

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

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**BSCA COMMUNITY ROOM  
February 1, 2022**

**1) Call to Order**

Meeting was called to order at 7:02 PM by the parliamentarian, John Ailes.

**2) Roll Call**

In attendance:

John Medeiros, President – BSCA Bylaws Committee Co-chair

Ryan Walker, Vice President – Swim Club/Community Center Committee Co-chair

Jason Heron, Treasurer

John Ailes, Infrastructure – Infrastructure Committee Co-chair

Aaron Reddell, Architectural Standards – Architectural Committee Co-chair

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

Not in attendance:

Susan Carter, Secretary

Jamie Kaiser, External Affairs – Parking, Safety and Security Committee Co-Chair

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

**3) Approval of December 7, 2021 Meeting Minutes**

Motion to accept the minutes was made by John M., all in agreement.

**4) Next board meeting date confirmed for Tuesday, April 5, 2022; and the BSCA Annual Meeting confirmed for Wednesday, May 11, 2022.**

**5) Order of Business - Unfinished Business**

**2022 Budget Review and Approval:**

The Board reviewed the Bank Account Reconciliation and Balance Sheet in preparation to a line-by-line review of the proposed 2022 BSCA budget

Attendees discussed several new line items such as WI-FI (BSSC operating expense), upgraded security system (enhanced monitoring of the pool and community center), replace exterior facility locks (key control, accountability and access), and BSSC pool management system (BSSC operating expense – see discussion below). All projects are expected to be completed before the 2022 pool season begins.

The personal property tax budget line was discussed. This line item is for Fairfax County property and computer taxes, and is historically and primarily for BSCA furniture. As the budget provides additional funds for furniture replacement, the property tax expense will increase. Due to budget deficiencies over the past several years, no furniture has been replaced. The 2022 budget proposes to fund \$4,200 initially, and a second increment of \$4,200 pending a financial review at the end of the swim season. These increments replace pool deck furnishings. Furniture is a replacement reserve expense.

The revised 2022 infrastructure projects and the final 2021 project list were discussed. The next step is to prioritize the 2022 projects and work on the strategy to award the projects based on the

available funds (cash flow). 2021 completed infrastructure program, and 2022 approved infrastructure program are attached.

The Board agreed to include \$250 as an expense for contingency snow-removal from the sidewalks between Brook Ford Drive and Burke Road (areas where there is no resident to remove the snow for residents walking to/from the VRE). The expenditure will be reviewed on a case-by-case basis and performed by the landscape/ground maintenance contract.

Based on the preliminary review and approval of the budget, the Wi-Fi upgrades (BSSC expense), security enhancement, re-key locks, chain-link fence repairs, first increment of deck furniture, financial audit and 2021 tax return, and remaining post-season work were approved for execution.

The Board discussed approving the next increment of the tree-management plan (\$6,000) for trees identified in the plan and additional trees that need removal as a result of storm damage. A second increment was also approved, but will wait until end of year before execution pending availability of funds. The initial tree maintenance plan (2018) is almost completed, the follow-on tree maintenance plan was approved in the budget, but will be held in reserve pending availability of funds.

The Board also discussed a revised Budget format for the 2023 Budget proposal and agreed to discuss with Sequoia. The revised format is primarily needed to create more visibility on the Replacement Reserves account and expenditures, Swim Club Operating expenses, BSCA Administrative expenses, and Property Owner Packet transactions.

***Board Decision: Motion to approve, seconded and unanimously approved the 2022 budget including the proposed 2022 infrastructure program.***

***With a couple of pending changes and Board directed adjustments, the budget will be forwarded to Sequoia and published to the BurkeStation.net webpage.***

**BSSC Milestones leading to pool opening:**

The attendees discussed BSCA season-opening projects, and the projected dates to send out BSSC membership solicitation. Proposed mail-out of March 1, 2022 was confirmed by the Board.

There is still additional information needed to develop the annual BSSC membership dues, and the Board approved a test of PoolDues.com (see below) as the platform to manage pool membership and day-to-day operations. The Board agreed to respond rapidly to any queries to approve the dues structure and gather additional information from the community on implementing PoolDues.com.

Significant Board discussion on implementing the PoolDues.com swim club management system to improve efficiency, accountability and automate dues collection. The Board asked to hear from some of the local HOAs already using the system to confirm the value added and identify items “promised, but not delivered” by the system. Also need to bring a few of the swim club members to evaluate from their perspective on how the system improves the current system, especially since the swim club membership will pay for the capability as part of the swim club dues structure (BSSC operating expense). After swim season is over, the Board will assess whether there is an opportunity to use PoolDues.com as a platform for collecting BSCA Annual Assessments.

PoolDues is a license-based system (\$2,000 annually + a percentage of the PayPal cost for processing credit card transactions), requires a tablet and WI-FI to access/implement.

**Board Decision:** Board approved the March 1, 2022 date for membership solicitation. The membership rate approval is on hold pending additional information on PoolDues and an annual member rate proposal from the BSSC.

**Annual Assessments:**

25% of the 2022 annual assessments have been received as of end of Dec 2021. The Board asked for continuous updates on the assessments received. The assessment due date is 1 Feb 2022.

**Tax filing status:**

John M. and Jason will check on status of late/delinquent 2021 tax status with Sequoia. The IRS sent us a notice the BSCA 2021 tax filing was late and incurred a \$2,000 penalty. Our accountant, Turner, Leins & Gold has receipts from the IRS that indicate the taxes are not late, and has appealed to the IRS for remedy. As of Feb 2022, there is no update from Sequoia, TLG or the IRS.

Board consensus was to confirm with Sequoia and Turner why the taxes were filed in Sept 2021 (with an extension) when we don't pay any federal taxes as a 501c (4), and request the taxes be filed by 15 Apr.

