

**BIRKDALE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING**

August 7, 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, Mark Fink, Christopher Brooks and Betsy Martello. 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 five sets of Board minutes. Betsy Martello seconded. Motion approved, 5-0.

July 9, 2025 – Approval to reinvest \$100,000 CD

July 15, 2025 – Called meeting

July 17, 2025 – Approval to reinvest \$80,000 of \$100,000 CD

July 29, 2025 – Approval of text of Pool Questionnaire

VI. President's Report

- The board continues to research options related to the pool
- Wayne is doing a great job keeping the community looking good
- There has been one house fire in the neighborhood recently with a quick response from the Fire Department.

VII. Treasurer's Report

- 105/quarter, or \$420/year
- Next quarterly payment of \$105 is due October 1, 2025.
- 33 owners have not paid their July 1st quarterly dues.
- 39 owners have outstanding balances less than \$50 and should have received notices/ invoices from ACS West, Inc.
- Thank you to owners who have brought their accounts current!
- Total delinquency is at over \$38,000

VIII. Manager's Report

- Members are encouraged to email with any questions regarding their accounts
- Pool questionnaire packet was successfully sent along with the annual mailing for the board.

IX. Standing Committees

A. ARC – Lee Kemmet

- Reminder to submit ARC requests before commencing projects

B. Covenants – Earl Bishop

- **Annual Inspection** – The annual inspection has been completed and the committee is reviewing future changes to the ARC.

C. Grounds – Wayne Bass

- Everything related to Natures Way is on track
- This is a slower time of year, until fall work picks up
- We are under budget for tree removals at this time

D. Decorations – Connie McGuinness

- Flags and buntings are being put up for Memorial Day holiday
- Any ideas for additional Christmas decorations, please submit recommendations
- 2 deer were stolen last year from the entrances

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

- Wire signs encouraging participation in the pool questionnaire to be placed around the neighborhood.
- Welcome committee has been actively visiting new homeowners. There have been nine homes visited to date,
- Proposal of centralized document management and communications system for board and chairs.

X. Members' Voice

A member requested that the board consider offering remote digital viewing options, such as Zoom or similar platforms, to allow homeowners to attend meetings virtually. The board asked for a proposal and volunteers interested in facilitation in the logistics.

XI. Old Business

• Pool Report

- Questionnaires have been mailed to members and members are encouraged to participate and share their thoughts.

• Proposal to refurbish the street poles in Avalon

- Awaiting proposal
- **Report of Recessed Executive Session July 15, 2025**
 - No action was taken

XII. New Business

- Proposed Nature's Way 2026 contract

MOTION: Earl Bishop moved to accept Nature's Way proposal. Ryan McCord seconded. Motion approved, 5-0.

- Proposed Alex Bloom contract for Christmas lights

MOTION: Earl Bishop moved to accept Alex Bloom contract for Christmas decorations. Ryan McCord seconded. Motion approved, 5-0.

- Pool Related items to include on Website
 - The Pool committee's report, legal opinions, and Frequently Asked Questions will be posted to BirkdaleOnline.com

MOTION: Betsy Martello moved to defer discussions regarding Earl Bishops study regarding the schedule and feasibility of pool to executive session. Mark Fink seconded. Motion approved, 5-0.

XIII. Executive Session

President Bishop recessed the regular meeting at 7:24 PM. He stated that the Board would enter Executive Session to discuss the budget. Following the Executive Session, board action was not anticipated.

President Bishop reconvened the regular meeting at 7:55PM.

Adjournment

The meeting was adjourned at 7:57 PM.