

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

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**BSCA COMMUNITY ROOM  
February 6, 2023**

**1) Call to Order**

Meeting was called to order at 7:06 PM by John Medeiros.

**2) Roll Call**

In attendance:

John Medeiros, President – BSCA Bylaws Committee Co-chair

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

Susan Carter, Secretary

Rachel Lynch, Treasurer

John Ailes, Infrastructure – Infrastructure Committee Co-chair

Patrick Kirby, Architectural Standards – Architectural Committee Co-chair

Juan Masias, External Affairs – Parking, Safety & Security Committee

Co-Chair

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

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

Not in attendance:

N/A

**3) Meeting minutes from October 10, 2023 and December 5, 2023 approved by acclamation.**

**4) General Information**

**Electronically Approved Board Actions**

The Board approved the following via electronic means since the December 2023 meeting:

- 2024 BSCA Annual Budget (posted to the website)
- 2024 Clean, caulk, paint, replace gutters and fascia cost (\$3,500) and scope (replace fascia) project increase for the total project cost of \$11,900. Project increase resulted from rotten fascia boards discovered when gutters were removed (replaced with PVC board).

**Annual Meeting**

Meeting will be held on May 14, 2024. Ballot to go out prior to April 1st.

**John Medeiros, President – BSCA Bylaws Committee Co-chair**

Farewell to John, who is gracefully vacating the position of President effective immediately.

**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)

Reviewed the end-of-year Homeowner Aging Report John and Rachel working to finalize the 2021 financial audit (clean). 2023 tax return tasked to Rachel (transition from John), on the horizon for due out by April deadline.

## **6) New Business**

### **Tree Management/Costs**

Burke Townhouse Homeowner Association (BTHA) tree management plan. Discussion regarding the division of residents and BSCA/BTHA responsibilities. BTHA requests that the Boards come together and work in tandem 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**

- Behind Banning Place (5.4679 acres) – owned by Fairfax County
- Behind Ridge Ford Drive (19,3082 acres) - owned by BSCA

### **Fence**

Wooden fence line along the parking lot is beginning to fail, the Board is looking at options for replacement (fence vs shrubs).

### **Tax Exempt Status**

Rachel is reviewing if BSCA is eligible for tax-exempt purchases based on non-profit specifications.

### **PTSA Request/Donations**

Based on bylaws, we cannot contribute donations to beyond the community.

## **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 9:12 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/fascia 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 - estimate pending)