

SPRINGFIELD STATION HOME OWNERS ASSOCIATION
BOARD OF DIRECTOR'S QUARTERLY MEETING
9 OCTOBER 2019
APPROVED MINUTES OF MEETING

CALL TO ORDER

This quarterly meeting of the Springfield Station Homeowners Association (SSHOA) Board of Director's (BoD) meeting was called to order at 7:03 pm in the Hunt Valley Elementary School (HVES) meeting room 121.

ATTENDANCE

SSHOA Board Members present: **Stephen Buckner**, President, **Donna McCraith**, Vice President, **Geoff Ballou**, Treasurer, and at-large members: **John Giuliani**, **Patrick Mazie**, **Vicky Johnson**, **Manny Pablo**, and **Dan Germain**.

Ballou, Geoffrey - geoffreyballou@gmail.com

Buckner, Stephen – stephen.l.buckner@gmail.com

McCraith, Donna - dmcraith@cox.net

Carlo, Jon - joncarlo.t@gmail.com

John Giuliani - john.giuliani@nrl.navy.mil

Germain, Dan – djgermain@gmail.com

Johnson, Vicky - mcinjohn@cox.net

Pablo, Manny - FredPablo@cox.net

The following Board Member was not in attendance: Jon Carlo Trujillo.

APPROVAL OF MINUTES

Minutes of the 17 July 2019 were not available for approval.

SPECIAL BUSINESS: ELECTIONS & ORGANIZATIONAL PLANNING

At the first BoD meeting following the Annual General Membership Meeting the newly-elected BoD elects officers and agrees on operating plans and a schedule for the coming year.

1) Elections

- The following slate of officers was unanimously approved in a voice vote:
- Stephen Buckner, President
- Donna McCraith, Vice President
- Geoff Ballou, Treasurer
- Dan Germain, Secretary

SPRINGFIELD STATION HOME OWNERS ASSOCIATION
BOARD OF DIRECTOR'S QUARTERLY MEETING
9 OCTOBER 2019
APPROVED MINUTES OF MEETING

2) 2020 Milestones and Key Dates

The board establishes the 2020 meeting, event, and milestone dates:

- Q1 Board Meeting: 8 January 20120
- Q2 Board Meeting: 14 April 2020
- Q3 Board Meeting: 8 July 2020
- Q4 Board Meeting: 14 October 2020 (tbc)*
- Annual General Membership Meeting: 24 September 2019 (tbc)*
- Annual Dues letter mailed to homeowners: 30 April 2020 - 7 May 2020
- Spring Cleanup: Saturday 16 May 2019: 8:00 am – 11:00 am
- Deadline for payment of annual dues: 31 May 2020

** Pending approval of Hunt Valley Elementary School administration in September 2020.*
All board meetings start at 7:00 pm and are held at *Hunt Valley Elementary School meeting room 121*. Updates will be published on www.springfieldstationhoa.org.

3) Board Business and Email

- The Board promotes transparency and openness in all matters related to the HOA. It recognizes and abides by the intent of the “Open Meeting requirement” as required by Virginia’s Property Owners’ Association Act and SSHOA By-Law’s.
- The Board also recognizes that its board members are volunteers and not members of a paid management company.
- As such, the board will continue a practice of handling routine and emergency business via email. The board can use email to:
 - 1) Manage emergency needs related to safety (tree fallen) .
 - 2) Manage small procedural business (corrections to minutes, meeting time logistics, etc.).
 - 3) Vote to approve de minimis expenses that are within budget, and
 - 4) Vote to approve BoD minutes (required to be included with the Association Disclosure Packet the HOA is required to provide to new homeowners).
- As with in-person meetings, all board members must be given an opportunity to ask questions and a majority of directors must approve.
- Any vote held via email will be reconfirmed at the following board meeting.

SPRINGFIELD STATION HOME OWNERS ASSOCIATION
BOARD OF DIRECTOR'S QUARTERLY MEETING
9 OCTOBER 2019
APPROVED MINUTES OF MEETING

REGULAR BUSINESS

1) Basketball & Tennis Court Common Grounds

Demar has provided an estimate of \$250 to develop an estimate for the Plan A scenario (below) including all project costs and permits.

Plan A

1. Remove existing basketball court and return to natural state (grass)
2. Resurface existing tennis court area to a multi-purpose area
 - a. Area 1: Painted basketball court with two basketball nets
 - b. Area 2: Plain asphalt (no markings) (lines and 1.2 wall could be added later)
3. Both to include 2" milling then new coat
4. Trees around court to be removed (except Crape Myrtle)
5. New fence with wind-shield

Motion: Moved by Geoff Ballou and seconded by Donna McCraith, **"Board grants authorization of expenditure in the amount of \$250 (approximately) to Demar for the purpose of providing a detailed estimate of Plan A"**. The motion carried with all in favor.

