

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

**BSCA COMMUNITY ROOM
August 23, 2022**

1) Call to Order

Meeting was called to order at 7:06 PM by John Medeiros.

2) Roll Call

In attendance:

John Medeiros, President – BSCA Bylaws Committee Co-chair

John Ailes, Infrastructure – Infrastructure Committee Co-chair

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

Jason Heron, Treasurer

Susan Carter, Secretary

Aaron Reddell, Architectural Standards – Architectural Committee Co-chair

Not in attendance:

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

Jamie Kaiser, External Affairs (resigned effective 1 August 2022) – Parking, Safety & Security Committee Co-Chair

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

3) Approval of 2022 Annual Meeting and June 7, 2022 Meeting Minutes

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

4) Next board meeting date confirmed for Tuesday, October 4, 2022.

5) Order of Business - Unfinished Business

Request for Land Acquisition

BSCA received a mailing from *Land Acquisitions* to purchase a portion of our land. The Board had 30 days to respond and took no action, the offer is now invalid. The land was Parcel B which correlates with the creek bed and the land identified as the Resource Protection Area (RPA). The letter will be kept on record for reference.

Assessment Recuperation Plan

John M. has a revised document reviewing the annual assessment recuperation plan. Jason broached several questions about the final draft as well as stated that he would prefer that a full Board vote on this resolution. John A. suggested that the review happen through electronic means, with a vote taken via email. John M. confirmed that he will distribute the request for review/approval via email.

Voting and recreational use resolution: Feedback is needed for resolution #3. John M. emphasized that we are not looking to radically change the process and/or methods used to administer BSSC membership, however the organization is vulnerable without written confirmation. We have no documentation confirming the current rules and regulations being followed for BSSC membership and eligibility.

Allocation and Replacement of Reserve Funds

Based on a vote by a prior board, 50% of the \$40 annual assessment increase (\$20 for each residence) was to be allocated into the replacement reserve account. John M. notes he believes we should continue to place 10% (rather than the \$20 which diminishes in value with any increase in the annual assessment) into the reserve account. In addition, the replacement reserve account should

have guidelines (example: how big should a project be (moneywise) to extract funds from that account?) We need the money to accumulate for our bigger projects, and there is also a cost associated with pulling money from the money market. John M, John A. and Jason will huddle on resolutions. For the time being, we will only allocate 50% of the \$40 per the previous Board decision.

Decision: The Board amends the previously approved Board decision to transfer the 50% of the \$40 increase to take 10% of annual assessment amount and transfer from the operating budget into the reserve account (505 residences x \$231=\$116,655 @ 10%=\$11,666). In calendar year 2022, this equates to a potential transfer of \$11,666 into the reserve replacement fund annually. John A. moves, Jason seconds. All in agreement.

Note: more than \$11,666 in annual reserve replacement funds is expensed annually. The current replacement reserve study identifies a \$29,163 (25% of annual assessments) annual replacement reserve requirement. The Board will establish an annual replacement reserve amount within the annual operating budget to close the replacement reserve gap where smaller day-to-day replacement reserves can be expensed. How much will be determined annually during budget deliberations.

BSCA Board Replacement Procedures

Jamie Kaiser has notified John M. that due to personal reasons he can no longer serve in his elected role on the Board. Ryan has also expressed that he will be departing after the new BSSC contract has been awarded. John M. started a discussion regarding what methods do we want to take to fill these spots, solicit feedback from the community. The bylaws designate that the Board selects those that fill the vacant positions. John will send out the list of responsibilities for review to see what aspects of each role can be addressed amongst the current members and he will then consolidate responses for additional feedback.

Burke Station Swim Club (BSSC)

Titan contract recompetes. Ryan has one proposal/estimate - a SOW has not yet gone out. John M. has given the original management contract from 1975 to Jason for historical records/perspectives. It is likely community input is required due to the increased expense and ramifications for membership costs. Since Ryan is not in attendance, John M. will contact Ryan to determine where we are and discuss future steps.

The discussion moved to safety and security, the BSSC has had three trespassing events over the season. Deirdre has placed video monitor signs around the swim club area to potentially deter trespassers. The trespassing is a ticketable offense, the Board is looking to identify and notify parents/guardians as a first resort versus going directly to the police.

