DRAFT

BIRKDALE COMMUNITY ASSOCIATION
2022 BUDGET MEETING
Sept 9, 2021 6:00pm
Birkdale Golf Clubhouse
8511 Royal Birkdale Dr., Chesterfield, VA 23832

- Welcome & Call to Order
  - Ron Buchanan, called the meeting to order at 6:00pm.
- Roll Call & Quorum Status
  - Roll Call & Quorum commenced, with all current Board Members present and accounted for, plus Community Manager from ACS West.
- Approval of Agenda
  - Motion to add to agenda discussion of political signs and engagement letter from audit. Ron B. motioned to approve. Motion carried 4-0.
- Set Adjournment Time
  - Adjournment time was set for 7:00pm.
- Current reserve position is $314,794.32.
  - This represents 133% funded based on annual spend. A 2020 reserve study was completed and found Birkdale HOA has an adequate reserve position.
  - It was asked if Covid-19 had resulted in lower assessment collections that might warrant concern of strain of the current reserve position. The Community Manager and Treasurer report Covid-19 impacts to collections have been negligible and do not present concern for the reserve.
  - It was questioned whether reserve would be strained due to aging of current Grounds and systems, such as irrigation, electrical, fencing, sod, etc. (see next section).
- Grounds Committee: Grounds maintenance represents the largest portion of the annual budget in all years. The current Grounds Committee Chair does not believe an assessment fee increase or special assessment is required for the 2021/2022 year. However, notes the following:
  - At this time it is anticipated the Winterpock roadway costs will be within the reserve and capital budget at an estimate of $3,000 for Phase I and $7,000 for Phase II.

- The Winterpock roadway project does call for digging within 10 feet of the large Birkdale entrance sign stone structure, which after 27+ years is a bit concerning as to the strength of the foundation with all the construction disturbance. If the structure is damaged, that is the only item he currently believes may trigger need for a special assessment if replacement is needed.
- Rock over tunnel by Winterpock needs work. The HOA is responsible for only the top outside of the tunnel. The Golf course owner is responsible for the tunnel itself.
- Nature's Way landscaping contractor has 3 very good employees who have done a good job of repairing the irrigation system and keeping it running well this year, as well as keeping lighting well taken care of. A major overhaul of the irrigation system is not anticipated in the coming year.
- Several maintenance/cleaning projects related to Grounds must occur in 2021/2022 and should be within the Budget to include:
  - Oversee Winterpock roadway construction impacts to community
  - Paint gazebo
  - 2 new libraries at Gazebos
  - Replace deteriorated street signs (about 13)
  - Solar lights need cleaning (31)
  - Paint curbs at entrances

- Special Assessments were discussed. Special assessments are allowed for emergency or capital projects if the projects exceed annual budget and will strain existing reserves. No special assessment is currently projected for the 2021/2022 year, despite significant roadworks projects on both sides of the community.
- Increase in annual assessment per the governing documents are limited to 5.0% per year. Again, it is anticipated an increase will not be necessary if we approve a Balanced Budget which appears within reach again this year.
- It was noted by the Community Manager that loans are becoming more available to HOA's and are gaining in popularity, if we have a need for one in the future this may be considered.
- Discussion was raised concerning if some Committee Chair positions which require significant time commitment and some expertise should not be considered as minor

paid positions in 2022. It was brought up that the ARC Committee Chair used to be a paid Architect, but this hasn't been true for years. All Committee Chair positions remain volunteer, and there was no motion to consider changing that.

- Wayne Bass motioned for the 2022 Budget to remain flat to 2021 at $236,203 and that no increase in assessments are levied. It was seconded and motion carried 4-0.
- For new HOA Board and committee chairs:
    - It was suggested that open HOA Board positions and Committee Chair positions should be published including list of role/job responsibilities, qualifications and time commitment required. Current Secretary/Treasurer volunteered to draft this for review by the Board and publication.
    - The only paid positions related to the HOA are Community Manager through ACS West, Collections company, and a minor stipend for the Communications committee position. These will remain unchanged in 2021/2022 year.
- Political signs
    - Voting dates were noted as: Early voting Sep 17, 2nd early voting Oct 18, and actual voting date Nov 2nd.
    - Per guiding documents, political signs are not to be posted until 45 days in advance of voting date and taken down immediately following. Due to new early voting dates, it is just around 45 days prior to the election that the first early vote begins. So, timing is very close and no issue is noted.
    - Board discussed some neighbors were hanging signs for candidates not running in current election, posted signs exceeding the size limit per HOA guidelines and did not post on the front lawn which is required.
    - It was decided that the Community Manager would address all neighbors not following political sign protocol per HOA guidelines.
- Audit letter
    - Community Manager noted an audit letter needed review/signature. Treasurer agreed to review with Community Manager if needed for approval.
- Board discussed potential of Fall Festival and concerns over late notice to find vendors, concerns over location as Golf Course owner did not seem particularly supportive of Festival efforts and gave exceedingly high costs to rent parking lot and buy simple food. Board asked Social Committee to propose location, food, entertainment by Sept 24th,

and if all could not be secured by then, we should cancel. Social committee of Ann Haring, Earl Bishop and Susan Lipp were tasked with determining possibilities.

- Adjournment
    - Motion was made to adjourn meeting at 7:25pm. Motion carried 4-0.