

2019 CHARTER FOR THE BURKE CENTRE PICKLEBALL ASSOCIATION

I. GENERAL

In support of and to promote the fundamental goals, practices and principles of The Burke Centre Pickleball Association (BCPA), a not for profit organization, Burke Centre Conservancy recognizes BCPA as a special interest organization. As a special interest group, the BCPA can provide a viable and valuable input to the staff, Board of Trustees, and the community, when and where required. This charter agreement defines the responsibilities of BCPA and the Conservancy.

II SPECIFIC RESPONSIBILITIES

A. The BCPA will:

1. Adhere to the established Burke Centre Conservancy chartered organization policy precepts as attached;
2. Promote Pickleball within the community by recommending activities, rules and regulations;
3. Provide community service by volunteering for a minimum of 40 hours with additional hours added based on 2 hours for each facility use at the Burke Centre Festival. Volunteer assignments during the festival will be made by the Festival Volunteer Coordinator; community service contributions suggested in lieu of the participation in the Festival must be approved by the Board of Trustees, or it's agent, prior to April 1st of each year;
4. Provide a Certificate of Liability Insurance listing "Burke Centre Conservancy" as additional insured in an amount of not less than \$1,000,000;
5. Provide a weekly record of court use and follow all pickleball / tennis court rules;
6. Provide an updated member roster at the beginning of each Pickleball season;
7. Assume all responsibility for collecting dues/fees and maintaining the organization's finances;
8. Pay a fee of \$30 each time community center keys are not returned to the Conservancy office within 48 hours following each usage, or in the event after hours staff assistance is required in obtaining keys. Any assessed fees must be paid prior to the next scheduled facility use;
9. Maintain the integrity and cleanliness of Burke Centre Pickleball courts, community buildings, grounds, or any other facilities to the highest degree possible as outlined in the rental/use agreement, and report any problems found at a Conservancy facility or open space to the staff immediately.

B. In return for the community services provided by the BCPA, the Board of Trustees agrees that the Burke Centre Conservancy will:

1. Provide BCPA use of the Burke Centre community centers for general meetings during non-prime time rental periods (Monday through Friday) no more than once a month. Additional requests (Monday through Friday) will be subject to space availability, all requests for space must be made by the designated point of contact. Reservations for Saturday, Sunday, or for special events will be made at the discretion of the Conservancy Community Services - Activities Department Staff and subject to the current rental rates/fees charged to residents. Applicable charges will include sanitation and security fees;

2. Provide use of designated Pickleball court facilities as scheduled through the Burke Centre Conservancy with two weeks' notice. With the exception of tournament play, at no time shall all courts at a site be used by the BCPA without prior approval from the Burke Conservancy Executive Director. Actual usage will be coordinated in advance with the Conservancy's staff and approved by the Board of Trustees;
3. Publish BCPA information and articles in the Conservator as space permits;
4. Link to Burke Centre web site, and as space permits, use the BC Buzz as an informational tool.

III. MEMBERSHIP & MEETINGS

The BCPA will be composed 50% of owners or non-owner residents (i.e., renters) of property in Burke Centre. All scheduled meetings will be open to Conservancy members and residents interested in Pickleball. BCPA will designate A Point of Contact to conduct business with the Burke Centre Conservancy. The Point of Contact must be a Burke Centre resident or owner, in good standing, and will assume responsibility for all Burke Centre facilities used and any keys checked out.

IV. REPORTS

The BCPA will submit an Annual Report to the Board of Trustees each year, 15 days prior to the charter expiration date. The report will include:

- Designated contact names, addresses, emails and phone numbers;
- List of active association members names, addresses and phone numbers
- Weekly record of court use throughout the Pickleball season;
- The service contribution provided to the community
- Annual community center usage request dates for the upcoming year

V. CHARTER REVIEW

The Charter will be subject to annual review by the Board of Trustees. The Agreement may be nullified by action of the Board of Trustees at any meeting if the above responsibilities applicable to BCPA have not been met.

VI. AMENDMENT

The BCPA may recommend amendments to this charter to the Board of Trustees. The Board of Trustees may amend this charter by a majority vote.



 Burke Centre Conservancy, Board of Trustees



 Date Approved



 President, Burke Centre Pickleball Association



 Date Approved



 Point of Contact, Burke Centre Pickleball Association



 Date Approved

BURKE CENTRE SEAL

 Charter Expiration Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/20/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME:	
Gagliardi Insurance Services, Inc 1315 Walnut St, Suite 1101		PHONE (A/C, No, Ext): 408-414-8100	FAX (A/C, No): 408-414-8199
Philadelphia PA 19107		E-MAIL ADDRESS: sales@gsportsinsurance.com	
INSURED		INSURER(S) AFFORDING COVERAGE	
Burke Center Pickleball Association 10014 Downeys Wood CT		INSURER A: Lexington Insurance Company	
Burke VA 22015		NAIC # 19437	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		GSAL2019080001	02/20/2019	02/20/2020	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						
	<input type="checkbox"/> OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> EXCESS LIAB						
	<input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A				E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate holder is included as an additional insured, but only with respect to the liability arising out of the negligence of the named insured. All policy terms and conditions apply.

