

**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](http://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.