

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

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**BSCA COMMUNITY ROOM  
12/08/2024**

**1) Call to Order**

The meeting was called to order.

**2) Roll Call UPDATE BASED ON ATTENDANCE**

In attendance:

Susan Carter, President

Rachel Lynch, Treasurer

Patrick Kirby, Architectural Standards Committee Co-chair

Holly Hobbs, Secretary

Richie Rodriguez, Infrastructure – Infrastructure Committee Co-chair

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

John Medeiros, Infrastructure - (non-voting advisor)

Not in attendance:

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

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

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

**3) Approval of Minutes**

October minutes were formally approved.

**4) Unfinished/Ongoing Business**



**Annual Assessments**

Notices were received later than expected but remained within required timeline parameters.

One resident has a late payment and voiced concern. Sue is investigating whether this is the same individual as in December 2022.



**Trash Removal**

Rachel contacted the trash company to update the pick-up schedule.



**Swim Club Updates**

Insurance Claim: No update yet. Fairfax Water issued a credit, though the calculation was unclear. A new meter was installed, so costs will increase. Rachel will follow up for clarification.

Fee Discussion: Proposal to increase swim club fees by 2% for 2025 to ease future hikes. Five members supported the increase.

## **5) New Business**

### **50th Pool Celebration**

- The swim team will produce commemorative t-shirts.
- Event planning is tentative due to lack of volunteers.
- Sue suggested coordinating with opening day.
- Concern raised about timing if targeting college-aged volunteers (late August may be problematic).

### **Preferred Rates for Outside Communities**

Discussion held; consensus is no change at this time due to concerns about large visiting groups.

### **Pool Company Selection**

- Extensive discussion; decision tabled.
- Current operations contract expires in 2025.

### **Budget Finalization**

- Rachel reviewed the 2025 budget: currently \$2,000 over budget.
- John outlined projects for 2024 and 2025:
- Landscaping, river rock, security cameras, and LED lighting rolled into the 2025 budget.
- LED pool lighting was prioritized as a safety issue.
- Community entrance lighting is also noted as a safety concern.

### **Budget Codes**

- Deirdre requested a description of budget codes.
- Sue proposed creating a shared Google Doc.

### **501(c)(3) Status**

- Deirdre submitted the request; approval expected in 45 days.

### **Facility Projects**

- Pre-swim season priorities: window replacement, tiedowns, tile work.
- Post-swim season: additional expenses to be considered.
- Community center interior repainting deferred to 2026.
- The kitchen window is broken; seven others may be replaced.

### **Financial Policy**

- Once funds are placed in the Reserve Account, they cannot be used for operating expenses.
- Recommendation: maintain a \$20,000 floor in the Operating Account; no floor needed for Reserve Account.

### **Room Rental Policy**

Deirdre proposed:

- Online payment and contract signing.
- Cancellation fee.
- Lifeguard requirement at \$12/hour.

### **Next Meeting**

Scheduled for the first Tuesday of February.