CERTIFICATE HOLDER**CANCELLATION**

Burke Centre Conservancy 6060 Burke Centre Parkway Burke VA 22015	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> 
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Burke Centre Pickleball Association

December 16, 2018

Burke Centre Board of Trustees

6060 Burke Centre Parkway

Burke, Virginia 22015

Dear Burke Centre Board of Trustees:

In the Summer of 2017 the Burke Centre Board of Trustees granted the Burke Centre Pickleball Association (BCPA) a trial period of one year to test how Pickleball would be accepted by the homeowners. At the time there were approximately 15 players and today we have over 40 players that have committed to joining the newly formed BCPA. The first BCPA board meeting was held on December 13, 2018 at the Oaks Community Centre. A BCPA Board of Directors were elected and are as follows:

President: Gary Hill
10014 Downeys Wood CT
Burke, Va. 22015

Secretary: Wayne Chiles
6143 Windward Dr
Burke, Va. 22015

Treasurer: Mary Abney
6028 Burnside Landing Drive
Burke, Va. 22015

Registrar: Fred Rothe
5002 Prince Caspian Lane
Burke, Va. 22015

Webmaster: Jon Weber
6152 Lucas Pond Ct
Burke, Va. 22015

It is with great pleasure that we are requesting our Chartership with the Burke Centre Conservancy.

**Sincerely,
Gary Hill
President, BCPA**

Attachment: List of members

Nancy Sherman

From: Gary Hill <garydhill@gmail.com>
Sent: Thursday, December 13, 2018 10:18 PM
To: Nancy Sherman
Cc: Patrick Gloyd
Subject: RE: Pickleball Charter
Attachments: BCPA 2018 Charter DRAFT.docx

Thank you, Nancy. We had our meeting last night and elected a Board. I will be the President of the Burke Centre Pickleball Association. We have also elected a Secretary, Treasurer, Registrar and Webmaster.

Now on to getting our Charter Approved....The Charter document is attached.

Facility Usage – We were keeping track of Facility usage during the trial period but then stopped around June. I will start that again. I assume you would want the number of people playing each day/night?

Roster – We have a roster which I can provide but it does not have addresses. I will work on getting the addresses. It does have an indicator whether they are BC residents. Would that suffice until I can get all the addresses?

R,
Gary

Gary D Hill
garydhill@gmail.com

From: Nancy Sherman <nancys@burkecentre.org>
Sent: Tuesday, December 11, 2018 10:46 AM
To: garydhill@gmail.com
Cc: Patrick Gloyd <patrick@burkecentre.org>
Subject: RE: Pickleball Charter

Gary: Your paperwork for the charter: written request to become a charter, your facility usage, roster, and intent to get insurance should be prepared and submitted to the Board. The board can grant approval pending receipt of the insurance.

Nancy Sherman
Burke Centre Conservancy
703-978-2928
nancys@burkecentre.org
www.burkecentre.com

BCPA MEMO

TO: BURKE CENTER – BOARD OF TRUSTEES

FROM: GARY HILL

SUBJECT: FACILITIES USAGE REQUEST

DATE: DECEMBER 16, 2018

CC: WAYNE CHILES, MARY ABNEY, FRED ROTHE, JON WEBER

The BCPA request the following days/times. We are asking for a waiver on Saturday's for reserving all four courts at the Landings. We know that we will be able to fill six courts with people waiting to play during good weather days.

Monday 5:30p – 9:00p - (Landings and Wood Courts 1&2)

Wednesday 5:30p – 9:00p - (Landings and Wood Courts 1&2)

Friday 10:00a – 1:00p - (Landings Courts 1&2)

Saturday 9:00a – 1:00p - (Landings Courts 1-4 and Wood Courts 1&2)

Sunday 1:00p – 4:00p – (Woods Courts 1&2)

Burke Centre Pickleball Association - Roster

The following members have committed to joining the BCPA.

