

**BIRKDALE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING**

February 6, 2020

Birkdale Golf Club, 8511 Royal Birkdale Drive, Chesterfield, VA 23832

I. Call to Order

President Earl Bishop called the meeting to order at 6:00 PM. Present were President Earl Bishop, Members-at-Large Wayne Bass and Lee Kemmet, Secretary/Treasurer Betsy Martello, and Lee Ann King, Manager for Birkdale from ACS West, Inc. Vice-President Doug Craig was absent.

II. Roll Call and Quorum Certification

Secretary Martello called the roll and certified that a quorum was present.

III. Approval of Agenda

MOTION: Wayne Bass moved to approve the agenda. Lee Kemmet seconded. Motion passed, 4-0.

IV. Set Adjournment Time

President Bishop established 7:30 PM as the anticipated ending time for the board meeting. President Bishop stated that the Board would be having an Executive Session for the purpose of discussing legal items. He anticipated Board action following the Executive Session.

V. Approval of Previous Meeting Minutes

MOTION: Wayne Bass moved the approval of minutes from the regular Birkdale Board of Directors' meeting of November 19, 2019, and the electronic/telephonic vote of November 21, 2019. President Bishop seconded. The motion was approved 4-0.

VI. Member Voice

- John Diaz, Houghton Street, queried the Board regarding his account. President Bishop advised Mr. Diaz that since his account had been transferred to Equity Experts, he must deal with the collection agency. Board members and ACS West, Inc. must refer his questions to Equity Experts.
- A Mission Hills resident complained that residents were parking 2 cars on the lawn on Stonecreek Club Place. She questions whether such parking was permitted by Birkdale's covenants. President Bishop suggested that she complete the online complaint form. The Covenants committee will investigate the issue.
- Nick Martello asked if there is any remedy for an owner who does not remove leaves from his yard; he blows them into his neighbor's property. President Bishop responded that this scenario would not be a violation.

VII. Reports

a. President

President Bishop stated that there has been substantial activity in Birkdale.

YARD SALE --The May date for the semi-annual yard sale will be on Saturday, May 9th instead of the first Saturday of that month. A Goodwill truck located at Spring Run

Elementary School will be available for residents to drop off their unsold items/donations.

SOLAR STREET LIGHTS – President Bishop stated that the replacement of gas streetlamps with solar lights has been completed. Some problems are being resolved with the cooperation of the supplier. Some lights are inconsistent with their performance perhaps due to tree shading and rain/weather conditions that limit the recharging of solar batteries.

b. Treasurer

Treasurer Martello reported that Equity Experts, BCA's collection agency, is handling 21 accounts including bankruptcies, foreclosures, garnishments, judgments and liens. ACS West, Inc., is handling 40 other accounts that are delinquent one quarter or have shortages. Second notices will be sent per the BCA Collections Policy. Birkdale's total delinquency is \$31,666.

Mrs. Martello stated that she and Vice-President Craig compared names as listed as Birkdale owners on Chesterfield County's records with records of owners as listed by ACS West. She noted that names sometimes change on county records and our management company is not necessarily notified. Changes may occur due to divorces, deaths, marriages, and trusts as well as spelling errors. 29 accounts have different billing addresses from the residences which may indicate rental units.

c. Management

Lee Ann King encouraged residents to contact her via phone, email, ACS West's website. She will respond promptly.

Ms. King presented copies of the 2018 audit to the Board.

d. ARC

ARC Chairman Lee Kemmet stated that ARC applications must include the signatures of adjacent neighbors. Their signatures indicate they are aware of the proposed project but do not necessarily indicate their approval.

e. Covenants Committee

President Bishop stated that he continues to chair the Covenants Committee. He thanked several residents who serve on this important committee. When a complaint is received, the issue is sent to the committee members for review. If there is agreement that there is a violation, a letter is issued to the homeowner to correct the violation. One recent violation regarding the location of a satellite dish is being corrected.

In May and June, the Covenants Committee will undertake the Annual Inspection. Following Birkdale's Architectural Standards and Guidelines, the committee will visually inspect each home. Some common issues include mailbox/post deterioration, missing shutters, plants in gutters, etc.

f. Grounds Committee

- Chairman Wayne Bass stated that the BCA landscape maintenance contract has been changed to Nature's Way, a local company. He has negotiated a reduction of \$1800 on James River December 2019 invoice since work was not completed as specified.

- He stated that tree trimming may require additional funding this year.
 - Landscape work this year will include an emphasis on all entrances including Royal Birkdale Parkway. The attractive appearance of all entrances is important for the entire community.
 - Some maintenance and painting are planned for the Royal Birkdale gazebo.
 - Mr. Bass indicated that 2020 may be a difficult year because of the Winterpock widening project. VDOT is accepting bids for the project anticipated to start on July 1, 2020.
 - Mr. Bass stated that no temporary traffic light will be located at the Spring Run entrance during the Winterpock widening project.
 - Residents should be aware of the reconfiguring of the Spring Run Road and Route 360 intersection. There may be an overlap of this project with the Winterpock widening.
 - Mr. Bass stated that all roads in Birkdale are maintained by VDOT, not Chesterfield County. Some areas were repaved last year; however, Royal Birkdale Drive is deteriorating and needs prompt attention by VDOT.
- a. **Lake Committee** – No report.
 - b. **Social Committee** – No report.
 - c. **Communications**
President Bishop stated that in the past several months, he has been maintaining the changeable signs at the entrances to Birkdale. He asked for a Birkdale resident to volunteer for this task.

VIII. Old Business

- a. Recommendation for changes to ARC Architectural Standards and Guidelines

President Bishop stated that there has been an ongoing review for several months of Birkdale's Architectural Standards and Guidelines. The proposed changes have been available on Birkdale's official website, www.birkdaleonline, for several weeks.

Changes include typographical errors and clarifying issues including 3-season porch additions, solar collectors, trash cans and recycling, parking regulations that conform to Chesterfield County's regulations, and the inclusion of the application process and forms required for an ARC proposal.

MOTION: President Bishop moved to approve the changes to Birkdale's Architectural Standards and Guidelines to be effective April 1, 2020. Wayne Bass seconded. Motion passed, 4-0.

IX. New Business

a. Approval of 2020 Calendar

President Bishop presented copies of the 2020 calendar of events for Birkdale.

MOTION: President Bishop moved to accept the proposed calendar. Wayne Bass seconded. Motion carried, 4-0.

b. Reserve Study Update

President Bishop stated that Birkdale's Reserve Study, completed in 2019, should be updated to reflect the capital projects completed in 2019.

MOTION: President Bishop moved to expend up to \$1000 to update the 2019 Reserve Study. Wayne Bass seconded. Motion passed, 4-0.

X. Executive Session

At 7:08 PM President Bishop announced that the Board would recess the regular meeting for Executive Session to discuss legal issues. Action is anticipated following Executive Session.

Reconvened Meeting

President Bishop reconvened the meeting at 7:30 PM.

MOTION: Betsy Martello moved to approve the authorization for Equity Experts to proceed with foreclosure action on accounts #14625 and 14626; and authorization of liens on accounts 15460, 15462, and 15463. Wayne Bass seconded. Motion passed, 4-0.

XI. Adjournment

The meeting was adjourned at 7:35 PM.