

**BIRKDALE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING**

March 7th, 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 6:04pm.

2. Roll Call & Quorum Status

- Present were Earl Bishop (President), Betsy Martello (Treasurer), Christopher Brooks (Secretary), Mark Fink.
- Also present were committee chairs: Wayne Bass (Landscaping Committee), Lee Ann King (Property Manager from ACS West) was also present.
- Vice-President Ryan McCord was absent, secretary Brooks affirmed that a quorum was 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

- January 4, 2024 - Meeting
- November 20, 2023 - Electronic vote for streetlights – Approved 4-0
- January 22, 2024 - Electronic vote for street signs – Approved 4-0
- February 19, 2024 - Electronic vote for fence repair – Approved 5-0

Motion from Betsy Martello: to approve prior meeting minutes

Second: Christopher Brooks

Vote: 4 in favor, 0 against

Resolved: Motion carried

6. Reports

○ **President**

- We are working to improve communication with residents, primarily solidifying an email distribution list of current residents.
- Capital Improvements Committee is doing excellent work; 18 new street signs recently installed near Avalon.

○ **Treasurer**

- Increase in vendor fees (3% pet stations, \$540 directors and officers insurance)
- 68 accounts that are delinquent 21 collections, 12 shortages, 34 1 quarter arrears, while 4 accounts are paid a year in advance.
- Reminder of various ways to make payments: coupon book, automatic withdrawal. The collection policy is posted on the website.
- ACS sends out reminder notices if delinquent, second is certified.
- Invested 100k in January @ 5% for 6 months
- T-Bill matured 200k interest paid to reserved

ARC Committee

- Last few month have been quiet, reminder to follow ARC procedures
- May need to require surveys if work is done near property lines

○ **Covenants Committee**

- Drive throughs have resumed
- Thanks to team members who help investigate
- Annual walkthroughs approaching

○ **Grounds Committee**

- Mulching will be completed by end of next week
- Project to clean up dead wood in common areas
- Reseeding by gazebo where trees were removed
- Tree work is held and scheduled once there is enough work to justify the setup cost.

○ **Social Committee**

- Easter egg hunt upcoming
- Mercy Mall donation station
- Volunteers needed

○ **Decorations Committee**

- Budget \$250
- For the three military holidays each year buntings have been purchased for display

- Buntings are made in the USA and weather proof

7. Members Voice

- Proposal for ad hoc mailbox replacement committee to evaluate mailbox standards
- Proposal to separate kids books from adult books at the Little library.
- Member concerned that Birkdale needs to step-up enforcement of HOA violations
- Member would like Birkdale to evaluate ADA

8. Old Business

- **Signs**
 - Thanks to Nick, Ron, and Keith for excellent work on committee report
- **Posts**
 - Proposal for protectors for the bottom of posts
- **Walking Paths**
 - Presentation of committee findings on walking paths
 - Gazebo access needs to be ADA compliant

Motion from Earl Bishop: Resolution—adopt the report and recommendation included and send forward to committee to request bids and analysis.

Second: Christopher Brooks

Vote: 4 in favor, 0 against

Resolved: Motion carried

9. New Business

- Announcement of Easter Egg Hunt and Mercey Mall Charity
- Goodwill truck secured for yard sale
- Reinvestment of Reserve Funds from Maturing Investments
- Approve Purchase of 10 more solar lights, groups of 5, as needed
- Consider the painting of curbs at the entrance of Spring Run and Winterpock

Motion from Earl Bishop: Resolution—that Earl be authorized to purchase 5 additional solar lights up to \$2,000 expense.

Second: Christopher Brooks

Vote: 4 in favor, 0 against

Resolved: Motion carried

Motion from Earl Bishop: Invest 150k for 6 months at Edward Jones
Second: Christopher Brooks
Vote: 4 in favor, 0 against
Resolved: Motion carried

10. Executive Session to discuss legal issues

- President Bishop announced that the open meeting would be recessed at 7:38 pm while the Board enters Executive Session to discuss legal issues. Following Executive Session, board action is anticipated.

- The Board resumed its regular meeting at 8:29 pm.

Motions

Motion from Betsy Martello: Instructing ACS to write letter addressing dispute resolution
Second: Earl Bishop
Vote: 4 in favor, 0 against
Resolved: Motion carried

Motion from Betsy Martello: Advise ACS to suspend sending any new accounts to EE until the next Board meeting while policy is reviews.
Second: Earl Bishop
Vote: 4 in favor, 0 against
Resolved: Motion carried

11. Adjournment at 8:34pm