First Name	Last Name	E-mail Address	Address	City	State	Zip	BC Resident Form	
Mary	Abney	jnmk1998@verizon.net	6028 Burnside Landing Drive	Burke	VA	22015	Yes	✓
Kevin	Abney	jnmk1998@verizon.net	6028 Burnside Landing Drive	Burke	VA	22015	Yes	✓
Traci	Allan	traci.m.allan@gmail.com	5957 Hall Street	Springfield	VA	22152	Yes BC Property Owner	✓
Larry	Bartolf	larrybartolf@gmail.com	10310 Rein Commons Ct	Burke	Va	22015	Yes	✓
Jacki	Berkowitz	jdberko27@gmail.com	8527 Etta Drive	Springfield	VA	22152	No	
David	Berkowitz	berko@cox.net	8527 Etta Dr	Springfield	Va	22152	No	
Peggy	Blanchard	peggy.blanchard0@gmail.com	5900 Burnside Landing Dr	Burke	VA	22015	Yes	✓
Bobbie	Breitreutz	breitbo@gmail.com	6101 Windward Dr	Burke	VA	22015	Yes	✓
Ann	Chiles	hallepainya@msn.com	6143 Windward Dr	Burke	VA	22015	Yes	✓
Wayne	Chiles	gpanmkv@hotmail.com	6143 Windward Dr	Burke	VA	22015	Yes	✓
Annie	Davidow	anniedavidow@hotmail.com	10613 Timberidge Rd	Fairfax Station	VA	22039	No	
Scott	Davidow	scott.davidow@yahoo.com	10613 Timberidge Road	Fairfax Station	Va	22039	No	
Karen	Donais	kdjianomovers@aol.com	P.O. Box 2124	Fairfax	VA	22031	No	
Jim	Draheim	vadrakeims@aol.com	6705 Browns Pond Landing	Fairfax Station	VA	22039	No	
Mary	Dundon	jennmar2@verizon.net	5112 Richardson Dr.	Fairfax	Virginia	22032	No	
Tamer	Eid	tamerdrum@gmail.com	6101 windward dr.	Burke	VA	22015	Yes	✓
Nora	Farrell	noraanfarrell@yahoo.com	9850 Lakepointe Drive	Burke	Va	22015	No	
Andy	Forsyth	alf000777@yahoo.com	11519 Wild Acre Way	Fairfax Station	Virginia	22039	No	
Ed	Gelman	pokerstuded@yahoo.com	3999 Ballynahown Circle	Fairfax	VA	22030	No	
Rob	Henry	rhenny1746@aol.com	7100 Woodrise Court	Fairfax Station	VA	22039	No	
Dawn	Hill	dawnrthill@gmail.com	10014 Downeys Wood CT	Burke	VA	22015	Yes	✓
Gary	Hill	garyvdhill@gmail.com	10014 Downeys Wood CT	Burke	Va	22015	Yes	✓
Yumi	Jarris	yjarris@gmail.com	7910 Deerlee Drive	Springfield	VA	22153	No	
Paul	Jarris	piarris1@gmail.com	7910 Deerlee Drive	Springfield	VA	22153	No	
Ross	Kendall	kthvKendall@yahoo.com	9926 stone wood court	Burke	VA	22015	Yes	✓
Kathy	Kendall	kthvKendall@yahoo.com	9926 stone wood court	Burke	VA	22015	Yes	✓
Bill	Kennerley	wakenn@cox.net	6066 BURNSIDE LANDING DR	Burke	VA	22015	Yes	✓

Burke Centre Pickleball Association - Roster

Carmen	Kindlimann	carkindlimann@gmail.com	10330 Iuria commons ct apt.2E	burke	Virginia	22015	Yes	✓
Robert	Lynch	robert.lynch1@verizon.net	10018 Downeys Wood Ct	Burke	VA	22015	Yes	✓
Bev	Magida	bev.magida@verizon.net	5002 Prince Caspian Ln	Burke	VA	22015	No	
Janice	Miller	jmiller10525@gmail.com	10328 Sager Avenue Unit 120	Fairfax	Virginia	22030	No	
Terry	Murtaugh	TEMurtaugh@gmail.com	5924 Burnside Landing Dr	Burke	VA	22015	Yes	✓
Craig	Offutt	offucraig@gmail.com	5230 Stonington Dr	Fairfax	VA	22032	No	
Karen	Panos	karenspanos@gmail.com	10960 Keys Court	Fairfax	Virginia	22032	No	
Veaceslav	Pituscon	veaceslav.pituscon@gmail.com	6032 Meyers Landing CT	Burke	Virginia	22015	Yes	✓
Fred	Rothe	Fred.rothe@verizon.net	5002 Prince Caspian Lane	Burke	VA	22015	No	
Glenn	Sherman	glenn22015@gmail.com	10702 Freds Oak Ct	Burke	Virginia	22015	Yes	✓
Howard	Wahlberg	wahlberg.howard@gmail.com	8038 Bethelen Woods Lane	Springfield	VA	22153	No	
Karen	Walters	Kwalters@nvcc.edu	5707 Wood Mouse Court	Burke	VA	22015	Yes	✓
Luke	Walters	Kwalters@nvcc.edu	5707 Wood Mouse Court	Burke	VA	22015	Yes	✓
Kathy	Weber	kathymweber@cox.net	6152 Lucas Pond Ct.	Burke	Virginia	22015	Yes	✓
Jon	Weber	jon.weber1@cox.net	6152 Lucas Pond Ct	Burke	VA	22015	Yes	✓
Michael	Zedd	marmiczedd@hotmail.com	9804 Cresence Way	Fairfax	Virginia	22032	No	
Marcia	Zedd	marmiczedd@hotmail.com	9804 Cresence Way	Fairfax	Virginia	22032	No	
Ester	Plotkin	erplot@verizon.net	10649 Summer Oak Ct	Burke	Va	22015	Yes	✓

