

**BIRKDALE COMMUNITY ASSOCIATION
MINUTES OF BOARD OF DIRECTORS
SPECIAL MEETING
DECEMBER 4, 2025, SPRING RUN ELEMENTARY SCHOOL**

1. Call to Order

President Betsy Martello called the meeting to order at 6:35 PM.

2. Roll Call and Quorum Certification

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

3. President's Announcements

President Martello stated that the purposes of this Special Meeting of the Board of Directors are to discuss reinvestment of Reserve Funds and to review Board Standing and Ad Hoc Committees.

In the absence of the Board Secretary, Earl Bishop served as Secretary Pro Tem.

President Martello addressed current issues:

- A printing error in the 2026 Coupon books occurred; new coupon books will be distributed.
- A reserve study update has been requested to reflect changes in the account since the last full study in 2023. No completion date has been provided.
- Electrical work is scheduled for both entrances within the next week. The age and condition of these facilities will be studied.
- The next Board meeting, a regularly scheduled meeting, will be January 8, 2026, at Swift Creek Baptist Church.

4. Reinvestment of Reserve Funds

MOTION: Treasurer Pete Pesetski moved that the Board approve reinvesting Reserve Fund Certificate of Deposit, CDARS #9053, for \$102,135.55 plus interest, maturing 12/18/25, for 52 weeks at 3.20%, or 3.25% APY. Ryan McCord seconded. Motion carried, 3/0.

5. Discussion Regarding Standing and Ad Hoc Committees

President Martello stated that a second purpose for the Special Board Meeting was to review both standing and ad hoc committees with the objective of creating Charters that clearly identify the authority under Birkdale's Governing Documents, the purpose of each committee, membership, term, and responsibilities. Three committees, ARC, Covenants, and Communication have operated under Charters approved on May 12, 2015. These Committee Charters need to be reviewed and updated.

ACS West will move SmartWebs files for ARC and Covenants to Vantaca during the conversion.

President Martello introduced committee chairs who attended the meeting. They briefly discussed their committee functions and plans.

Covenants Committee

Mark Fink, Covenants Committee Chair, discussed the complaint violation process which has many steps and can end in a hearing or imposing fines. The Covenants Committee is fully composed of five members.

ARC Committee

Chair Lee Kennett, who has served on the ARC Committee for several years, discussed the continuing problem of documentation on ARC requests: a lack of plot plans for exterior construction and missing details for projects. He has requested that the Board approve additional members of the ARC.

MOTION: Pete Pesetski moved to appoint Bayard Taylor and Jerry Oliver as members of the ARC. Ryan McCord seconded. Motion carried, 3/0.

Grounds Committee

Pres. Martello discussed the status of the Grounds Committee due to the impending resignation of Wayne Bass. A Grounds Committee Charter should be developed.

6. Discussion Regarding Ad Hoc Committees

Ad Hoc Governing Documents Review Committee

President Martello introduced the need for an Ad Hoc Committee to review and make recommendations to update governing documents. This committee will serve in addition to the legal review related to the pool study. President Martello suggested five volunteers to serve as members of the Ad Hoc Governing Documents Review Committee. Ryan McCord will serve as Board Liaison.

MOTION: Pete Pesetski moved to appoint Earl Bishop, Keith Witt, Frank Anders, Bayard Taylor, and Merritt Ranstead to the Ad Hoc Governing Documents Review Committee. Ryan McCord seconded. Motion passed, 3/0.

7. Member Voice

Two owners stated their questions were answered during the meeting.

8. Committee Sessions

At 7:00 PM, President Martello suggested that the Committee Members begin to review or develop charters during this work session.

9. Adjournment

The meeting was adjourned at 8:00 PM.