The next meeting with Demar is October 10th at 5pm (Tennis Courts). All are welcome.

2) Maintenance

a) Gazebo – Roof Repair/Replace

- There are three estimates that were sent via email.
- Last time Gazebo roof was replaced was an Eagle Scout project. Manny will talk to Scout Troup 1518; Stephen to talk to his neighbor.
- Board members are to review quotes and information from Scout Troups. We will conduct a vote in the next two weeks in the hopes of getting this done this winter.

b) Paths

- Culver damaged – houses behind Skibbereen toward Cutter Mill (stream runs under).
- Rail damaged and rocks (Langford)

c) Front entrance wall

- Need to ensure maintenance around the wall is done at least annually.
- We should plan for the work to be done in the Spring. Donna will talk to Premium.

SPRINGFIELD STATION HOME OWNERS ASSOCIATION
BOARD OF DIRECTOR'S QUARTERLY MEETING
9 OCTOBER 2019
APPROVED MINUTES OF MEETING

Motion: Moved by Geoff Ballou and seconded by John Giuliani, “**Board grants of expenditure in the amount no more than \$250 to do a spring clean-up, including weeding, mulching, killing weeds.**” (Joyce will plant flowers). The motion carried with all in favor.

d) Dead trees in front of tennis courts

At the General Membership meeting a member asked that we have the dead trees in front of the tennis courts removed. Donna will get estimates for their removal.

3) Capital Improvement Plan

Revisit in January.

OTHER

- 1) Parking of recreational vehicles
 - a. A board member received a complaint about a recreational vehicle that was parked on the street. The vehicle was temporary and was gone within the week.
 - b. This is a county issue and not a HOA issue.
 - i. County Code § 82-5B Prohibits parking of watercraft, motor homes, campers, trailers, vehicles ≥ 3 axles, vehicles ≥ 12,000 lbs., and vehicles transporting ≥ 16 passengers (except school buses). See Supplemental C – Parking.
- 2) Attendance at membership meetings
 - a. Donna McCraith has asked that the General Membership Meeting event notice on the website be amended and the “renters are invited to attend” be removed. Only members may attend membership meetings unless accompanied with a proxy.
 - b. Agreement made to change the website but Dan Germain asked that we review the by-laws and Commonwealth code.
- 3) Expense receipts were turned in for approval of reimbursement for the membership meeting and for plantings. **Motion: Moved by Geoff Ballou and seconded by John Giuliani, “Approve the expenditures in the amount of 1) \$\$264.57 to Donna McCraith for expenses related to the annual general membership meeting and 2) \$67.02 to Joyce for expenses related to plants and flowers at the HOA sign at the Arley neighborhood entrance.”** The motion carried with all in favor.
- 4) Board member **Patrick Mazie** resigned.

**SPRINGFIELD STATION HOME OWNERS ASSOCIATION
BOARD OF DIRECTOR'S QUARTERLY MEETING
9 OCTOBER 2019
APPROVED MINUTES OF MEETING**

ADJOURNMENT

It was moved that the meeting be adjourned, and this was agreed upon at 8:46 pm.

Respectfully submitted,
Dan Germain
Secretary

SPRINGFIELD STATION HOME OWNERS ASSOCIATION
REPORT ON THE 10 OCTOBER MEETING WITH DEMARR
ENGINEERING TO THE BOARD OF DIRECTORS
October 2019

Submitted by: John Giuliani
Submitted via email on: Fri, Oct 11, 9:49 AM

SSHOA Board,

Following is a report on the meeting at the courts with DeMarr Engineering.

1) John Giuliani and Geoffrey Ballou met with Blake DeMarr of DeMarr Engineering at 5:00 pm on 10/10/2019 at the existing tennis court area. Donna McCraith arrived a little latter. The meeting ended at 6:00 pm.

2) John gave the drawing of the proposed plan for the sport court to Blake. This drawing is close to the Plan A that was discussed at the Board meeting on 10/9/2019, and is attached for the record. John made changes to Plan A in accordance with the discussion at the Board meeting on 10/9/2019, and made further corrections from the version sent last night: removed the word "Plan A", added a date, and noted that the three remaining posts for the tennis nets were to be removed.

3) Blake said he would contact Abe of GeoEnv Engineers to obtain the CAD drawings produced by GeoEnv in 2010, which Fairfax County will want as part of the Rough Grading Plan (RGP). This will save the SSHOA the cost of redoing the environmental survey.

4) The RGP is required because of the amount of land that will be disturbed, even just for milling and repaving. The RGP will require a waiver from the County since the land is in a Resource Protection Area (RPA). Blake will provide an initial cost of getting the waiver, but noted that the County can be very particular about the plan and often demands changes, which will increase DeMarr's fee that will be charged per hour for the revised waiver request(s), if we go ahead with DeMarr to deal with the County.

