

**BIRKDALE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING**

September 4th, 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, Mark Fink, Christopher Brooks, Betsy Martello. Lee Ann King, Community Manager (ACS West, Inc.) was present as well.

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 the minutes from August 7th. Betsy Martello seconded. Motion approved, 5-0.

VI. President's Report

- The annual elections meeting will be held next month.
- There are four candidates for two open Board positions.

VII. Treasurer's Report

- Quarterly assessment remains \$105 per quarter (\$420 per year).
- Next quarterly payment is due October 1, 2025.
- 33 owners have not paid their July 1st dues.
- 39 owners have balances under \$50 and should have received ACS West notices.
- Appreciation expressed to those who have brought accounts current.
- The Assessment Collection Policy is available on www.birkdaleonline.com under Homeowners Association → Documents → Board Regulations.
- Delinquent accounts are subject to late fees, legal costs, and loss of voting privileges.

VIII. Manager's Report

- Members are encouraged to email with any questions regarding their accounts

IX. Standing Committees

A. ARC – Lee Kemmet

- Reminded residents to submit requests before beginning work.
- Emphasized the need for accurate plot plans when submitting fence applications.

B. Covenants – Earl Bishop

- Still behind on corrections from annual inspections.
- Committee will review ARC processes and recommend updates.

C. Grounds – Wayne Bass

- Gazebos will be stained/painted in the coming weeks.
- Common areas to be aerated and over-seeded.
- Tree removal projects scheduled for the next few months.

D. Decorations – Connie McGuinness

- Next holiday is Veterans Day; volunteers will install decorations.

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

- Proposed new event: Meet the Board Candidates at the library for community Q&A.

F. Social Committee – Ann Haring and Heather Moore

- Planning underway for the Fall Festival (featuring petting zoo, musicians, food truck, and inflatable activities).

X. Members' Voice

- A member suggested postponing budget decisions pending pool information.
- A member recommended raising annual dues to approximately \$650 to align with local neighboring HOAs and to adjust for inflation.
- Several members requested that governing documents be reviewed and updated.
- A member encouraged offering Zoom access for future board meetings.

XI. Old Business

• **Pool Interest Questionnaire Results**

- 215 “Yes” / 200 “No” / 242 “No Response”

XII. New Business

- **Fall Festival Contracts**

MOTION: To approve Fall Festival invoices for Jumping Bunny and Slideways Bistro. Seconded by Earl Bishop. Motion passed unanimously.

- **Budget Discussion and Pool Committee Report**

- The Board will postpone the budget until the next meeting with the new directors' present.
- The Board discussed the status of the Pool Committee and next steps for the project.

MOTION: To authorize the Pool Committee to obtain bids for a feasibility study and update the current pool report with current data. The Board will define parameters within 30 days; the committee will have 60 days to return its findings. Motion approved unanimously.

XIII. Adjournment

- The meeting was adjourned at 8:05 PM.