

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

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**BSCA COMMUNITY ROOM**

**April 9, 2024**

**1) Call to Order**

Meeting was called to order at 7:08 PM by Ali O'Connell.

**2) Roll Call**

In attendance:

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

Susan Carter, Secretary

Rachel Lynch, Treasurer

Patrick Kirby, Architectural Standards – Architectural Committee Co-chair

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

John Medeiros, Advisor (non-voting)

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

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

Not in attendance:

One vacant Board position – Infrastructure

One vacant Board position – President

**3) Meeting minutes from February 6, 2024 motion to approve by Patrick Kirby, seconded by Ali O'Connell, approved by acclamation.**

**4) General Information**

**Annual meeting**

Tentatively scheduled for May 21st. Post will be added to the website home page soliciting interest for board member elections. Post will be linked to Facebook. Board will connect via email regarding potential candidates and communicate to Sequoia for annual mailing. John Medeiros will draft a flyer to accompany the mailing, potentially including BSSC information based on date.

**Community Cleanup**, Annual Business Meeting, **Pool Opening**, Swim Club calendar/events, **4<sup>th</sup> of July**, **National Night Out**, **Pool Closing**, and **Halloween**.

Looking for volunteers for 4<sup>th</sup> of July and National Night Out

**4) Board Reports**

- Swim Club
  - Pre-season prep: Guard meetings prior to opening
  - Opening day and swim-year calendar. Focus on volleyball area, removing safety issues (rebar), netting.
  - Clean-up date and opening projects review: June 18th, event will be communicated.
  - Membership dues status: 60 memberships as of 4/9/2024.

- If a member of BSCA purchases a full-season membership and moves out of their property during the course of that membership the new tenants or property owners may assume the season membership. It's the responsibility of the original owners/members to contact the BSSC organizer to verify the transfer in membership before it occurs as well as provide membership information in a timely manner. Membership transfer is negotiated between the two membership parties directly, no payments/refunds and/or transfer of monies will be handled by BSSC. Ali moves, Patrick seconds, all in favor.
- Financial (Treasurer)
  - Annual dues online system, does not allow payment prior to the due date. Rachel will connect with Sequoia as to how the system is set up.
  - Aging Report (\$56,000)
- Insurance (Secretary)
  - General Liability renewed January 2024
  - D&O renewed March 2024
  - BSSC to renew in May 2024
- Infrastructure updates (Advisor)
  - 2024 project updates (HVAC, kitchen floor, fascia) (attached)
  - BSCA/BTHA land parcels map
    - Tree management in 19-acre parcel (behind Ridge Ford Drive)
  - Tree Management Plan 3.0
  - Tree Management Plan Phase 2.3 execution
  - Draft 2025 project list

### **Electronically Approved Board Actions**

The Board did not have any approvals via electronic means since the February 2024 meeting.

## **5) Unfinished Business**

### **Financials**

The 2024 budget is posted to the website. 2024 infrastructure/maint & repair/replacement reserves (\$57,485) (in appendix)

- Completed/awarded (\$22,485)
- Pending award (\$10,700)
- End-of-year withhold (\$24,300)

The completed 2023 Infrastructure program (\$58,490.44), and the approved 2024 Infrastructure program (\$54,820.00) are also in the appendix.

Reviewed the end-of-year Homeowner Aging Report; John and Rachel finalized the 2021 financial audit; determined a clean audit (John signed and will be posted to the website). 2023 tax return due out by 15 April deadline.

## **6) New Business**

### **Tree Management Plan Discussion**

Burke Townhouse Homeowner Association (BTHA) discussion regarding the tree management plan responsibilities and impact on townhouse and single-unit residents. Also discussed the use of BSCA funding for non-BSCA common property (not allowed per Governing Declarations). BTHA requests the Boards come together and work to determine needs being met while enhancing the community. Discussion on updating the website, adding BTHA page with additional detail would be helpful in the future.

### **Land Parcels**

Because of the conversation with BTHA on tree management plan responsibilities, the following parcels are defined as BSCA common property.

- Swimming pool community center and parking lot, and area between swimming pool and Burke Road (7.2314 acres) - owned by BSCA
- Along the creek between Brook Ford Drive and Kara Place (7.5796 acres) - owned by BSCA
- Behind Ridge Ford Drive (19.3082 acres) - owned by BSCA (*previously thought to be owned by Dominion Electric*)

This parcel was previously believed to be owned by BSCA or BTHA

- Behind Banning Place (5.4679 acres) - owned by Fairfax County Board of Supervisors

### **Fence**

Wooden fence line along the backside of the parking lot and along the pool is beginning to fail. The Board is looking at options for replacement along with a review of property-line determination.

### **Tax Exempt Status**

Rachel is reviewing if BSCA is eligible for sales-tax exemptions based on BSCA non-profit status.

### **PTSA Request/Donations**

Braddock Lake High School PTSA solicited donations from BSCA for the graduating class all-night celebration. Previously (before 2019) BSCA donated. Based on the Governing Declarations and Virginia statute, associations are only allowed to use annual assessments for the management, oversight and funding of common infrastructure. The Board agreed to not contribute to the all-night celebrations. However, the Board discussed if the PTSA wanted to organize a fund-raising event, BSCA facilities are available.

