

**BURKE STATION CITIZENS ASSOCIATION  
BSCA ANNUAL MEETING MINUTES**

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**BSCA COMMUNITY ROOM  
May 11, 2022**

**1) Call to Order**

Meeting was called to order at 7:11 PM by John Medeiros.

**2) Board Members Roll Call**

In attendance:

John Medeiros, President – BSCA Bylaws Committee Co-chair

Ryan Walker, Vice President – Swim Club/Community Center Committee Co-chair

Jason Heron, Treasurer

Susan Carter, Secretary

John Ailes, Infrastructure – Infrastructure Committee Co-chair

Aaron Reddell, Architectural Standards – Architectural Committee Co-chair

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

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

Not in attendance:

Jamie Kaiser, External Affairs – Parking, Safety and Security Committee Co-Chair

**Homeowners Represented:**

Ailes, Allred, Arian, Brown, Bruckman, Bump, Carter, Chambers, Cholko, Conner, Crawford, Daumit, Derrington, Ellis, Gillman, Gordon, Grindle, Halsema, Heron, Issac, Jones, Jones, Kaiser, King, Kirby, Kosch, Law, Legleo, Linkowitz/Ellison, Macherey, Martz, McDaniel, McVay, Medeiros, Meredith, Morgan, Morse, Murphy, O’Kane, Park, Peek, Phillips, Reddell, Ripley/Andrews, Sarner, Tanner, Thomas, Vega, Walker, White, York, Young, Zarrinshad.

**3) Introductions, Proof of Notice of Mailing and Verification of Quorum**

John M. introduced himself first, followed by the self-introduction of the other officers as well as a brief overview of what they handle and/or anything of interest to the community. Cindy Brown, President of Burke Townhouse HOA, also introduced herself to the group. John spoke about the proof of annual meeting that was received via post mail, at least 30 days prior to the date of the meeting and proof of notice. A confirmation was provided of twenty-eight proxies being received via scan and/or via hand by the start of the meeting. Verification of quorum was met by persons attending combined with proxies.

**4) Approval of 2021 Annual Meeting Minutes**

John M. introduced the minutes from the last annual meeting, held in August 2021. Community members in attendance reviewed the minutes and a short time for questions/concerns was communicated. John M. pointed out the only open item from the last meeting was a homeowner who had issues with brush and storm drainage. After no question/concerns/comments from the

community group, a motion to accept the minutes was made by John M. - all were in agreement.

## 5) Reports of Officers and Board of Directors

**Jason Heron** noted the action items from last year: Taxes were filed from 2021 (on time), we have engaged an outside party to do an audit of finances and processes (underway), and we were in a good cash position walking into 2022 based on prior board decisions, which continues. We have several accounts that have sufficient funds, including a checking account, brokerage and PayPal. We are still waiting on annual assessments from some homeowners; however, we expect the volume of absent amounts to be reduced down to 5% over the next several months. We are driving revenue with rentals of the community room – we're on track with our expected revenue and by next week we'll be in a good spot. For pool memberships this year we've set a projected \$75,000 to come in – so far \$61,000 has been paid, which puts us short around \$12,700. More memberships are expected to filter in as we get closer to pool opening. Jason noted that the operating statement is included in the handout provided at the meeting as well as posted to the website.

John M. asked that the room take a look at the budget and bring forward any questions or concerns – either during the meeting or during future meetings.

