

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

**BSCA COMMUNITY ROOM
April 5, 2022**

1) Call to Order

Meeting was called to order at 7:06 PM by the parliamentarian, John Ailes.

2) Roll Call

In attendance:

John Medeiros, President – BSCA Bylaws Committee Co-chair
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)
Jamie Kaiser, External Affairs – Parking, Safety & Security Committee Co-Chair
Susan Carter, Secretary

Not in attendance:

Ryan Walker, Vice President – Swim Club/Community Center Committee Co-chair
Jason Heron, Treasurer
Cindy Brown, Burke Townhouse HOA President (non-voting)

3) Approval of February 1, 2022 Meeting Minutes

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

4) Next board meeting date confirmed for Tuesday, June 7, 2022, annual officer election will take place at this meeting; and the BSCA Annual Meeting confirmed for Wednesday, May 11, 2022.

5) Order of Business - Unfinished Business

Annual Meeting

Mailing was finalized April 5, 2022 with Sequoia, to be mailed within one or two business days. Finalized budget and previous annual minutes are required to be printed for distribution at the meeting. A review of the budget will be asked for, however an approval is not required. Discussion regarding the agenda took place regarding items (unfinished/new).

Burke Station Swim Club (BSSC)

Deirdre updated the board on current membership for BSSC, the website has been active for five days and there are nineteen memberships. BSSC now has a PayPal account, which allows members to pay online through PoolDues.com. Members may pay using PayPal, credit or debit and in one or four installment payments. The swim club receives the full membership cost up front through PoolDues.com if a member chooses to pay in installments. As part of the site, we are able to have board members contact information attached to a board member roster that will assist residents with connection information. To join the swim club, members must be current on their annual assessments, discussion regarding how to determine if assessments are paid before members are allowed to join took place.

The swim club opening is Saturday May 28th, community clean-up days May 21st and 22nd. Community resources are being sought out to lead one or both of the clean-up days. Titan is preparing, and WiFi is set to be installed the week of April 11th. Kirsten Walker is the community chair for swim club events and community involvement. There will be a school's out party in June in the late afternoon, with a food truck set to arrive late afternoon/evening. Other events include luau, Fourth of July parade and adult centered activity nights (i.e. socials). Last day of opening is September 5th, with the annual "dog-swim" taking place on the last day of opening. Grill(s) needs to be replaced, Deirdre

priced out grills at Lowes and has noted two models of interest that run \$199 and \$299. Picnic area, if reserved the patron is allowed to use the area with guest fees. If the patron is reserving the community room or picnic area, guest fees will be reduced to \$3 per guest. If a reserved party necessitates an additional lifeguard, the cost will be evaluated. If a patron is using the picnic area but has not officially reserved the area, regular guest fees apply.

The play area is vacant, the wood is rotting, and rebar needs replacement. Deirdre has suggested that the area becomes an official grill area, however the area would need to be redone and potentially new safety measures would need to be included (fencing). John has noted that the idea might work but it needs to be socialized, as a plan would be needed as well as input from the community. Primarily, the existing structure needs to be removed (safety issues) however future improvements and/or use of the area is projected for future decision.

BSSC Membership Rates/Feedback

New membership rates have been published and there has been some push back from senior members because the prior rate included a larger discount based on the two-member rate. Some senior members are concerned that at the individual rate, their rate is not comparable to the family rate where many members are included (i.e. no child cap). Additionally, since the early bird rate was removed, it is causing more confusion with the costs of individual memberships.

John will review, if we take a 30% reduction from the regular rate to the senior discount we can determine if the final rate is more appropriate. The cost difference between the prior year senior rate and combination of individual/couple is a substantial increase from 2021-2022.

Board Decision: Subsequent to the Board meeting in an email update, the consensus is the approved senior rates for 2-persons was disproportionately high. A proposal was presented that eliminates the senior category rates completely, and then offers a 25% discount that seniors can apply to the individual or family categories. This ties the senior rates directly to individual and family rates and moves us further toward where the Board wants to be with the rate structure – simplified and repeatable. The proposal and revised senior rate passed 5-1-1 on April 10th via email confirmation.

