

**BURKE STATION CITIZENS ASSOCIATION
BSCA ANNUAL MEETING MINUTES**

**BSCA COMMUNITY ROOM
May 29, 2024**

1) Call to Order

Meeting was called to order at 7:04 PM by Ali O'Connell.

2) Board Members Roll Call

In attendance:

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

Rachel Lynch, Treasurer

Patrick Kirby, Architectural Standards – Architectural Committee Co-chair

Juan Masias, External Affairs

Susan Carter, Secretary

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

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

Homeowners Represented:

Twenty-three households were represented in person, additional proxies received via Sequoia or email. Fifty-two proxies (received in person or electronically) were collected in total.

3) Proof of Notice of Mailing and Verification of Quorum

Proof-of-annual-meeting notice was established as received via post mail, at least 30 days prior to the date of the meeting. A confirmation was provided of homeowners in physical attendance as well as proxies being received via scan and/or via hand by the start of the meeting. Verification of quorum was not met by persons attending combined with proxies. Meeting will be non-voting, there are no motions on the table.

4) Approval of 2023 Annual Meeting Minutes

The minutes from the last annual meeting, held in May 2023, were introduced. Community members in attendance reviewed the minutes and a short time for questions/concerns was communicated. Barring any resident concerns, the Board will approve in June.

5) Introduction and Reports of Officers/Board of Directors

Ali O'Connell introduced the current board members and gave the opportunity for the two new nominees, Holly Hobbs and Richie Rodriguez to introduce themselves. Ali discussed the transition of several board members and that the two vacant positions are not filled due to the timing of when the last members vacated the positions (within the past few months from the meeting date).

Ali O'Connell, Vice President, provided an overview, discussing the open availabilities for volunteers (priority is events coordinator), how often board members are elected (externally and internally), the difference between the Burke Townhouse Homeowners Association and BSCA, what comprises the community (single family/townhouses and common areas), connection with the Swim Team (a separate entity, not part of the BSCA), financial services, landscaping, insurance and noted the two updates that are released to residents on an annual basis (December - goals/wrap-up, April/May - accomplishments).

We are reviewing the results of the financial audit, which must be done every five years (best practice).

A 3% increase in the annual assessment amount was approved by the Board last year, in accordance with the bylaws.

Ali O'Connell, Vice President, spoke about the Swim Club starting with the new Pool Operations Contract, we are in the second year of a third year contract. 193 memberships for this swim season, which is slightly lower than expected however additional memberships are expected as the season progresses. This is compared to the final total in 2023 of 190 memberships. The community and swim club clean up day was successful (despite the rain). Opening day, May 25th was a great success. July 4th is the next event/open house.

Rachel Lynch, Treasurer, spoke about our current financial status and reviewed the latest balance sheet/operating budget (hand outs available to attendees). Overall, we are in a positive place financially, despite several unforeseen projects (tree removals). On an average year we come in 3-5% in non-paid annual assessments, residents were reminded they may lose access to common-use areas including swim club membership and activities if delinquent on the report.

A resolution was passed in 2023 by the Board to encourage residents to pay annual assessments on a timely basis. On a case-by-case basis, the Board approved 12-month payment plans to help residents pay down outstanding fees. The Board is working hard to deal with this, and other delinquent/non-payment issues.

Question: Timing of the annual assessment (in December/January), when families are generally utilizing funds for other purposes. Rachel explained that the timing changed roughly five years ago, largely so that the Board has cash sooner rather than later in the year in the case that an emergency or urgent need occurs. We do have funds in reserve but prefer to have finance available for needs vs dipping into saved/forecasted funds.

Question: regarding the pool membership costs and how much of the annual assessment goes to maintain the pool. Rachel noted that very little of the annual assessment funds are paid towards maintaining the operating of the pool - the crossover comes in large infrastructure projects that involve the community (i.e. parking lot, fencing, tree maintenance outside the pool area). We are in line and/or cheaper than other pool memberships in the area, most of the expenses for the pool are paid by the membership dues or pool activities (social

events, concessions). John M. reviewed some of the infrastructure expenses for 2023 paid by annual assessments: approximately \$19,000 to community center (exterior work, replacing gutters, fascia board, brickwork), \$20,000 on pool related replacements (concrete, mechanical equipment), \$18,000 in tree removal, community repairs/infrastructure.