5) We discussed the reimbursement from Fairfax County of \$2.50/sq ft up to \$10,000 for removal of the impermeable, existing basketball court outside of the fence. Geoffrey took a picture of a slide that John had with pertinent information from the County and sent it to Blake. John said that if the County will only allow removal of the basketball court but not the work on the existing tennis courts, then I do not think the Board will go ahead with just that.

6) Blake said that typically a silt fence will be required around the whole work and offset from that area by 10 ft to 15 ft. There are two kinds of silt fences. One is about \$3/linear ft and the high grade version, which the County may require, is \$6/linear ft. I figure a total of about 550 linear ft.

SPRINGFIELD STATION HOME OWNERS ASSOCIATION
REPORT ON THE 10 OCTOBER MEETING WITH DEMARR
ENGINEERING TO THE BOARD OF DIRECTORS
October 2019

7) Blake said that an escrow of about \$5,000 will be required by the County.

8) He also noted there will need to be a temporary construction pathway from the street into the court area.

9) Blake said that typically there should be one company to remove the fence and scrape the asphalt, a second to repave, and a third for the new fence. For the record, John notes to the Board that the bid by Gossom and Costello from July 2017 for \$40,980 included both removal of asphalt and repaving (3 inches of compacted asphalt), with new 21-A stone where necessary underneath. If we go ahead with DeMarr engineering for the permits, etc., then once the paperwork with the County is in place, we can contact Gossom and Costello for a rebid. Blake said that if a construction contractor is registered with the County, then they are supposed to follow the plans provided by the engineering company to the County.

10) We asked whether DeMarr would manage the construction phase, Blake said he will put in an estimate for that, but it will probably be quite expensive, as it would include an hour for commuting back and forth between his office and the site, in addition to an hour at the site for each visit. He felt that likely we could manage getting the temporal sequencing of the construction project on our own. Blake mentioned that his brother in construction may be interested in bidding on the work.

11) Geoffrey confirmed with Blake that the initial cost of approximately \$250 is for Blake to provide to the SSHOA a proposal for developing a formal plan with the County including approval, waiver, permits, and a construction plan.

12) John sent to Blake the first engineering study done in 2001 by Engineering Consulting Services, LTD, so he could see what the test borings showed – basically 4 to 5 inches of asphalt over top of 3 to 5 inches of stone. Blake did comment that 3 inches of stone is not very effective, and we know that from the cracks. The court area was built in either 1971 or 1972, and there were cracks developing by or before 1991.

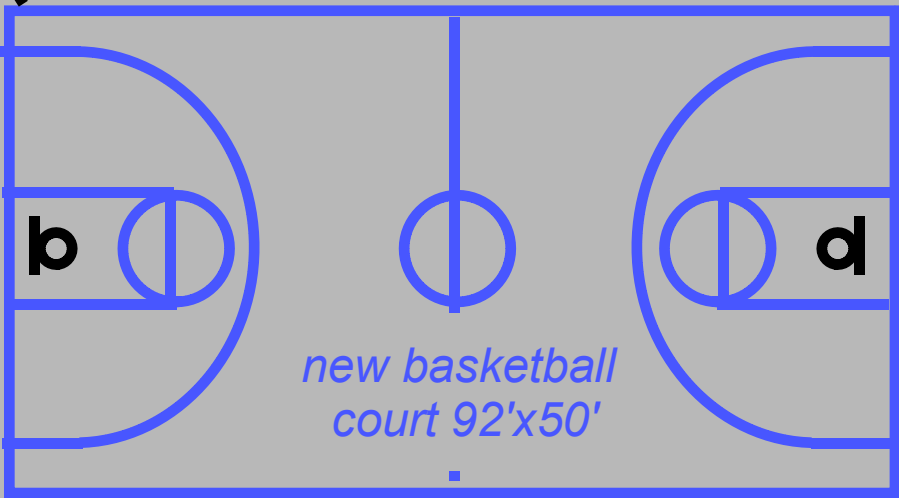
--John Giuliani

plan
10/10/19

Existing asphalt surface
as a basketball court
(51 x 86 = 4,386 sq ft)
to be removed and
replaced with grass.

New path

Replace existing 10' high chain
link fence around whole area
with two new entrances.



new basketball
court 92'x50'

Mill existing asphalt
surface (110' x123')
inside fence and repave.

Wind screen on fence.

Remove dead trees next to fence

123' Retain evergreen trees.

grass

110'

Retain 3 crepe
myrtles by
sidewalk.

Existing asphalt palt - to remain.

