

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

**BSCA COMMUNITY ROOM
August 6, 2024**

1) Call to Order

Meeting was called to order at 7:05 PM by Ali O'Connell.

2) Roll Call

In attendance:

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

Susan Carter, President

Rachel Lynch, Treasurer

Patrick Kirby, Architectural Standards – Architectural Committee Co-chair

Holly Hobbs, Secretary

Richie Rodriguez, Infrastructure – Infrastructure Committee Co-chair

Not in attendance:

Cindy Brown, Burke Townhouse Association (BTHA) President (non-voting)

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

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

3) Meeting minutes from February - August 2024 will be reviewed and voted on at the next meeting in October.

4) Calendar Review

Events: At this time there is nothing planned for the summer months, National Night Out was canceled. There is a potential for a back to school event but that is pending the pool situation. Haley may be interested in continuing to run the Halloween event - though she might potentially hand it over to Bruckmans who have expressed interest in taking on the event.

Pool Closure: The pool will be closed through Wednesday, August 7th and Thursday, August 8th due to leak remediation. There is the potential for closure on Friday as well - recommended reopening is Saturday, August 10th.

5) Unfinished/Ongoing Business

Emergency Meeting

The Board held an emergency meeting on July 25, 2024 to discuss the urgent situation with the pool (standing water, potentially from an underground leak). A determination to invite a local contractor to review the area and dig, to potentially find the pipe and determine the source of the water was agreed on.

Board Member Transition

- The transition of the Infrastructure Google account was successful.
- The transition of the Secretary Google account is pending acceptance.

Financial Update

- Reviewed Turner, Leins & Gold, LLC Financial Audit approval
- Reviewed 2024 Budget analysis and end-of-year financial projections
- Reviewed Swim Club operating expense review
- Reviewed Replacement reserves account
- Reviewed Annual Assessments budget review
- Reviewed Aging Report review
- Reviewed PayPal transactions and balance.

The Board will send a reminder note to Sequoia regarding the resolution cited below, in reference to payments and accounts: BURKE STATION CITIZENS ASSOCIATION, INC. RESOLUTION NO. 5, POLICY PROCEDURES RELATIVE TO THE IMPLEMENTATION, BUDGETING AND MANAGEMENT OF A REPLACEMENT RESERVES PROGRAM. Any costs over \$5,000 come out directly from the replacement reserves account. Any costs under \$5,000 come directly from the operating account. Funds can be moved from operating to reserve if necessary at year end.

Community Center

- The trash contract service reduces post-swim season, Rachel will connect with American after the Halloween event to request an adjustment in pick-up frequency.
- A community room and picnic area rental-use review will occur at the October meeting.

Swim Club Update

- The Board discussed the current operating status/update on emergency leak remediation. At this time the resolution is pending investigation however a potential fix is in sight.
- A membership review/analysis will be provided in October.
- An August new membership update will be provided in October.
- End-of-season summary and needs list, wrapup/closure to be discussed in October.
 - Cleanup/store diving board, swim lanes.
 - Walk pool with Titan for end-of-season requirements

Infrastructure

- Reviewed proposed remaining 2024 projects.
- Reviewed potential 2025 projects.

6) New Business

2025 initial Budget review input

- Sequoia contract (\$22,511) 3% increase 2025 last year of the contract.
- HLS contract (\$8,135.97; 2024 3% increase, contract expires in 2025). By October board mtg. Richie
- Titan contract (\$83,575 - thru 2025) Ali working...
- Tax engagement letter (two years renewal 2023/2024) Sequoia will engage.
- Insurance (\$16,942)
 - General Liability - CBIZ Insurance Services (\$1,242)
 - Directors & Officers Community Assoc Liability - CBIZ Insurance Services (\$4,385)
 - Swim Club - Great American Insurance (\$11,315)

Decision: General discussion regarding annual assessments fees, with a Board motion specifically looking to increase annual assessments 3% for 2025 (from \$244 to \$251).

Rachel puts forth an official motion to increase annual assessment by 3% for 2025, Ali seconds. All are in favor.

7) Board Schedule Look Ahead

Oct 2024 Board meeting

- Continue to hand over Board to new Board members/begin transition
- Review Insurance policies for next year
- Approve Annual Update for mailing with Annual Assessment notification
- Ensure mailing of Annual Assessment notification is send before 1 Dec 2024

Dec 2024 Board meeting

- Finalize Board transition
- Revise, finalize and approve 2025 Budget based on end-of-year adjustments
- Finalize 2025 infrastructure/replacement reserves program
- Post 2025 Budget to website before 1 Jan 2025

8) Meeting adjourned at 9:02 PM.