Resident Steve York asked several questions:

- What does the BSSC management contract line on the budget include? The contract includes our services from Titan (pool operating, lifeguards, day to day operations). It is the largest line on the budget, and we are rebidding this year - to include Titan in the consideration.
- Roughly how many owners are members of the pool and what is the income from the swim teams that visit? John M. noted that first, resident turnover this year is high (roughly 10%). He then explained the difference between the BSCA and the BTHA (50/50) and that there are 505 properties within the association. The history of the pool being acquired was reviewed - in 2005 BSSC was a separate entity, and the HOA was given the opportunity to assume the land and become part of the association – this ended in an affirmative vote. Swim club membership fees take care of the normal day to day operating expenses. \$75,000 is the current swim club membership cost to operate the pool (pumps, water, lifeguards). Infrastructure is community shared - for instance repairing the property (example: tile replacement around the pool). BSCA is liable for the operations of all common property (example: railing was failing, we replaced the railing/boardwalk with Trex) - that came out of the membership fees not the community cost.
- What are the swim fees to use the pool this year? This will be covered when Ryan Walker presents information regarding this year's pool operations and updates. Resident Bethany Andrews noted that it's hard to reduce the pool operating cost because lifeguards are essential and a requirement.

**John Ailes** spoke about infrastructure, replacement reserves and tree management – we're working to identify things that we need to fix over the next five to ten years. We've had an arborist walk the community and tag trees that needed to be addressed. We are utilizing a reserve study from 2019 to accurately identify immediate and long-term needs. Question from a

resident - does that reserve study address townhouse trees? John A. confirmed that the reserve study focused on the BSCA responsibilities. The resident asked if a reserve study has been done with the townhouse community. Cindy Brown, President BTHA, said no, however John M. noted that East Coast Management likely had a reserve study of their own done. John M. then discussed the theory behind the replacement study - long ago we had a low annual fee. We were not accumulating enough money to take care of common property that the association is responsible for (trails, parking lots). The reserve account is to repair or replace, not create. As of now we have \$800,000 of common property to manage.

The study identified group A, B, and C trees - this year we spent \$3,500 to execute group A. Additionally we have \$4,000 allotted for trees that need to be replaced, as well as to cover future expenses for tree management. Challenges lie with different points of view as to the health and vitality of trees within the common areas. For trees in forest areas, we are required to maintain the tree (i.e., stumps) and let them decay naturally. We are planning to do another reserve study in 2023 to determine what other infrastructure items need repair/replacement. John M. opened to the room for questions. Resident Chris Bruckman asked how things like the parking lot are funded. John M. said these are funded by annual assessments, we set aside 25% to fund reserve projects up front, half goes into a money market account and the other half is used for immediate infrastructure needs.

**Ryan Walker** talked about the pool and community room - Deirdre Daumit was recognized as a key member of the community committee. She's cleaned out the community room and has made it more functional. He also spoke about how the Board has taken this opportunity to modernize the establishment – as an example, the community room and pool now has Wi-Fi. This is a feature for those renting the room as well as members of the pool to use and potentially telecommute/work remotely. Wi-Fi will also allow the swim club to operate [pooledues.com](http://pooledues.com), the new software for pool membership management, as well as supplement a new security system (including video) to add to and monitor safety. Ryan noted that we've started a multi-year process to replace aging pool furniture/deck furniture and that we've done a lot of pool work (sealing cracks, caulking, Trex stairs/railing to replace decay, slide has the water supply fixed (pipe replaced underground)). This is the last year of our Titan contract, we will be putting out the scope of work to different competitors for new contract hopefully by the end of this calendar year.

Ryan transitioned to address membership dues; 18 tiers have been reduced to 4 for ease of use (approved rates are posted to the website). The increase in pool membership dues was largely because of inflation, increase in manpower costs, day to day costs, and the expected increased cost with the contract renewal/rebid. There is a clause in the current contract about negotiating labor rates, so costs do change year to year in the current contract. John M. noted that the Board worked the membership rates pretty hard and did our best to consolidate tiers but still benefit the community. He also noted that we did away with early bird rates, because the annual assessments were moved forward from June to February, so the annual assessments were not needed prior to swim club opening.

Resident Patrick Kirby noted that they had just moved in and were wondering about ID cards for pool use - Deirdre noted that additional information will be released to members regarding how to check-in/out.

