

**BIRKDALE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING**

August 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 5:04 PM. Present were President Bishop, Vice-President Doug Craig, Members-at-Large Wayne Bass and Lee Kemmet, Secretary/Treasurer Betsy Martello, and Lee Ann King, Manager for Birkdale from ACS West, Inc.

II. Roll Call and Quorum Certification

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

III. Approval of Agenda

President Bishop requested that three items be added to the agenda.

- **Minutes**
Electronic/Telephonic Vote of March 19, 2020
- **New Business**
Yard Sale
Authorization of Liens

IV. Set Adjournment Time

President Bishop established 7:00 PM as the anticipated ending time for the board meeting.

V. Approval of Previous Meeting Minutes

MOTION: President Bishop moved the approval of minutes from the regular Birkdale Board of Directors' meeting of February 6, 2020. Wayne Bass seconded. Motion passed, 5-0.

President Bishop stated that since the BCA was unable to meet in May, the Board was able to maintain the operations of the organization by using electronic/telephonic voting. When this method is employed, all motions must be unanimously approved.

MOTION: President Bishop moved to approve the minutes of three telephonic/electronic votes. Wayne Bass seconded. Motion passed, 5-0.

- a. Telephonic/electronic vote on **March 19, 2020** regarding 2 new light poles and solar lamps for a cost of \$4,659.60 from Capital Reserves.
- b. Telephonic/electronic votes on **April 15, 2020** regarding
 - Covid -19 Statement
 - Authorization for Equity Experts to file liens on accounts 8365, 11023, 14625, 13757, and 14737
 - Cashing out 2 Certificates of Deposit maturing on 4-27-2020 and depositing into BCA's Mutual of Omaha Reserve Money Market account
 - Little Library repairs, and construction of additional room for children's books

- c. Telephonic/electronic vote on **June 22,2020** regarding acceptance of three recommendations from ACS West, Inc.
 - Move \$30,000 from the Operating Income Account to Reserve Account
 - Restructure Financial Accounts to utilize an Insured Cash Sweep (ICS)
 - Delegate Charles Small, Co-Owner of ACS West, Inc., as authorized agent of BCA to execute the ICS

VI. Member Voice

- **DOGS** Diane Bates stated that there is a problem with dogs urinating on her lawn which is severely damaging her yard.
- **GRADUATES' PARADE** Heather Moore thanked the Board and those responsible for the 2020 Graduation Parade.
- **POOL** Heather Moore presented a brief proposal to include a Birkdale Pool Membership as part of the annual assessment of the BCA.

President Bishop suggested that this conversation be explored by the new Board of Directors since there will be three new board members following the Annual Meeting in October. He requested that if a survey is developed, it should be reviewed first by the Board.

- **CURB PAINTING** A resident inquired about who is responsible for painting curbs at the entrances. They need attention and that their lack of maintenance does not reflect positively on our well-maintained community. Grounds Committee Chairman Wayne Bass responded that this issue is under his prevue and is on his list.

VI. Reports

a. President

President Bishop expressed his appreciation to the Board for continuing to operate during the unusual Covid-19 period.

He announced that beginning August 10, 2020 there is a VDOT construction of a modular round-about installation beginning at Bailey Bridge Road/Springford Parkway and Spring Run Road. This installation will improve safety and operation in the area.

He stated that the VDOT project at the Winterpock entrance is moving forward slowly.

The installation of solar lights at the Royal Birkdale Drive/Royal Birkdale Parkway and the original gazebo is complete.

An updated Reserve Study was completed that reflects recent capital improvements.

b. Treasurer

Treasurer Martello reported that Equity Experts, BCA's collection agency, is handling 19 accounts including bankruptcies, foreclosures, garnishments, judgments, and liens. Equity Experts has collected \$42,930.62 for the BCA. All fees are paid by the delinquent owners. ACS West, Inc., is handling 58 other accounts that are delinquent one quarter or have shortages. Second notices will be sent per the BCA Collections Policy. Total delinquency is over \$31,000.

Mrs. Martello stated that under New Business, she would be requesting the Board to approve liens on 5 properties.

On a positive note, Treasurer Martello notified 2 owners who were significantly over-paid on their accounts. She expressed her appreciation to Lee Ann West, Birkdale's Community Manager, for her diligent efforts to clear up accounts.

