

**BIRKDALE COMMUNITY ASSOCIATION
MINUTES OF BOARD OF DIRECTORS MEETING
JANUARY 8, 2026, SWIFT CREEK BAPTIST CHURCH @ 7pm**

1. Call to Order

President Betsy Martello called the meeting to order at 7:03 PM.

2. Roll Call and Quorum Certification

Board members attending were Betsy Martello, Heather Moore, Pete Pesetski, Christopher Brooks and Ryan McCord. A quorum was present.

Approval Motions

1. **MOTION:** To approve all Board minutes, including minutes from electronic meetings.

(9/4/25 and 11/6/25 and Special Board of Directors Meetings: 10/23/25.
11/20/25 and 12/4/25)

Moved by: Christopher Brooks

Seconded by: Ryan McCord

Result: Motion carried unanimously.

- MOTION:** To acknowledge receipt of the 2024 Audit.

Moved by: Pete Pesetski

Seconded by: Christopher Brooks

Result: Motion carried unanimously.

- MOTION:** To approve committee charter policies for the Social, Grounds, Ad Hoc, and Communications Committees.

Moved by: Heather Moore

Seconded by: Christopher Brooks

Result: Motion carried unanimously.

MOTION: To approve the Ad Hoc Governing Documents Committee Charter.
Moved by: Christopher Brooks
Seconded by: Pete Pesetski
Result: Motion carried unanimously.

Financial Motions

MOTION: To reinvest \$80,000 in reserve funds plus approximately \$2,000 in accrued interest at First Citizens Bank for 52 weeks at 3.20%.
Moved by: Pete Pesetski
Seconded by: Ryan McCord
Result: Motion carried unanimously.

MOTION: To approve the purchase of four street lights in the amount of \$1,877.69 from Lighting Solutions, funded from Reserve Funds.
Moved by: Ryan McCord
Seconded by: Christopher Brooks
Result: Motion carried unanimously.

MOTION: To proceed with welding repairs from Prescott Welding in the amount of \$1,400 to street sign light poles
Moved by: Pete Pesetski
Seconded by: Christopher Brooks
Result: Motion carried unanimously.

Resolutions

RESOLUTION: Approved Resolution 2026-001 “Delegation of Grounds Expenditure Responsibilities”, authorizing Pete Pesetski, Treasurer, or Betsy Martello, President, to approve landscape-related expenditures, not to exceed \$5,000 per invoice.
Result: Approved.
Abstentions: Betsy Martello and Pete Pesetski.

Committee Appointments

MOTION: To appoint Andy Grubbs and Delphine Wright to the Grounds Committee.

Moved by: Pete Pesetski

Seconded by: Ryan McCord

Result: Motion carried unanimously.

MOTION: To appoint Lisa Lowman to the Decorations Committee.

Moved by: Ryan McCord

Seconded by: Christopher Brooks

Result: Motion carried unanimously.

MOTION: To approve members of the Ad Hoc Governing Documents Committee, with Earl Bishop and Keith Witt serving as Co-Chairs.

Moved by: Christopher Brooks

Seconded by: Ryan McCord

Result: Motion carried unanimously.

Executive Session

The Board entered Executive Session at 8:18pm to discuss a Communications Manager contract, legal services for the Governing Documents Committee, and legal issues involving contracts, collections, policies, and governing documents.

8:52pm Regular session resumed

MOTION: Employment of Cassie Craze to review the VA policies per Woods Rogers documentation.

Moved by: Ryan McCord

Seconded by: Christopher Brooks

Result: Motion carried unanimously.

MOTION: Request Chadwick Washington to approve new complaint form

Moved by: Ryan McCord

Seconded by: Christopher Brooks
Result: Motion carried unanimously.

MOTION: Approval of contract for Birkdale Communications Manager
Moved by: Ryan McCord
Seconded by: Pete Pesetski
Abstentions: Christopher Brooks
Result: Motion carried 4/0

MOTION: Direction for Governing Documents Committee to provide specific questions for legal counsel to be reviewed by the board prior to submission.
Moved by: Ryan McCord
Seconded by: Christopher Brooks
Result: Motion carried unanimously.

8:55pm Adjournment