

**Burke Stations Citizens Association (BSCA)
Board Meeting Minutes**

**Date: August 19, 2025
Time: 7:05 PM – 9:01 PM**

Location: Burke Station Community Center

I. Call to Order

The meeting was called to order at 7:05 PM by President Susan Carter.

II. Attendance

Voting Members Present

- Susan Carter, President
- 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, Safety and Security/External Affairs
- Holly Hobbs, Secretary

Non-Voting Members Present

- Deirdre Daumit, Swim Club/Community Center Committee Co-chair
- John Medeiros, Infrastructure Subcommittee

III. Unfinished Business

1. Review and Approval of Minutes
 - December 2024, February 2025, April 2025, June 2025 and Annual Meeting 2025 minutes were unanimously approved.
 2. Calendar Review
 - The board reviewed upcoming dates and deadlines.
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IV. Administrative & Events

A. Halloween Parade

- Confirmed date: October 26, pending volunteer coordinator.

- Susan to post a reminder after Labor Day.
 - Deirdre to design flyers; youth volunteers to deliver on August 29. Flyer to solicit events coordinator and Ali's committee replacement.
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V. Board Officer Elections

A. Unfinished Business

- No candidate for Vice President – Swim Club/Community Center; included on upcoming flyer.

B. New Business – 2025/2026 Roles

- Infrastructure: Patrick Kirby nominated.
 - Safety and Security: Juan Masias nominated.
 - Treasurer: Rachel Lynch renominated.
 - Secretary: Holly Hobbs renominated.
 - President: Susan Carter renominated.
 - Vice President: Ritchie nominated; Susan to follow up.
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VI. Swim Club / Community Center

A. Unfinished Business

1. Incident Reports
 - No incidents reported; smooth summer operations.
2. Membership Review & Season Closure
 - Total memberships for 2025: 225 (up from 218 in 2024).
 - **Membership Category (2025)**
 - BSCA Family: 96
 - BSCA Individual: 19
 - BSCA Self+One: 15
 - Total BSCA: 130**
 - Regular Family: 61
 - Regular Individual: 7
 - Regular Self+One: 12
 - Total Regular: 80**
 - End of Season Family: 10
 - End of Season Individual: 5
 - Total End of Season: 15
 - Overall Total: 225**

3. Special Events

- Labor Day event and 1980s-themed swim this weekend.
- Cooler ice-cream machine seal failure addressed.
- Lifeguard Brandon passed away; Titan coordinated coverage for Thursday's funeral.

B. New Business

1. Post-Season Trash Service
 - Reductions to begin after the October meeting.
2. Community Room & Picnic Rentals
 - New reservation system functioning; to review rental fees in one year.
3. Pool Contract Bids
 - Five bids under review; Premier Aquatics and NV Pools exceed budget.
 - Atlantic vs. Titan preferred; Titan familiarity and guard management favored.
 - Ali to collect final proposals by end of September; decision slated for October meeting.
 - Discussion of adding infrastructure-scope requirements to Titan's contract, including lifecycle schedules for major components and three specific infrastructure tasks as requested by John.
4. Next Meeting: October 7

VII. Financial Update

A. Unfinished Business

1. 2025 Budget & Year-End Projections
 - July financials pending receipt by August 15.
 - Only significant expense: women's bathroom emergency; swim club revenues bolstering budget.
2. Debt Collection
 - Virginia statute of limitations for unsigned contracts: three years.
 - Liens remain until paid; amounts older than three years are challengeable.
 - Reese Broom handling high-value delinquencies.
3. Invoice & Payment Process

- Draft process reviewed: all invoices to flow through the Treasurer for verification of completed work prior to payment.
- Reimbursement form implemented; President approval required.

4. Octoberfest

- Proposed date: October 4.

VIII. Swim Club Financials

A. New Business

1. 2026 Annual Assessment Increase
 - 3 % increase unanimously approved for 2026.
2. Long-Range Assessment Planning (2027–2037)
 - 2025 rate: \$251; 2026 rate: \$258.
 - Major reserve draws: 2026 plaster and deck repairs (\$188,000); 2036 full pool replacement.
 - Reserve study target balance by 2037: \$267,000.
 - Community meeting to discuss future fee adjustments planned for late spring/early summer.
 - Lifecycle analysis of pool surfacing and components requested from Titan.

IX. Infrastructure

A. Unfinished Business

1. Service Contracts
 - HLS contract finalized; awaiting proposals from Kingstown Lawn, Blade Runners and three additional vendors. Award by November 15 for service through March 2026.
2. Project List & Prioritization
 - Master list updated (Attachment 2). Key items:
 - Front-entrance lighting (target: Halloween).
 - Wading pool acid/chlorine controller and pump (year-end potential).
 - Pool tie-down replacement (year-end potential).
 - Sun awnings (defer to 2026 or end of year).
 - Community center HVAC return duct (DIY).
 - Security cameras, interior paint, asphalt lot, lifeguard stands scheduled for 2026.
 - Chain-link fence and lifeguard stands prioritized for 2026.

3. Role Transition

- Patrick Kirby and Ritchie to coordinate on infrastructure communications; Ali to facilitate handoff.

4. Graffiti Incident

- "Trump" power-washed onto community property; resident complaint noted.

X. Next Meeting

Date: October 7

Time: 7PM

Location: Burke Station Community Center

XI. Adjournment

The meeting was adjourned at 9:01 PM.