

**BSCA Board of Directors
Meeting Minutes**

Date: April 13, 2026

Time: 6:40 PM - 8:56 PM

Location: Burke Station Square Community Room

Call to Order

The meeting was called to order at 6:40 PM.

Attendance

Voting Members Present

- Susan Carter, President
- Ali O'Connell, Architectural Standards – Architectural Committee
- Richie Rodriguez, Vice President – Swim Club/Community Center Committee
- Rachel Lynch, Treasurer
- Patrick Kirby, Infrastructure
- Juan Masias, Safety & Security/External Affairs

Non-Voting Members Present

- Deirdre Daumit, Swim Club/Community Center Committee

Approval of Prior Minutes

- December minutes were not approved at the February meeting because they had not yet been drafted. Board members will review December and February minutes and approve via email. Once approved minutes will be posted to the website.

Annual Meeting

- Historically held between May and August, the Board discussed optimal timing and notice requirements (minimum 30 days; preference for ~6 weeks).
- Consensus was to hold the **Annual Meeting during the first week of school**, tentatively **Tuesday, August 25**.
- Final confirmation will occur at the next Board meeting, scheduled for **June 9**.
- Notice will be prepared and sent via Sequoia by the Secretary.
- The Board discussed highlighting improved collections efforts at the Annual Meeting.

Infrastructure Subcommittee Update

- **John has resigned** from the Infrastructure Subcommittee and has provided a list of ongoing projects.
- All infrastructure documents have been organized into a shared drive by year and project.

- John still holds certain original documents; the Board will arrange retrieval, review, scanning, and secure storage onsite at the community center (office or locked closet).

Executive Session – Delinquent Accounts

At **7:04 PM**, a motion was made by **Susan Carter** to enter Executive Session to discuss delinquent accounts. **Rachel Lynch** seconded the motion, and the Board voted unanimously in favor.

Account Discussion

The Board reviewed an owner's request to settle a delinquent account for less than the full amount owed, based on presumed reductions or waivers of legal fees.

- The Board denied the request to waive legal fees.
- The Board approved offering the owner two payment plan options:
 - **5-month plan:** \$205 per month
 - **10-month plan:** \$102.50 per month
- The Board is open to considering an alternative payment plan if needed.
- The Board will communicate this decision to Sequoia so they may communicate the Board's decision to the owner.

At **7:16 PM**, a motion was made by **Susan Carter** to exit the Executive Session. **Richie Rodriguez** seconded the motion, and the Board voted unanimously in favor.

Architectural Concerns Raised by Residents

- At least once resident expressed concern about a widely publicized home expansion in another community.
- Research indicates **Citizens Associations do not have legal authority to enforce architectural guidelines**, unlike HOAs.
- The Board will confirm classification with Sequoia, but current understanding is that architectural enforcement authority does not exist, so this is a moot issue. The Board will continue to advise residents to follow required Fairfax County codes for any and all changes to their property.

Tree Management

- The arborist visit was delayed; assessment is scheduled for this week.
- The arborists will review resident-reported concerns (e.g., trees appearing dead or hazardous).
- The current tree-care plan is funded through early 2026; residents may obtain private assessments at their own expense but ongoing maintenance as part of the new plan is not expected to be available until 2027.

Landscaping & HLS Contract

- Confirmed the new HLS monthly rate as **\$712**.

Snow Removal Protocol

- A recent winter storm created challenges for renters of the community room; Board members shoveled the lot due to lack of available contractors.
- Snow removal quotes exceeded budget (lowest ~\$500).
- Discussion on establishing:
 - A **clear protocol** for snow events affecting rentals.
 - Contract language for renters addressing weather-related cancellations.
 - Assignment of responsibility to the **Safety & Security** role for future snow-response coordination.
- The Board agreed to incorporate snow-related clauses into rental agreements and designate the **Safety & Security** role as the POC.

Officer Reports

Treasurer

- The association is currently in a good financial position due to dues payments.
- The treasurer will prepare a recommendation for reserve transfers at the next meeting to meet future, expected large expenses.

Vice President

- No reports noted.

Safety & Security

Parking / Abandoned Vehicle Concern

- A vehicle with expired tags and flat tires was reported parked along the main entrance roadway for quite some time.
- The Board confirmed that any resident may file an abandoned-vehicle report through Fairfax County's online system.
- **Guardian Security Billing:** Guardian has resumed sending hard-copy invoices. The Board will continue monitoring to ensure billing consistency.

Vice President/BSSC Committee

Pool Operations & Events

- Opening weekend: Memorial Day (early this year). Plans include refreshments, small giveaways, and possible raffles.
- Fourth of July celebration to occur on July 3 with food and community potluck.
- August event planned for the end-of-season.
- Proposal for a **Little Free Library**-style book exchange at the pool.
- Lifeguard Staffing: Strong interest from returning guards and new 15-year-old applicants.
- A water bypass valve was discovered open after the last contracted Titan service, the issue has been corrected.

Infrastructure

- **Parking lot resurfacing** completed; invoice pending.
- **Roof replacement** contract signed; awaiting contractor scheduling.
- **Fence Phase 3** (townhouse side) requires decision on removal of deteriorated wooden fence (HLS quote: \$6,000). This project will be tabled in order for the Board to review all fence-phase proposals before proceeding. Patrick will confirm what areas are included in Phase 4 (gate and/or west side).
- **Lifeguard stands** show deterioration; Board will solicit additional proposals, one is in possession.
- **Lifecycle analysis** for pool infrastructure to be commissioned (estimated \$300–\$400).
- The Board will consolidate historical maintenance records for future planning.

Architecture

- No reports noted.

Meeting Schedule

- The Board agreed to shift meetings to **6:30 PM** going forward.
- The Board agreed to move from bi-monthly to **quarterly meetings**: March, June, September, December.
- The next meeting is set for **June 9**.

Community Cleanup

- The Board discussed informal spring cleanup using existing supplies.
- Option to post volunteer opportunities on community Facebook groups.

VDOT / County Projects

- Residents noted signage regarding planned expansion of the Burke VRE parking lot, plans are available online from Fairfax County for those interested in details. Expansion is limited to VRE-owned land and does not encroach on Association property. Construction is projected to begin in 2026.

Adjournment

The meeting was adjourned at **8:04 PM**.