safety Concerns**

We need to prioritize getting camera(s) on the front of the community center building, there is frequent activity from “youths” on the side of the building/side of shed.

6) Meeting adjourned at 10:00PM