BIRKDALE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
August 1st, 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, Mark Fink, Betsy Martello, and Christopher Brooks. Lee Ann King, Community Manager, ACS West, Inc. was present.

II. Quorum Certification

Secretary, 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 stated that an Executive Session would follow the meeting; he anticipated board action following Executive Session. He set the adjournment time as 7:30 PM.

V. Approval of Meeting Minutes

MOTION: President Bishop moved to approved Board minutes of June 6th 2024 and an electronic vote. Christopher Brooks seconded. Motion approved, 5-0.

VI. President's Report

President Bishop noted that our current electronic newsletter vendor is going out of business. There are several upcoming events noted in the newsletter.

VII. Treasurer's Report

- Scam emails are on the rise, please be vigilant
- 100 delinquent accounts totaling $37,968
- 15 Accounts with Equity Experts
- The preferred payment method is recurring preauthorized ACH
- CD coming due $150,000
- Audit results from 2023 audit showed no findings

VIII. Manager's Report

ACS provides assistance to Board members and owners, please reach out if you need anything.

IX. Standing Committees

A. ARC – Lee Kemmet

Requests are coming in on time and with good detail. Several roof and fence replacements. For fences its important to know the property line.

B. Covenants – Earl Bishop

- Thanks to the covenants members, violation letters have been sent out
- 79 violation letters sent from the audit

C. Grounds – Wayne Bass

Any issues with common area trees please report and they will be added to the list and will be addressed when the vendor is on-site.

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

- Welcome committee actively welcoming new residents
- Need to find a new newsletter vendor as current vendor is shutting down at the end of the month
- Owner/resident email list cleanup ongoing

X. Members' Voice

Nick Martello

- Lighting circuit at Winterpock entrance is on all of the time, may need a vendor to repair.

Violet Martin

- Are there any plans to replace common area trees that are removed because of disease.
- Can we streamline request process so that residents can see the status of their request.
- Can trees that need removal be marked until they are removed to prevent multiple requests.

Aileen

- There are many low hanging limbs that need to be trimmed hanging over the walking paths.

Mr. Lewis

- There are a number of cars blocking cul-de-sacs and several parking violations throughout the neighborhood.

Mary Beth

- Common areas behind houses have a lot of leaves and branches

XI. Ad-Hoc Reports

Community Enhancement: Streets Signs

- Replaced 18 blue street signs with 2 remaining
- Painting on sign posts complete
- Added protectors to the bottom of sign posts
- Identified 7 stop signs, 1 do not enter, 1 yield sign that need replacement
- VDOT will not replace
- Mark Fink will volunteer to install hardware

Community Enhancement: Sidewalk/Paths Project

- Extend walking paths to 5 foot width
- Address slope issues

- Gazebo stone will be removed, the paths will be elevated and paved
- Recommendation to go with ProSeal as contactor
- There will be no parking along the sidewalk side of Royal Birkdale during the project, towing will be enforced at the owners expense.

XII. Old Business

MOTION: Mark Fink moved to purchase stop signs for $401.61. Betsy Martello seconded. Motion approved, 5-0.

XIII. New Business

MOTION: Betsy Martello moved to approved the results of the financial audit by Adams, Jenkins & Cheatham for 2023. Earl Bishop seconded. Motion approved, 5-0.

2024 Budget

- Birkdale has not had an increase in dues for 12 years
- Costs are rising for vendor related services
- New committees need resources (communications, social, decorations etc.)
- Increase of $4 per quarter recommended to $105/quarter

XIV. Executive Session

President Bishop recessed the regular meeting at 7:13 PM. He stated that the Board would enter Executive Session to discuss budget. Following the Executive Session, board action was anticipated.

President Bishop reconvened the regular meeting at 7:24 PM.

MOTION: Betsy Martello moved to resume collection activity per our policy. Ryan McCord seconded. Motion approved, 5-0.

MOTION: Betsy Martello moved to select new collection attorney Lafayette, Ayers & Whitlock. Ryan McCord seconded. Motion approved, 5-0.

MOTION: Betsy Martello moved to approved 2025 proposed budget. Motion approved, 5-0.

MOTION: Betsy Martello moved to approved increase dues to $105 / quarter. Ryan McCord seconded. Motion approved, 5-0.

MOTION: Earl Bishop moved to approve ProSeal as vendor for sidewalks project. Ryan McCord seconded. Motion approved, 5-0.

XV. Adjournment

The meeting was adjourned at 7:30 PM.