**Committee advisory work:**

No significant updates from attendees. The Parking, Safety & Security; Infrastructure; and Swim Club Committees need to draft charters and begin soliciting membership.

**Annual meeting:**

Preparation for the May 11, Annual Meeting starts this month. Confirmation from Sequoia when they need input to meet the 30-day meeting notice to the community is critical. Also, input from the Board of Directors by the end of February is needed to include in the annual report. Susan and John M will work with Sequoia on timing and input for the notification.

**6) Order of Business - New Business**

**Long-term community room rental agreement:**

The attendees discussed a request for a long-term community room rental agreement. Attendees discussed 6 months as the minimum for a long-term rental agreement at 10% discount. The attendees agreed to let the current rules and rates apply to the outstanding request. Long-term agreements will be monitored for adjustment based on input to community members and potential renters.

**Board Decision:** Board agreed to keep the rental rates at the approved rate.

***Subsequent to the Board meeting in an email update the Board agreed to define long-term rental as 12 or more separate events and the rate would be split between tiers B and C (\$75/3 hours) of the current Community Center room rental rates.***

**BSSC Management Contract Renewal**

The Titan contract expires at the end of this swim season. The Board consensus is to have a new contract awarded and available to include the end-of-season pool infrastructure work included as a separate schedule. The Board consensus also agreed to re-bidding the contract through an open RFP (request for proposal) process to include competitive bids. While the Board indicated the current contractor is performing satisfactorily, there is also a need to consider alternative proposals, including the incumbent. One aspect might be to consider adding an operations and maintenance schedule to the proposal so the Board has a better idea of the timing of significant maintenance and repair items, and can de-conflict with the Replacement Reserve program.

**Board Decision: Re-solicit the BSSC management contract for award in Aug/Sept 2022.**

**Landscape Maintenance Services**

The Board discussed the timing of HLS invoices; over the past several invoicing cycles invoices have been lost, payments not received, and general confusion. The treasurer and service contract Board members will follow up with HLS and Sequoia. Overall contractor is satisfactory. One item that needs follow-up is the removal of the poison ivy near the volleyball court behind the wading pool. The ivy was killed last season; however, not sure if it was removed.

**Ethics and Code of Conduct:**

John M. addressed the Board Ethics and Code of Conduct policy. All attendees agreed.

**7) Board Actions:**

- a. John M.
  - Execute proposed maintenance to chain link fence with contractor according to approved budget line item
  - Draft the BoD annual report to include in the Annual Meeting mailing and work with Susan on Annual Meeting coordination with Sequoia
- b. Jason
  - Finalize the 2022 BSCA Budget and send to Sequoia
  - Finalize financial audit and 2021 tax filing schedule with Sequoia & Turner, Leins, & Gold
  - Work with Aaron on HLS invoicing
  - Work with Ryan on WI-FI installation
- c. Ryan
  - Execute WI-FI installation
  - Execute security-system upgrade
  - Organize and implement the BSSC management contract re-compete/award
  - Work with Deirdre and the PoolDues.com initiative to implement by the 2022 swim season.
- d. John A
  - Prioritize the 2022 infrastructure program projects
  - Finalize the update to the Replacement Reserves Plan
  - Award the next increment of the tree maintenance plan (including storm damage)
- e. Aaron
  - Work with Jason to find out why HLS invoicing is inconsistent
- f. Deirdre
  - Solicit community and local HOA input of PoolDues.com and propose the 2022 BSSC membership rate
  - Work with Ryan on the re-soliciting the BSSC management contract

**8) Closing**

Meeting adjourned at 9:29PM.

## *Continuance*

### **Call to Order**

Board held a non-scheduled ad hoc meeting to discuss the proposed rates and structure change for the BSSC. Meeting was called to order at 7:23 PM by the parliamentarian, John Ailes.

### **Roll Call**

In attendance:

John Medeiros, President – BSCA Bylaws Committee Co-chair

Ryan Walker, Vice President – Swim Club/Community Center Committee Co-chair

Jason Heron, Treasurer

John Ailes, Infrastructure – Infrastructure Committee Co-chair

Aaron Reddell, Architectural Standards – Architectural Committee Co-chair

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

Susan Carter, Secretary

Not in attendance:

Jamie Kaiser, External Affairs – Parking, Safety and Security Committee Co-Chair

### **Summary**

The cutoff date for transition of BSCA residents to the late fee is 30 Apr. Great work by Deirdre and Ryan, with, as usual, significant financial support by Jason. This approach should help move the BSSC forward into the next 50 years – well done.

This option keeps the Burke Station Square families at the forefront; the revised structure eliminates 12 rate categories as either unnecessary or duplicative, and establishes the BSCA rate as the base rate. We should be cautious that the rate adjustments only account for a modest 5% labor increase in the BSSC Ops & Services contract given a large portion of the contract is labor, and the minimum wage rate increases 14%. The 7.5% increase reflects the current inflation rate which is expected to increase over the coming year and will likely influence the upcoming ops & services contract solicitations. The Board also approved the Non-BSCA/Late rate at 1.2% of the base rate as a reflection of the pool/community center infrastructure investment that non-residents don't fund since they do not pay BSCA annual assessments.

At the same time, the Board approved automating the collecting of BSSC membership fees using an on-line pools financial and management system, bringing WiFi and internet to the pool complex, made a concerted effort in 2021 to address pool and community center maintenance, repair, and replacement reserves projects (\$30,361); and budgeted additional projects (\$32,374) in 2022. Specifically, the Board approved an initial increment of pool furniture replacement (\$4,200), as well as a second increment (\$4,200) held in reserve until the swim season financial impacts can be assessed after to pool opens.