Discussion turned to community question(s) regarding pro-rating membership costs if members cannot join until July/August. Deirdre has run numbers based on a per day or per week rate, with a start of July 4th or August 1st and using the non-member rate (there is an existing prorated rate for those who move into the neighborhood.) John A. moved to adopt two dates for proration and make knowledge public however a concurrence could not be agreed upon, therefore pro-rating rates is not approved.

Heather Rose-Glowacki has taken on the task of seeking sponsorship options to fund PoolDues.com and/or other areas within the BSSC. Deirdre will send sponsorship information to the board via email to review. Sponsorship opportunities can help offset dues and other needed swim club expenses.

Community Center Events

The Community Center rental have done well in March, results in \$750 in profits. Rentals have been coming in for May, we will likely have large rentals for June due to graduation parties. Yard signs were ordered that note that memberships are available that can be placed in yards within the neighborhood. Deirdre has been cleaning out the desk area at the swim club entrance, and one of the outlets is dead – a plan to determine where the internet supplies are will be needed.

2022 Budget

2021 Tax return is complete and has been provided to the board. After review, the return is complete and will be signed/approved.

Budget was approved at the February 2022 meeting, John M. reviewed a copy and noted that the following items were pulled out or adjusted:

- Approximately \$8,874 for Property Owner Packages: This is the responsibility of Sequoia so should now show in our income or expenses account. Sequoia can provide the details as to the housing units that have been sold/transferred hands.
- \$2,000 cash reserve: We were advised to manage this in an income statement, not the operating budget.
- Bad debts line, \$11,000 approx. \$5,500 – expected to drop to \$3,000. This is based more on the probability of collecting the bad debts vs the debts that are outstanding.
- Replacement reserves, this is an off budget, not an operating expense. \$26,000 replacement reserve will be managed in the reserve account (i.e. separate line item). The amount will be transferred to the account, and we will draw down that account. Discussion is needed to review when the funds are transferred and on what schedule for next year's budget.

Board Decision: Due to conflict of interest, another approving authority (checks and balances) is needed for billing and expense purposes. For expenses that are generated by John M., Ryan W. will be primary approver with Susan C. as alternate. For expenses that are generated by Ryan W., John M. will be primary approver with Susan C. as alternate.

Bad Debt/Delinquents

There are currently four remedies allowed by the bylaws and/or declarations: Reasonable legal fees, 6% interest, Cost of collection (interest, cost, reasonable legal fees), and suspend-ability rights. There are currently 15 properties in collections, 3 with liens, many from previous owners.

Board Decision: A motion was made to consider pursuing 6% interest on these delinquent accounts. John A. moved in favor; Jamie K. seconded. Motion passed unanimously.

Infrastructure Updates

The end-of-year projects are largely completed, and pre-season projects are being identified. Phase 5.4.6 plus storm damage, phase 6 was awarded to HLS. Storm damage is to be cleaned up at the top of the neighborhood, including a tree over the path in the woods. The next stage is removing several ash trees, ash trees are tricky because they must come all the way down (cannot be cut halfway for environmental reasons). Reserve study to be considered for tree management and/or infrastructure. Titan completed most of the work within the swim club, several lights need to be replaced and a conversation regarding standard light bulbs vs LEDs took place however the standard bulbs will be used this season. Titan has been asked if there are upcoming services that will be required coming due that we can include in future budgets. Chain link project is complete (inner and outer fence), the exterior fence is failing and poses a security concern so is on the projected agenda for 2024. Wooden fence around the parking lot is completed, building repairs complete. The cost out of rekeying the building has been reviewed and priced out, awaiting final results. Stairs and rails, contract has been rewarded. Trex will replace the stair area(s) within the swim club and we will put in metal stiles for the stairs area and in front of the storm drain.

Wading pool shed will need repairs, front door will be repainted. 2023 projects: Replacing one or more of the lifeguard stands (Aaron recommended touch up painting and/or rust removal), LED lighting, deck furnishing, painting interior of community center, chairs/tables, tree maintenance, and repainting exterior of community center building.

6) Order of Business - New Business

Committees

We need to dive deeper into the committee structures, how will they work and how much community involvement will there be. Developing a structure and soliciting community members input is vital.

7) Closing

Meeting adjourned at 9:14PM.