Resident Bethany Andrews noted that something to think about - if we have a snack bar that's beyond ice cream, we might need to annotate that in the contract that lifeguards are required to meet the job responsibilities. Resident Kirsten Walker noted that there are other pools in the area that have other adults opening the concessions.

Another resident noted that he assumed there was a rotation where some lifeguards will step down from the stand and other man the window, but it seems to vary based on the guard. Deirdre noted that she's mentioned this to Titan and will continue to work it.

Deirdre spoke about the new user interface, the software allows us to manage memberships, the swim club website, check in/out and manage accounts for the snack bar. Bethany Andrews asked if it was a deposit account and if lifeguards would be running it. Scott Ripley noted that when people broke in it was largely to get the cash funds so this system might help to hinder future security. Events will also be noted on the website, members can look to see how many people have checked in and can see if it's busy/not busy (similar to Google business). Bethany Andrews asked about revenue for the snack bar - will it still be managed funded by the swim team? Deirdre noted that she and Alexis (Bridley) are working together to determine that. Swim club membership dues are paying for the \$2,000 cost of pooldues.com. Current membership is 135 memberships as opposed to 174 in 2021.

**Aaron Reddell** took the floor and talked about the pending committee that is expected to address architectural standards – we are trying to strike a balance between a good impression of the neighborhood while also letting community members have a choice as far as aesthetics. The next phase is forming and finalizing the committee to gain insight from the community for feedback and insight. Aaron will solicit feedback from the community via email and/or via the website. Note, this does not apply to the townhouse community as the BTHA has their own set of requirements and guidelines.

Resident Scott Ripley asked - Could we have a situation where a community member enters the neighborhood and tears down an existing home and builds a large home? John M. noted that technically we don't have anything limiting that as of today.

## **6) Unfinished Business**

John M. called for unfinished business. No comments and/or business was brought forward.

## **7) New Business**

A resident asked if any other major pending projects were on the horizon other than the bridge. John M. noted that yes, the biggest projects at this time are the bridge but also the trails. The community has replaced the bridge five times, Fairfax County noted the bridge is too low and too close to the water. Several solutions include potentially moving the trail, building a higher bridge, and/or installing pillars vs a bridge.

Scott Ripley asked about the concrete steps near the base of the neighborhood (leading to the tennis court area) - those steps belong to the county not the community. Fairfax Parks & Recreation know about the steps, John M. and Jamie K. have been consistently communicating with them regarding the access on those steps as well as the access from the entrance by the townhouse community. Bethany Andrews asked if it would help if the community called and inquired. A resident suggested we could put a sign with a QR code so the community members could make complaints and report concerns at the moment they are using the trail. John M. noted that he would take the proposed action back to Jamie K. to potentially add signs.

A resident asked about the gravel path to the tennis court - is that part of Burke Station? John M. noted that no, that's part of the Fairfax County Parks and it's on them to finish the project. Tom McFarland is the POC at Fairfax County Parks and Recreation.

Resident Lisa Jones, asked about the Board possibly installing an adjustable basketball hoop at the community center parking lot for kids to play. John M. took the action to review the suggestion.

Resident Trevor Chambers has several questions/suggestions:

- Is it possible to build a dog park in the area behind the townhouses on Banning Place in one of the big fields? This was left open to discussion but would involve community input as well as funding and coordination with residents that live directly in front of the field.
- Speeding – is there any firm plan to reduce neighborhood speeds? Jamie K. has this action, resident Jean Jones is also involved in this community solution. Speeding has been a consistent issue back to 1972, this will take a community effort and a united approach.
- Are there any restrictions about parking on the street? The main roads are maintained by VDOT. We cannot put restrictions on the road as far as resident parking - however Fairfax County has restrictions on work vehicles. Jamie K. is involved with the parking enforcement officer, they will ticket and give notices to vehicles that are not in compliance.

## **8) Closing**

Ryan W. moved to adjourn 8:38PM.