SSHOA sport court across the street from
8733 Arley Drive, Springfield VA 22153

**SPRINGFIELD STATION HOME OWNERS ASSOCIATION
BOARD OF DIRECTOR'S QUARTERLY MEETING
9 OCTOBER 2019
APPROVED MINUTES OF MEETING**

SUPPLEMENT A – DRAWING (Reviewed at meeting)

Additional Information

FCDOT Parking Programs:

www.fairfaxcounty.gov/transportation/parking

Residential Permit Parking Districts (RPPD):

www.fairfaxcounty.gov/transportation/parking/residential-permit-parking-district

Community Parking Districts (CPD):

www.fairfaxcounty.gov/transportation/parking/community-parking-districts

Parking Commercial Vehicles in Residential Areas:

www.fairfaxcounty.gov/transportation/parking/parking-code

General Parking Restrictions (Stop sign, fire hydrant, etc.):

www.fairfaxcounty.gov/transportation/parking/parking-restrictions-and-related-issues

Determining Your District Supervisor:

www.fairfaxcounty.gov/myneighborhood/

Board of Supervisors webpage for your District Supervisor's contact information:

www.fairfaxcounty.gov/boardofsupervisors

**SPRINGFIELD STATION HOME OWNERS ASSOCIATION
BOARD OF DIRECTOR'S QUARTERLY MEETING
9 OCTOBER 2019
APPROVED MINUTES OF MEETING**

SUPPLEMENTAL B – ACTION TAKEN WITHOUT A MEETING (NOT REVIEWED AT THE MEETING BUT SUBMITTED FOR BACKGROUND MATERIAL)

- 1) Article III. Section 4 of the **SPRINGFIELD STATION HOMEOWNER'S ASSOCIATION By Laws:**

Section 4. Action Taken Without a Meeting. The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors duly called and held.

- 2) VIRGINIA PROPERTY OWNERS' ASSOCIATION ACT § 55.1-1816. Meetings of the board of directors. Refer to <https://law.lis.virginia.gov/vacode/title55.1/>
- 3) IS BOARD MEMBER EMAILING A VIOLATION OF THE OPEN MEETING REQUIREMENTS?

<https://www.vahoalaw.com/association-meetings-and-proxies/board-member-emailing>

“I think a reasonable test for whether or not the intent of the statutes is being violated is this: Assume that one board member does not have email. Is there anything that was stated in the email exchanges that would not likely be repeated or is not repeated in an open discussion later which would be important for that board member to know and consider in coming to his or her own decision on how to vote on the matter? If the answer is "yes", then clearly the purpose of the open meeting requirement has probably been violated and both that board member and any other members of the association who would be present to listen to the deliberations of the board would be deprived of knowing important information that was utilized in arriving at a decision of the board. This would defeat the purpose of open meetings.”

SPRINGFIELD STATION HOME OWNERS ASSOCIATION
BOARD OF DIRECTOR'S QUARTERLY MEETING
9 OCTOBER 2019
APPROVED MINUTES OF MEETING

SUPPLEMENTAL C – FAIRFAX COUNTY PARKING CODE (NOT REVIEWED AT THE MEETING BUT SUBMITTED FOR BACKGROUND MATERIAL.)

Section 82-5-7 of the Fairfax County Code prohibits parking of commercial vehicles in residential districts. Vehicles parked in violation are subject to a \$100 fine for each violation and may be towed at the owner's expense.

Requirement for taxicabs and limousines: One resident of each single-family dwelling unit may park one vehicle licensed and registered in the Commonwealth of Virginia as a taxicab or limousine

- Any vehicle licensed as a common or contract carrier or limousine (except as above)
- Vehicles that exceed size and weight limits: more than 21 feet long, more than 8 feet high including appurtenances, width of 102 inches or more, or gross vehicle weight of 12,000 or more pounds.
 - Vehicles exempted from these size and weight limits are: commercial vehicles used by public service company, watercraft or motor home, school buses, vehicles driven by or used for transporting persons with disabilities, vehicles for cable television service, moving vehicles for 48 hours, vehicles for propane gas service. These "exempted" vehicles can park in a residential area unless restricted elsewhere in the Code, e.g., boats and motor homes are not allowed to park in areas that are Community Parking Districts
- Vehicle carrying commercial freight in plain view
- Trailer or semitrailer except camper, boat or single axle utility trailer (utility trailer defined as a small non-motorized trailer generally pulled by a motorized vehicle and features an open-top rear cargo area).
- Any vehicle with 3 or more axles

Parking restrictions on service drives: Where a service road is adjacent to a residentially zoned area, parking restrictions apply to the side of the service road that is adjacent to the residential area except as otherwise provided in section 82-5-37(5). This allows prohibiting commercial parking on that side of the street which is zoned for a use other than residential to further the residential character of the abutting community.

The restrictions do not apply to commercial vehicles when temporarily parked while performing work or service.