Regarding holiday decorations, Mrs. Martello stated that there has been some interest by another Birkdale resident to coordinate this project.

c. Management

No report.

d. ARC

ARC Chairman Lee Kemmet stated that ARC applications for yard fences must include a gate access at the rear of the property if it borders the golf course.

Mr. Kemmet stated that approval was given for the residence being constructed on Royal Birkdale Drive.

e. Covenants Committee

President Bishop stated that he continues to chair the Covenants Committee. He thanked residents who assisted with the annual inspection project. He stated that the committee cited 138 owners. The violations were separated into 2 categories: "severe" and "needs attention." 51 violation letters were issued while 88 "needs attention" reminders were sent.

President Bishop stated that common issues included leaves/trees in gutters and deteriorating driveways. Since the Avalon section is now 20 years old, many owners are replacing roofs.

If a situation is reported, Mr. Bishop involves other members of the committee to determine if a violation is present prior to citing the owner.

f. Grounds Committee

Chairman Wayne Bass stated that approximately \$237,000 is spent each year on Birkdale's common property. There may be some dead trees/bushes that are not removed until fall. Some replacements occur under warranty.

He said that irrigation and lights are the biggest issues since parts of these systems are 20-30 years old. Irrigation in Avalon has 31 zones; 29 zones are at Winterpock. Birkdale's contract calls for start-up and wind-down operations.

There are fallen trees and branches throughout the community which will be shredded by a contractor.

g. Lake Committee

President Bishop stated that the committee chair has recently resigned. The position is open.

h. Social Committee – No report.

i. Communications

Communications Chairperson Cynthia Steiner provided suggestions for developing a pool survey.

VIII. Old Business - None

IX. New Business

a. Update 2020 calendar

President Bishop stated that several 2020 calendar updates will follow.

b. Establish date for Budget 2021 meeting

The Budget Meeting will be on Thursday, September 10, 2020, 3 PM at the Birkdale Golf Club.

c. 2019 Audit

Birkdale's 2019 audit has been completed. Copies were provided to Board Members.

d. Fall Festival

President Bishop stated that after reviewing current guidelines for social distancing and gatherings, the activities usually included in the Fall Festival, and the attendance, he proposed cancellation of the 2020 Fall Festival.

MOTION: President Bishop moved to cancel Birkdale's 2020 Fall Festival. Lee Kemmet seconded. Motion passed, 5-0.

e. Vandalism

President Bishop stated that vandalism has been a costly problem in Birkdale including graffiti painted on the Royal Birkdale Drive/Royal Birkdale Parkway changeable letter sign; removal of letters from Avalon sign, removal/theft of brass irrigation valve, stolen holiday decorations, and egging. He has conferred with Chesterfield County Police.

Suggestions for possible solutions include re-activating Birkdale's Neighborhood Watch, monitor entrances with solar camera, and requesting homeowners' assistance to "See Something, Say Something." Nextdoor Birkdale has helped alert residents to incidents.

f. Little Library proposal

Violet Martin proposed a colorful blue/green paint scheme for both Children's Little Library boxes at the gazebos.

MOTION: President Bishop moved to approve the colorful blue/green color scheme for the Children's Little Libraries. Betsy Martello seconded. Motion passed, 5-0.

Candis Ingram, Violet Martin and volunteers have been coordinating the libraries. Books are routinely organized and culled. Some residents have been putting plastic bins for puzzles, paper boxes and bags at the gazebos. President Bishop urged that organizers establish guidelines for the libraries.

g. Birkdale Semi-Annual Yard Sale

President Bishop stated that he had reviewed current guidelines for social distancing and gatherings. The semi-annual Birkdale yard sale meets those requirements. He will continue to pursue having a Goodwill truck nearby for residents to donate their unsold items.

MOTION: President Bishop moved to proceed with the Birkdale Yard Sale, October 3, 2020, 8-noon. Lee Kemmet seconded. Motion passed, 5-0.

h. Liens

Equity Experts, Birkdale's Collection Agency, has requested that the BCA Board approve the filing of liens against 5 delinquent accounts.

MOTION: Treasurer Martello moved to approve the filing of liens against five accounts: 16111, 16112, 161120, 16360, and 16359. President Bishop seconded. Motion passed, 5-0.

X. Adjournment

The meeting was adjourned at 6:21 PM.