

**BIRKDALE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING**

May 1, 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 6:04 PM. Other Board Members present were Ryan McCord, Christopher Brooks 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 from February, electronic votes for accounting firm, and sign work. Betsy Martello seconded. Motion approved, 4-0.

VI. President's Report

- Thanks to everyone who is in attendance and those that have volunteered.
- Call for volunteers for committees.

VII. Treasurer's Report

- 27 members need to pay the additional \$4 from the dues increase.
- There are currently 162 delinquent accounts (24.6%).
- Vantaca portal transition has been a success
- Call to sign-up for Vantaca account for self service
- July reinvestment of CDs coming due
- Met with Mark Early to discuss law changes regarding delinquent balance of \$5,000 in assessments prior to foreclosure.
- **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.
- Members facing collection can request a board approved payment plan or extension.

IX. Standing Committees

A. ARC – Lee Kemmet

- **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.
- **Royal Birkdale Drive** – lots of parking congestion along both sides of road and parked cars facing wrong direction.

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

- Grounds will no longer come in behind homes in common area to remove debris.
- Four of six locations needing debris removed were found to have been debris added by homeowners.
- Common areas should be maintained by homeowners.
- Tree trimming will be assessed if branches are touching homes or if a tree is dangerous.
- Common areas are supposed to remain in a natural state.

D. Decorations – Connie McGuinness

- Flags and buntings are being put up for coming holidays.
- Volunteers are encouraged to help.

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

- 3 homes sold, 5 on the market.
- Welcome committee has been actively visiting new homeowners.
- Continuing work on email communications and newsletter engagement.

X. Members' Voice

- Concern regarding lack of volunteers, suggestion for paid professionals for covenants, grounds and ARC either via ACS West or third-party.
- Concern for road paving – recommended to contact VDOT.

XI. Old Business

- **Rental Units**
 - Research indicated bylaws could be changed, however the question is understanding the size of the problem. Need to identify total number of rental units.
- **Pool Report**
 - Investigating additional options there have been suggestions of land off of Winterpock as well as lots within the neighborhood
 - Received an LOI from Mike Hatch regarding purchase of the Golf Club's pool, will discuss in executive session.

XII. New Business

- Audit report is available upon request.

MOTION: Betsy Martello moved to accept Audit Report as presented. Earl Bishop seconded. Motion approved, 4-0.

MOTION: Earl Bishop moved to have Natalie proceed with soliciting bids from contractors regarding refurbishment efforts. Christopher Brooks seconded. Motion approved, 4-0.

MOTION: Earl Bishop moved to move forward with work for sealing the sidewalk, nominating Nick Martello to be the chairperson to lead the effort. Ryan McCord seconded. Motion approved, 4-0.

President Bishop recessed the regular meeting at 7:35 PM.

XIII. Executive Session

President Bishop recessed the regular meeting at 6:38 PM. He stated that the Board would enter Executive Session to discuss legal issues. Following the Executive Session, board action was anticipated.

President Bishop reconvened the regular meeting at 8:10 PM.

Adjournment

The meeting was adjourned at 8:11 PM.