**BIRKDALE COMMUNITY ASSOCIATION**
**BOARD OF DIRECTORS MEETING**
February 6, 2025
Swift Creek Baptist Church
7511 Spring Run Rd., Midlothian, VA 23112

## I. Call to Order

President Earl Bishop called the meeting to order at 6:03 PM. Other Board Members present were Ryan McCord, Christopher Brooks, Mark Fink and Betsy Martell. 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 November 7th, and the electronic votes on January 10th. Betsy Martello seconded. Motion approved, 5-0.**

## VI. President's Report

- **2018 Gas Street Light Costs** – The annual budget for gas street lights included approximately $5,200 for gas and $8,600 for ongoing repairs.
- **2019 Transition to Solar Lighting** – Replacing the gas lights with 28 solar-powered units resulted in an estimated annual savings of ~$13,000.
- **Management Company Transition** – Switching to ACS West as the community's management company yielded an additional ~$13,000 in annual savings.
- **Impact on Assessments** – These strategic cost-saving efforts have helped keep HOA assessments at a minimum while maintaining service levels.

## VII. Treasurer's Report

- **80 Households Paid in Full** – As of this meeting, 80 families have paid their 2025 HOA assessments in full.
- **75 Partial Payments at $101** – A total of 75 households submitted only $101 instead of the required $105, resulting in minor underpayments to be addressed.
- **51 Delinquent First Quarter Payments** – 51 accounts remain delinquent for the first quarter.
- **11.1% Delinquency Rate** – Current delinquency rate stands at 11.1% based on total accounts.

- **9 Accounts Sent to Collections** – Nine accounts have reached the threshold for formal collection proceedings.
- **Total Delinquent Balance: $41,268** – The cumulative outstanding balance across all delinquent accounts is $41,268.
- **3 Accounts in Bankruptcy** – Three delinquent accounts are currently under bankruptcy protection and are being handled accordingly.
- **Reserve Investment Proposal** – Recommendation to invest $200,000 of reserve funds at a 4.25% return rate is under review.
- **Board Insurance Premium Increased** – Annual premium for Directors & Officers insurance has increased by $400, now totaling $655.
- **Payment Plan & VANTANA Transition:**
  - A preferred **payment plan for assessments** has been introduced with a transition to **VANTANA**.
  - **No action is required** for members currently enrolled in **automated payments**.

## VIII. Manager's Report

- **New VANTACA Member Portal Launch**: The new VANTACA member portal is live.
- **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

- **Cars not stopping at stop signs** – Noted frequent instances of vehicles rolling through or ignoring stop signs, particularly at key intersections. Concern raised for pedestrian safety.
- **Dirt bikes riding in the middle of the street** – Mentioned repeated sightings of unlicensed dirt bikes operating on residential roads, often at high speeds and without regard for traffic laws**.**
- **Electric scooters being used unsafely** – Observed scooters being ridden on sidewalks and streets by minors without helmets or proper supervision. Potential hazard to both riders and pedestrians.
- **Vehicles parking on the wrong side of the street** – Pointed out numerous cars parked facing the wrong direction, creating confusion and reducing visibility for drivers.

### B. Covenants – Earl Bishop

- **Spring Inspection Scheduled** – The board confirmed that the annual spring property inspection is upcoming. Residents are encouraged to ensure compliance with community standards in preparation.
- **Updated Violation Procedures** – New procedures are being implemented for documenting violations. This includes the requirement to attach photographic

evidence with all reported violations to ensure consistency and clarity in enforcement.

**C. Grounds – Wayne Bass**

- **Mulch Delivery Scheduled for March** – Fresh mulch will be distributed across common areas as part of the seasonal landscaping schedule.
- **Tree Trimming in Progress** – Tree maintenance and trimming are underway to address overgrowth and ensure safety around sidewalks and roadways.
- **Irrigation Bypass Valves Repaired** – Repairs have been completed on the irrigation system's bypass valves to restore full functionality ahead of the growing season.

**D. Decorations – Connie McGuinness**

- **Vendor Christmas Light Installation** – A vendor was contracted for professional installation of holiday lights at key community entrances.
  - **New LED Lights Purchased for Winterpock Entrance** – LED string lights were acquired to enhance the Winterpock entrance display. These lights offer a longer lifespan and will reduce future replacement needs.
  - **Spring Run Entrance Scheduled for Next Year** – Plans are in place to expand the holiday lighting display to include the Spring Run entrance next Christmas.
  - **Theft Incidents** – Two decorative deer were reported stolen from the Avalon entrance, along with a large candy cane display. The board will review potential deterrents or increased oversight during future holiday seasons.
  - **Volunteer Gazebo Decorations** – The community gazebos were decorated by volunteers this year. The board extends its thanks for the time and effort.
  - **Call for Volunteers** – Additional volunteers are needed for both the setup and takedown of holiday decorations at the gazebos in future seasons.

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

- **26 Resales in the Community** – A total of 26 homes changed ownership during the reporting period.
- **6 Volunteers Welcomed New Residents** – Committee volunteers personally visited new homeowners and renters to offer a warm welcome and provide community information.
- **2025 Gift Basket Assembled** – A refreshed welcome gift basket has been put together for new residents, to be used throughout the 2025 calendar year.
- **Email Database Cleanup** – Ongoing effort to update and maintain the accuracy of the community email list.
- **39 New Email Sign-Ups** – An additional 39 households have joined the community email distribution list, improving communication reach.

**F. Social Committee – Ann Haring and Heather Moore**

- Upcoming Easter Egg Hunt – The Social Committee is organizing the annual Easter Egg Hunt, with preparations underway. Event details and volunteer opportunities will be shared with the community shortly.

## X. Members' Voice

- **Rental Rate Inquiry** – Violet Martin raised a concern regarding the high rental concentration—approximately 25%—on a single street within the community. She requested that the Board research potential options for amending the community's declarations to establish a cap on the total number of rental properties allowed.

## XI. Old Business

- **Pool Report**
  - **Fact-Finding Update Presented** – Miriam provided the board with a summary of the Pool Committee's current findings related to the potential acquisition of the Birkdale Golf Club pool. (See attached report for full details.)
- **Repair and Refurbishment Entrance Signs -** The Board reviewed proposed solutions for repairing the community entrance signs:
  - **Option 1:** Refurbish existing stucco –Estimated cost: ~$3,000
  - **Option 2:** Cover existing stucco with custom metallic signage – Estimated cost: ~$12,000

**MOTION: Ryan McCord moved to approve refurbishing the existing stucco (option 1). Motion approved, 5-0.**

## XII. New Business

- ADA accessibility at Gazebos

**MOTION: Earl Bishop moved to purchase asphalt for improving sidewalks for ADA access, not to exceed $100. Motion approved, 5-0.**

- Revision of 2025 Calendar
  - August 7th Board meeting

**MOTION: Earl Bishop moved to adopt revision to 2025 Calendar. Motion approved, 5-0.**

## XIII. Adjournment

President Bishop recessed the regular meeting at 7:33 PM.