BIRKDALE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
November 7, 2024
Swift Creek Baptist Church
7511 Spring Run Rd., Midlothian, VA 23112

I. Call to Order

President Earl Bishop called the meeting to order at 6:01 PM. Other Board Members present were Ryan McCord, Christopher Brooks, Mark Fink and Betsy Martello by telephone. Lee Ann King, Community Manager, ACS West, Inc. was present.

II. Quorum Certification

Christopher Brooks called the roll and certified that a quorum was present.

III. Approval of Agenda

The agenda was approved as presented.

IV. Set Adjournment Time

President Bishop set the adjournment time as 7:30 PM.

V. Approval of Meeting Minutes

MOTION: President Bishop moved to approved Board minutes of August 1st, and the electronic vote on October 8th. Betsy Martello seconded. Motion approved, 5-0.

VI. President's Report

The Board extends its appreciation to Ryan McCord for presiding over the August meeting.

To enhance transparency and accessibility, the Board is exploring options to stream board meetings for members who are unable to attend in person. Additionally, the Communication Committee is actively working to improve outreach and ensure effective communication with all members.

This year has been productive, with notable progress on sidewalk repairs, signage improvements, and signpost maintenance.

VII. Treasurer's Report

- **Assessment Increase**: A reminder that the annual assessment has increased by $16 per year.
- **Delinquent Accounts**: Currently, 129 owners (20%) are delinquent on their assessments.
  - **Collections & Bankruptcy**:**6 accounts** remain in bankruptcy.
  - **11 accounts** have been transferred to a new collections agency.
  - **14 accounts** remain with **Equity Experts**.
  - **Total outstanding delinquency: $39,000**.
- **Foreclosure & Alternative Collection Methods:** Only one account currently qualifies for foreclosure, but the Board is exploring **alternative methods** for collecting outstanding assessments.
- **Payment Plan & VANTACA Transition:**

- A preferred **payment plan for assessments** has been introduced with a transition to **VANTACA**.
- **No action is required** for members currently enrolled in **automated payments**.
- **Reserve Fund Reinvestment:**

  - Any **remaining reserve funds** after paving expenses will be reinvested.
  - **$75,000 available for investment**.
  - The next **CD (Certificate of Deposit) matures in January 2025**.

- **Insurance Policy Update**: The Board has enhanced the insurance policy to better address fraud prevention.
- **Procurement & Disbursement Policy Review**: The new procurement and disbursement policy has been implemented, and the Board will be reviewing and refining it as needed.

VIII. Manager's Report

- **New VANTACA Member Portal Launch**: The new VANTACA member portal will go live on December 1st.
- **Email Notification Preferences**: Members will have the option to receive email notifications for communications that are not legally required to be sent by physical mail.
- **Enhanced Account Access**: The portal will allow members to view violations, track ARC (Architectural Review Committee) requests, and access historical communications.

IX. Standing Committees

A. ARC – Lee Kemmet

- **Leaf Removal**: The neighborhood's leaf removal efforts have been progressing well.
- **Landscaping Concerns**: There are still numerous bushes obstructing windows, and homeowners are encouraged to address this issue.

B. Covenants – Earl Bishop

- **Outstanding Violations:** A **small number of violations** remain unresolved and are being addressed.
- **Acknowledgment:** The Board expresses its **appreciation to the Covenants Committee volunteers** for their hard work and dedication.

C. Social Committee – Anne Haring and Heather Moore, Co-Chairs

- **Fall Festival Success:** The **Fall Festival had a great turnout**, and the committee appreciates the community's participation.
- **Upcoming Events:**
  - **Holiday Light Contest & Santa Visit** are the next scheduled events.

D. New Date: The event will take place on **December 22nd**.

Grounds – Wayne Bass

- **Sidewalk Repairs:** Following the recent **sidewalk pavement work**, several areas have **drop-offs that pose a tripping hazard**. **Nature's Way** has been scheduled to complete the necessary repairs.
- **Gazebo Accessibility:** Gazebos now have **smooth access**, making them more accessible for **wheelchairs and baby strollers**.
- **Bench Maintenance:** The **benches near the Avalon gazebo** need to be **reset**, and this will be addressed.

- **Winterpock Landscaping:** The County has approached regarding planting trees along Winterpock road between sidewalk and road – this would make mowing difficult and there is no irrigation.

E. Decorations – Connie McGuinness

- **Volunteer Procedures:** The committee is currently **drafting procedures** to guide volunteers in future decorating efforts.
- **Holiday Decorations:** The **gazebos will be decorated for Christmas**, adding festive charm to the community.

F. Communications – Connie McGuinness and Christopher Brooks, Co-Chairs

- **Community Safety Initiative:** The committee is working with the **Community Resource Officer** to coordinate their attendance at **community events** and enhance neighborhood safety awareness.
- **Welcome Committee Update:**
  - **24 homes sold** to date.
  - **2 homes currently on the market**.
  - **All new residents have been visited** and welcomed.
- **Birkdale Bulletin Outreach:**
  - **642 total subscribers**, but only **401 unique street addresses** are represented.
  - **8 volunteers** will go **door-to-door** to reach households that have not yet subscribed, ensuring all residents are aware of the **newsletter and community updates**.

X. Members' Voice

A resident inquired about whether the **Birkdale Golf Club pool** is considered a neighborhood amenity.

President Bishop clarified:

- **Real estate listings** often market Birkdale as having access to a **pool and tennis courts**, but these amenities are **not included** as part of the HOA.
- **The community does not have free access** to any amenities provided by the **Birkdale Golf Club**.
- **The Birkdale Golf Club and the HOA** are **separate entities**, and access to the club's amenities is subject to their own membership policies.

XI. Old Business

- Pro Seal Paving Invoice for sidewalk improvements.

MOTION: Earl Bishop moved to approve the payment of Pro Seal invoice. Mark Fink seconded. Motion approved, 5-0.

XII. New Business

- Approval of contract of with Adams Jenkins and Cheatem for Boad Financial Filing requirements.

MOTION: Earl Bishop moved to approve contract for Adams Jenkins and Cheatem to administer FINCen paperwork. Motion approved, 5-0.

- Formation of committee to research community pool possibilities.

MOTION: Earl Bishop moved to form a committee to research community pool possibilities. Motion approved, 5-0.

MOTION: Earl Bishop moved to appoint Ryan McCord, Mark Fink, Miriam Hoebelheinrich, Sue Prill, and Sabra Quinn. Motion approved, 5-0.

XIII. Adjournment

President Bishop recessed the regular meeting at 7:11 PM.