BIRKDALE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
November 2nd, 2023 @ 6:00pm

Swift Creek Baptist Church
7511 N. Spring Run Rd, Midlothian, VA 23112

Agenda

1. **Welcome & Call to Order**
    - President called meeting to order at 6:04pm.

2. **Roll Call & Quorum Status**
    - Present were Karen Moyers (President), Ryan McCord (Vice President), Earl Bishop, Betsy Martello (Treasurer), Christopher Brooks (Secretary)

    - Also present were committee chairs: Lee Kemmett (ARC Committee), Wayne Bass (Landscaping Committee), Lee Ann King (Property Manager from ACS West) was also present.

3. **Approval of Agenda**

    Motion from Karen: to approve the agenda.
    Second: Earl Bishop
    Vote: 5 in favor, 0 against
    Resolved: Motion carried

4. **Set Adjournment Time**
    - President set the adjournment time to be 7:30pm

5. **Approval of prior meeting minutes**

    Motion from Karen: to approve prior minutes
    Second: Earl Bishop
    Vote: 5 in favor, 0 against
    Resolved: Motion carried

6. **Reports**
    - **President**
        - Successful yard sale and fall festival

    - **Treasurer**

- Payment reminder notices have been mailed
- 10 additional accounts sent to EE
- 26 accounts with EE, $64,000 collected so far, $34,000 remaining
- 2024 coupon books have been mailed
- Need for a formalized procurement procedure

- **Covenants Committee**
  - Seeking volunteers (similar to neighborhood watch model)
  - Trash cans need to placed and removed according to our covenants
  - Reminder about dying trees and mailbox maintenance

- **ARC Committee**
  - Issues with bushes not being trimmed
  - Need a more effective way to contact and send violation letters
  - Enforcement needs to be

- **Grounds Committee**
  - State has not released Winterpock road yet
  - Pansies need replacing at the entrance
  - Residents continue to blow leaves into common areas

- **Social Committee**
  - Fall festival: Great turnout, positive feedback

7. Old Business

- Fall Festival Report
  - Fall festival final cost $3,323

- Newsletter Distribution
  - Need to recreate our mailing list with current residents
  - Need a print mailing once a year

8. New Business

- **2024 Proposed Calendar**
  - Two additional board meeting dates

Motion from Karen: to approve 2024 calendar
Second: Earl Bishop
Vote: 5 in favor, 0 against
Resolved: Motion carried

- **Capital Project / Reserve Study**
  Need the formation of three sub committees under Capital Projects:

    - Signs: Street Name, Stop, and Speed Limit
        - Nick Martello and Chris Hardeman volunteered
        - Wood posts and metal posts for stop signs showing wear
        - Need inventory of all signs
    - Capital Project / Reserve Study: Street Lights
        - Solar lights are underway for replacement
        - Dominion takes care of of Avalon street lights
    - Capital Project / Reserve Study: Side Walk
        - Betsy Martello volunteered

- **December Holiday Season**
    - Social committee is going to have an event at the Royal Birkdale gazebo with hot chocolate and Santa
    - $1,374 budget
    - Christmas light contest in December
    - Mid November decorating of Royal Birkdale gazebo

- **Landscape Committee**
    - Need volunteer campaign

- **ARC Standards and Guidelines Update**

  Motion from Betsy: to approve ARC Standards and Guidelines
  Second: Ryan McCord
  Vote: 5 in favor, 0 against
  Resolved: Motion carried

- **New Member Package Update**

  Motion from Betsy: to approve new member package update
  Second: Ryan McCord
  Vote: 5 in favor, 0 against
  Resolved: Motion carried

- Equity Experts Contract
    - Will be discussed in executive session

9. **Member Voice**
    - No comments

10. Executive Session to discuss legal issues

- Started: 7:46pm
- Ended: 8:01pm

11. **Ryan McCord, Vice President, resumed the regular meeting at 8:01 pm**.

Motion from Ryan: to accept Karen's resignation
Second: Christopher Brooks
Vote: 4 in favor, 0 against
Resolved: Motion carried

Motion from Betsy: to appoint Earl Bishop as president
Second: Ryan McCord
Vote: 4 in favor, 0 against
Resolved: Motion carried

Motion from Betsy: to approve EE actions on accounts 8924, 7315, 3536, 14625,15356, 3521, 8873, 17202, 16766
Second: Ryan McCord
Vote: 4 in favor, 0 against
Resolved: Motion carried

12. Adjournment