John M., spoke about infrastructure, the Board is currently looking for as needed volunteers to help with small repairs. The 2023 reserve study (required by law) is finalized and available on the website. The Replacement Reserve contractor assesses common-areas maintenance, repair and replacement projects (i.e. pumps in the swim club, asphalt on the trails). The previous reserve study identified over \$725,000 of potential needs. In 2018, the Board established a reserve account to deal with future high-cost projects. Funds are moved into this account as part of the annual budget process and to fund the most pressing needs. Three years ago, the Board developed a tree-management plan which includes hiring an arborist to review trees and recommend a future plan.

Question: On the balance sheet the reserve line notes \$2,000 (this is just the PayPal account) - Rachel clarified what line the reserve account is on. The reserves line includes all the reserve funds. Additional funds were put into repairs within the community center as it's a revenue service from room rentals.

Comment: Residents spoke about moving into the community in 1972, the builder intended to build the pool/community center but never did. The residents pooled together to get a community mortgage to build and fund those things, the sale to the BSCA was prompted by the large expenses from this build. Many residents feel that the pool and community center enhances the value of the community, raising property values and drawing others to feel this is an ideal place to live.

Question: There is a vacant house within the neighborhood, the neighbors are maintaining the lawn. What recourse is there to get a resolution? Do we have anything budgeted for the safety of the residents? In regards to the property, we have limited architectural standards however Fairfax County has several different guidelines and requirements. In limited cases, the Board will get involved and send a reminder to the resident/owner regarding violation of the Fairfax County ordinances. Secondary action is to notify Fairfax County directly of reported incidents.

Ali O. discussed external affairs (vacant officer position). A digital neighborhood watch was created last year, it's helpful to know who has cameras in the case of issues. The Board will be looking at creating a digital sign up that may be accessed by residents wishing to be part of the network. Several cameras were installed on the community center for safety on the pool grounds and area.

Fairfax County Parks completed the asphalt access trail from Kerrwood Road to the Burke Station Park and the Liberty Bell Trail. The steps leading to Burke Station Park from Ridge Ford

have been repaired, to include a railing on one side, and the final stretch of the path has been paved (from steps to the tennis court).

Question: Do we have the funds for the bridge (behind Kara Place) to be repaired (replaced)? We are reviewing the cost of potentially replacing the bridge. Due to the location several factors are included in the potential cost (i.e. rerouting the trail/asphalt, building the bank higher to accommodate washout), and is expected to exceed \$30,000. This project will be funded with replacement-reserve funding. There is not adequate reserve-replacement funding at this time. Additionally due to the area being a reserve, the county must be involved.

Question: The path down to the playground behind Kara Place is no longer there, this causes struggles for those with strollers etc. Is there a plan to fix this? The area from the sidewalk to the playground is owned by the BTHA, they will need to address.

FFX DOT has not started work on the Burke Road upgrade project (“fixing the curve”). The project is significantly behind schedule. There is still concern about the overall impact of the project along Burke Road, as well as the Fairfax County project to expand the Rolling Road VRE parking lot (upcoming Summer 2024). **Question: What do residents feel about the school buses parked at the VRE lot when they’re looking at expanding the lot?** As of right now, Fairfax County has a permit from the county to park a specific number of vehicles in the lot. Comments and feedback can be directed to John M.

There is also concern about the VDot/Fairfax County project to upgrade the roads surrounding the Kings Park shopping center triangle - Burke Lake Road, Rolling Road and Braddock Road. The Kings Park project along with the ongoing Rolling Road project to overhaul, widen and add lanes between Old Keene Mill Road and the Fairfax County Parkway will likely bring more traffic onto Burke Road for VRE travel or as a cut thru for rerouted access to the Springfield Metro.

6) Unfinished Business

Community Yard Sale: What has happened to this event? We do not have an events coordinator however residents may choose to volunteer to lead these types of events if desired.

7) New Business

Property Taxes: Taxes have gone up 6%, there is a proposed meal tax upcoming.

8) Closing

Meeting was adjourned at 8:29PM.