While discussing security, John M. updated the Board on the exterior (security) and interior (safety) Swim Club fencing - he spoke with Sequoia regarding the requirements and has spoken with the company that replaced/installed the railing this spring/summer. Basic parameters are the security fencing must be 6 feet tall, and is approximately 1200 linear feet.

Deirdre mentioned closing the pool for the season – the last day is Labor Day, which will include a dog swim. We need to decide if we are cleaning the chairs/furniture and notify Titan of the decision. We will be removing umbrellas, awnings etc. to close down the season - the timeline for winterizing the pool is unknown.

Swim club membership rates - John M. and Deirdre discussed the senior rate. There is potential to reduce the senior rate below the current 62 year - we will need to wait until the contract is renewed and fees are known so we can revisit. No change in community rental rates, no charge for picnic area (supplemented by guest fees).

Jason is looking to terminate the Verizon landline and installing VoIP. This has been planned for some time and will be a cost saving in the long run.

Budget Review

Jason transferred funds from PayPal (\$96,423.59) into our quantum account - this will show in two days. Jason is putting together a budget item sheet for Sequoia to confirm where revenues should be allocated. This year, membership fees were over \$10,000 in additional revenues versus the budgeted forecast.

A community member has asked about a long-term rental arrangement for the community center, once a week for the school year period. The board discussed what constitutes long term, which could be anything from 10 incidents to 9 months. Long-term rentals will receive a 50% discount on the rate.

Jason reviewed some lingering items out of the budget, uncashed checks, aging report, expenses towards personal credit cards. Jason proposes that the 11 previous owners who are on the bad debts list be dropped from the list (write off as bad/uncollectable debts). The group agreed that anything over three years from a previous owner can be dropped off the collections and/or budget items.

The diving board vendor has canceled our current order, Deirdre has reviewed other options and a new board will be ordered.

Internal Financial Audit

John M. has discussed with Sequoia, audit is in process. The 2021 tax return is complete and has been provided to the Board.

John M. noted that we need to set up internal controls for the PayPal account, first and foremost. We need to review the processes and procedures that are being followed for different situations (i.e., lifeguard reimbursement for swim meets, income earned line to track the funds).

Trash Pickup

Recommendation is to keep trash pick-up one day per week until November 1st. Schedule will then go to monthly from November 1st to April 1st during the off season.

Infrastructure Updates

Reserve study and tree management study was approved at prior meetings, we have one more phase of the tree clean up (trees lining the street at entrance, tree on corner of pool parking lot, bushes around tree on corner of pool lot). Pool finish, do we want to start looking at cost estimates to fix the pop-ups and issues with pool floor this year for 2023/2024. John M. and Jason will confer on what needs to be done, what is budgeted and the priorities versus back burner items. Trash cans (5) purchased for the swim club need to be reallocated in the budget (removed from the supply line).

Water Utility Bill Adjustment

When Titan normally fills the pool, they use the account meant for the pool (without a sewerage fee since drainage is dumped into the storm drain). This past year Titan used water from the community center to maintain the water level in the pool during pre-season maintenance and operations. Water drawn from the community center has a sewerage cost component. The Board petitioned Fairfax County to waive the sewerage fee (\$1,266) since the pool does not discharge into the sewer system. Fairfax County agree and will credit to our billing cycle (\$1,142). If we see water being used from community center for the pool this comes out of a different account and should not be allowed.

Annual Assessment Fees

The BSCA bylaws require the Board to review/validate the residential assessment annually during budget deliberations. Based on inflation, fuel increases and labor-rate increases, all vendor bills are

increasing. The bylaws provide Board the authority to increase the annual assessment up to 3% annually. It is unlikely the 3% increase will keep current with inflation, fuel, and labor rate increases.

Decision: John A. moves to increase assessment fees by 3% next year, Aaron second. All in favor. This increases the annual assessment from \$231 to \$237 annually per residence and will be assessed beginning the 2023 budget year

6) Next Board Meeting Business

- Revise, finalize budget
- Review insurance policies for next year
- Approve annual updates/mailings
- Resolve/reallocate members within the Board
- Finalize transition of new Board member positions if needed
- Finalize infrastructure list
- Wrap up end-of-year spend adjustments

7) Meeting adjourned at 10:04 PM