## **7) Agenda for April 2024 meeting**

- Approve Board Annual Report
- Finalize tax return
- Review draft 2025 project list/solicit proposals
- Approve agenda/election ballot/mailout for annual meeting
- Annual Committee update preparation
  - Infrastructure
  - External Affairs (Safety & Security)
  - Swim Club
  - Architectural Controls
- Review delinquent annual assessment (aging report) accounts

- Confirm 4th of July celebration and event organizer
- Confirm National Night Out celebration and event organizer
- Annual Business Meeting
  - Review previous Annual Business Meeting minutes
  - Budget Review
  - Infrastructure Review
  - Swim Club Management Updates

**8) Meeting adjourned at 8:55 PM**

**Appendix**

**Infrastructure project status since Dec 2023 Board**

***Replacement Reserves (\$33,074)***

2023 – Complete - Replace community center electrical panel (\$15,175); \$675 increase to replace electrical trough

2023 – Complete - Replace wading pool drains & grates (\$1,200)

2023 – Ordered - Replace 2 shallow-end pool hand rails (\$1,200)

  

2024 – Complete - Replace gutters/facia comm center & storage shed (\$6,400)

2024 – Awarded - Replace pool underwater lights w/ LED; Phase 1/3 (\$4,899)

2024 – Pending - Restore pool furniture (\$4,200 – re-web after swim season)

***Maintenance & Repair (\$12,150)***

2023 – Awarded - Relocate pool pump (\$650)

2023 – Complete - Repair east creek bridge decking (\$314 – self-help)

  

2024 – Complete - Clean, caulk, & paint comm center & storage shed (\$5,500)

2024 – Complete - Repair kitchen floor (drain line break damage) (\$936)

2024 – Complete - HVAC warranty repairs (\$750 labor – parts covered under warranty)

2024 – Awarded - Tree management plan 3.0 (\$4,000)

2024 – Pending - Phase 2.3 tree trimming (\$6,500 – proposal pending)

**2023 BSCA Maintenance, Repair, and Replacement Reserve Projects**  
as of 31 Dec 2023

<b>2023 Project Listing</b>	<b><u>Maintenance and Repair</u></b>	<b><u>Replacement Reserve</u></b>
<b>Replacement Reserve Projects</b>		
Replace furnishings (#1 increment)	\$ 4,200.00	Completed
Replace furnishings (#2 increment)	\$ 4,032.00	Completed
Replace main pool water pump	\$ 8,700.00	Completed - exigent
Replace main & storage shed electrical distribution panels	\$ 15,175.00	Completed
Replace exterior foot shower fixtures	\$ 348.29	Completed
Replace wading pool chlorine controller	\$ 850.00	Completed - exigent
Restore drains and grates x2 - wading pool	\$ 1,200.00	Completed
Replacement Reserve Study (balance; retainer in 2022)	\$ 1,825.00	Completed
<b>Maintenance &amp; Repair</b>		
Repaint "No Running/No Diving" on pool deck (self help)	\$ 116.17	Completed
Repair gate closers (self help)	\$ 50.00	Completed
Scrape & paint diving board base; paint step rails (self help)	\$ 25.42	Completed
Repair main pool covering (self help)	\$ 150.00	On-going
Repair & paint mechanical room & swim team storage locker doors	\$ 4,296.06	Completed
Relocate/turn pool pump 90 degrees	\$ 650.00	Awarded
Tree Maintenance Safety/Security Project	\$ 3,623.00	Completed
Tree Maintenance P2.1	\$ 7,150.00	Completed
Tree Maintenance P2.2	\$ 5,785.00	Completed
Repair east creek bridge (self-help behind pool)	\$ 314.50	Completed
<b>CY 2023 Infrastructure Program</b>	<b>Total \$ 58,490.44</b>	
	<b>\$ 22,160.15</b>	<b>\$ 36,330.29</b>

## 2024 BSCA Maintenance, Repair, and Replacement Reserve Projects

2024 Project Listing		Maintenance and Repair	Replacement Reserve
<b>Replacement Reserve Projects</b>			
Replace three underwater pool lights w/ LED {PH1/3}			\$ 4,899.00
Restore/replace furnishings			\$ 4,200.00
Replace gutters and fascia - community center and storage shed			\$ 6,400.00
Unspecified			\$ 14,000.00
<b>Maintenance &amp; Repair</b>			
Clean, Caulk & Paint Exterior Comm Center & Storage Shed		\$ 5,500.00	Completed
Repair kitchen floor (drainline leak)		\$ 936.00	Completed
Repair HVAC warranty items		\$ 750.00	Completed
Tree Maintenance P2.3 trim, fertilize & mulch inside pool area		\$ 3,840.00	HLS - Pending estimate
3.0 Tree Maintenance Plan		\$ 4,000.00	Awarded - ongoing
Unspecified		\$ 10,300.00	End-of-Year
<b>CY 2024 Infrastructure Program</b>	<b>Total</b>	<b>\$ 54,825.00</b>	<b>\$ 29,499.00</b>