Total Members - 45

BC Res - 24 - 53%

Non-Res - 21 - 47%



2018 Amateur Sports Insurance Program
Application ID: APP-0023720
Policy Type: New Policy
Effective Date: 12/21/2018
Expiration Date: 12/21/2019
Started Date: 10/10/2018

Organization		GIS-0526921 / ORG-0357283	
Name of Organization:	Burke Center Pickleball Association	Individual Responsible for Insurance:	Gary Hill
Mailing Address (Organization):	10014 Downeys Wood CT	Email	garydhill@gmail.com
City:	Burke	State:	VA
Zip:	22015	Phone:	703-338-2057
Fax:		Send Policy/Certificates by:	Email
Waiver in place:	No -- Will Implement		

I, Gary Hill, agree to use the provided waiver found here (</app/downloads/WaiverofLiabilityRelease.pdf>) and submit all signed waivers within three (3) months of policy effective date.

Covered Activities

Scheduled, sanctioned, approved, organized, and supervised activities and events by the covered member organization, including set up and tear down periods, concessions, sales ancillary events held in conjunction with the insured events and customary ancillary activities such as occasional fund raising events, dinners, awards banquets and planning sessions.

Program Coverage Summary Information

\$2,000,000	Liability Aggregate
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Liability Each Occurrence
\$300,000	Damage to Rented Premises
\$25,000	Accident Medical Limit (Excess)
\$10,000	Accident Death & Dismemberment
\$100	Medical Deductible per occurrence

Additional limits, sports and coverage available, please contact our office for details.

Additional Insured/Certificate Holder List

Additional Insured/Certificate Holder			
Certificate Holder:	Burke Centre Conservancy	Association / Team:	Unknown
		Address:	6060 Burke Centre Parkway
	City: Burke	State: VA	Zip: 22015
Endorsement Required? No			

Signature and Policy Date - Date Requested: 12/21/2018

- Policy will begin upon receipt of online application and premium, and will be valid for an annual term.
- No backdating will be allowed under any circumstances.
- To add teams at any time to your current policy year, please complete an additional online application along with premium.
- Teams cannot be deleted or removed after policy has been bound and processed.
- No refunds will be given.

Application Fee (*non-refundable*): \$20.00

Tax: \$8.75

Total Amount from Premium(s) Due: \$278.75

All premiums are fully earned at policy inception.

I confirm that all information provided on this application is true to the best of my knowledge and understand that any inaccurate or misleading statements may affect any claims made against the associated policy. I verify I have read and understand all information contained in this application and that Gagliardi Insurance Services reserves the right to deny all or part of any coverage offered. I understand that this application only provides a summary of coverage and that full details of the coverage or a copy of the insurance policies offered or purchased can be provided upon request. Insurance requirements may vary by venue and state. I understand that I am responsible for ensuring that I have purchased adequate coverage based on the location of the event or other covered activities.

I understand once my policy is paid for and coverage is bound, there are no deleting bouts or refunds.

Sign Date: 12/21/2018

Signature:

Gary Hill

Nancy Sherman

From: Gary Hill <garydhill@gmail.com>
Sent: Friday, December 21, 2018 5:49 PM
To: Nancy Sherman
Subject: FW: Burke Centre Pickleball Association

FYI....

From: Patricia Chavez <pchavez@gsportsinsurance.com>
Sent: Friday, December 21, 2018 5:38 PM
To: Gary Hill <garydhill@gmail.com>
Subject: Re: Burke Centre Pickleball Association

Hi Gary,

No worries! Internally, it will be noted and the report to our carrier will note that the exposure or risk is Pickleball. We are using Tennis on the application for the rate. A copy of this email will also be saved in our system for clarification.

Thank you,
Patricia

On Fri, Dec 21, 2018 at 2:34 PM Gary Hill <garydhill@gmail.com> wrote:

Patricia,

Thank you for the quote. Our only concern is it says Tennis and not Pickleball. Pickleball is what we are playing albeit on tennis courts. Does that affect our coverage in any way?

R,

Gary

From: Patricia Chavez <pchavez@gsportsinsurance.com>
Sent: Friday, December 21, 2018 5:30 PM
To: Gary Hill <garydhill@gmail.com>
Subject: RE: Burke Centre Pickleball Association

Good afternoon Gary,

