

**BIRKDALE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING**

January 4th, 2024 @ 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 6:05pm.

**2. Roll Call & Quorum Status**

- Present were Earl Bishop (President), Betsy Martello (Treasurer), Christopher Brooks (Secretary)
- Also present were committee chairs: Wayne Bass (Landscaping Committee), Lee Ann King (Property Manager from ACS West) was also present.

**3. Approval of Agenda**

- Agenda stands as presented

**4. Set Adjournment Time**

- President set the adjournment time to be 7:30pm

**5. Approval of prior meeting minutes**

Motion from Earl Bishop: to approve prior meeting minutes

Second: Christopher Brooks

Vote: 3 in favor, 0 against

Resolved: Motion carried

**6. Reports**

- **President**
  - Good results from reserve study
  - A lot of effort needs to be put forth for recruiting additional volunteers for committees
  - We need a renewed focus on capital improvements
- **Treasurer**
  - Birkdale's delinquency rate 5.6% (less than national average)
  - Owners that may have issues with USPS can pay online

- 27 final notice letters have been sent by ACS West
- 22 accounts became current
- EE 5 delinquent paid in full
- 1 payment plan in force
- 2 accounts are in default
- 25 remaining accounts with EE
- 10 actions, avoided all 10
- Recommendation to invest 100k in short term account
- Need decision on T-Bill maturation
- Recommendation of Procurement and Disbursement policy
- May see yearly overage from tree issues
  
- **Covenants Committee**
  - There are a handful of violation cases that are becoming problematic, need further investigating.
  
- **ARC Committee**
  - No Report
  
- **Grounds Committee**
  - Trimming starts this week
  - Still cleaning up from winter issues
  - All lights are operating
  - Need decision on front entrance plants
  
- **Social Committee**
  - Santa was a great success
  - 50 to 60 children visited
  - Total cost was \$778
  - \$750 under budget for the year

## **7. Old Business**

## **8. New Business**

- **Walking Paths**
  - Betsy Martello started committee to identify areas that need improvement and make suggestions to the Board.
  - Avalon has no paths as its not a throughput street
  - Utilities are in the easement on the side of the roadways

- Gazebo paths made of stone may need replacing
- Path inspections are underway

### **Street Signs**

- Nick Martello and Ron Buchanan presented an extensive report detailing the state of each and every sign in the neighborhood along with recommendations.

- **Appoint New Board Member**

Motion from Betsy Martello: to appoint Mark Fink as new board member.

Second: Earl Bishop

Vote: 3 in favor, 0 against

Resolved: Motion carried

- **Adopt Resolution authorizing Wayne Bass to approve landscaping expenses**

Motion from Earl Bishop: authorization for Wayne

Second: Betsy Martello

Vote: 4 in favor, 0 against

Resolved: Motion carried

- **Adopt Amendment to ARC Guidelines**

Motion from Earl Bishop: to adopt changes to ARC Guidelines as presented

Second: Betsy Martello

Vote: 4 in favor, 0 against

Resolved: Motion carried

- **Adopt Procurement Policy**

Motion from Earl Bishop: to adopt procurement policy as presented

Second: Christopher Brooks

Vote: 4 in favor, 0 against

Resolved: Motion carried

- **New Decoration Committee**

Motion from Earl Bishop: to establish decorating committee

Second: Betsy Martello

Vote: 4 in favor, 0 against

Resolved: Motion carried

Motion from Earl Bishop: to establish Connie McGuinness as chair

Second: Betsy Martello

Vote: 4 in favor, 0 against

Resolved: Motion carried

○ **Establish and commission Capital Improvement Committee**

Motion from Earl Bishop: to establish a standing capital improvements/asset committee

Second: Christopher Brooks

Vote: 4 in favor, 0 against

Resolved: Motion carried

**9. Executive Session to discuss legal issues**

○ Started: 7:38pm

○ Ended: 8:01pm

○ Voted to approve EE actions on account: 19717

○ Voted to approve authorization for Earl and Betsy to meet with our attorney regarding collection agency

○ Voted to approve 100k CDAR investment for 26 weeks

○ Asked Lee Ann to investigate options for T-Bill investment

**10. Adjournment**