

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

**BSCA COMMUNITY ROOM
June 7, 2022**

1) Call to Order

Meeting was called to order at 7:04 PM by John Medeiros.

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)
Susan Carter, Secretary
Jason Heron, Treasurer

Not in attendance:

Ryan Walker, Vice President – Swim Club/Community Center Committee Co-chair
Jamie Kaiser, External Affairs – Parking, Safety & Security Committee Co-Chair
Cindy Brown, Burke Townhouse HOA President (non-voting)

3) Approval of April 5, 2022 Meeting Minutes

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

4) Next board meeting date confirmed for August 2022, BSCA Annual Meeting minutes will be reviewed and confirmed during this meeting.

5) Order of Business - Unfinished Business

Financial Report

The previously prepared and reviewed financial report for the next budget year was approved by consensus.

Officer Board Positions

After a short discussion, it was determined that the officer positions as elected would continue through the next year. Another review/election will take place in June 2023.

Burke Station Swim Club (BSSC)

Deirdre updated the board on current membership for BSSC. As it stands, we've met our goal of 173 memberships (currently at 175). We saw 12 new memberships in the first weekend alone, additionally the reservation process for the picnic area is going well. There has been a learning curve with the lifeguards, Deirdre is working through this with Titan (a meeting has been arranged at Titan's request for June 9th). The first swim meet is scheduled for June 13th, there are also several events in the works by the pool committee.

Concessions will open the weekend following the last day of school for FCPS. New tables and umbrellas were installed in the wading pool area. There were issues on opening weekend with the diving board and ladder. The pre-opening/post-opening reports for BSSC for last/this season are missing, however in a review of the pool area in October, John M. and Aaron noticed a rubber piece that needs to be fixed on the diving board as well as a lack of nuts/bolts in needed areas and a large crack on the underside of the board. These deficiencies have been resolved with one or more zip ties in previous season(s). John M. noted that the zip tie fix is a safety issue, and a permanent fix is being discussed. The diving board was purchased in 2018 and then refurbished in 2019 – things fail

however the timing, minimal use due to COVID and unsafe remedies are considered negligence. We will likely need to replace a few ladders over the next few years due to age and potential failure. Additionally, there are a few pop-ups that have surfaced at the bottom of the pool that will need to be addressed, recently one was repaired on the bottom of the wading pool.

Prior to the meeting, Ryan distributed information via email regarding a potential BSSC sponsorship program. The information was researched and gathered by a community member. Jason and John M. discussed sponsorship assistance with Sequoia but they confirmed that they were unable to help. Further discussion included if there were any legal implications or tax liability in connection with a program. Aaron noted that he felt that unless there are clear guidelines and parameters to a potential program it would open up a potential risk. All members agreed that to move forward there would need to be healthy involvement and discussion amongst all members. John M. noted that he would follow up via email with Ryan regarding further details/discussion.

Board Decision: Subsequent to the Board meeting in an email update, the board agreed to replace the former play area within the BSSC with sod.

Internal Audit

John M. will check with Sequoia on the internal audit standing/findings.

Assessment Recuperation Program

John M. is working on revising and finalizing a written assessment recuperation program that would address delinquent annual assessment fees, potential installment plan options and simplify the coordination between the pool committee chair and the community eligibility list. The goal is to have this reviewed and finalized at the upcoming August meeting. As of right now, Deirdre sends information regarding members who would like to join the swim club and Jason checks the eligibility list. It was confirmed that in the situation of a landlord not paying their assessment(s), renters may still join the swim club at the non-BSCA rate. Homeowners can join at the BSCA rate, regardless of where they reside.

6) Order of Business - New Business

August Meeting Agenda

- Draft swim club rates
- Community Center Rental rates (review)
- Draft working budget
- Review financial infrastructure
- Review contract with Sequoia
- Address Titan contract status/rebid

7) Closing

Meeting adjourned at 9:23PM.