

SPRINGFIELD STATION HOME OWNERS ASSOCIATION
ANNUAL GENERAL MEMBERSHIP MEETING
26 SEPTEMBER 2019
**** MINUTES OF THE MEETING ** DRAFT**

[At 7:00 pm Stephen Buckner thanked those who made it on time and asked that we wait a few minutes to allow others a little time.]

CALL TO ORDER

The annual meeting of the Springfield Station Homeowners Association was called to order at 7:07 pm in the Hunt Valley Elementary School (HVES) cafeteria.

ATTENDANCE

The SSHOA Board Members in attendance introduced themselves: Stephen Buckner, President, Donna McCraith, Vice President, Geoff Ballou, Treasurer, and at-large members: John Giuliani, Patrick Masey, and Dan Germain.

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

Full list of Members in attendance are recorded in Appendix A.

The Agenda

1. Review and approval of 2018 General Membership Meeting minutes
2. Welcome and Review of 2018-19 Springfield Station Board Activities
3. Financial Report
4. Capital Improvement Plan Review
5. Update on the Tennis and Basketball Courts Project
6. Housing Market Update
7. Election of 2019-20 Springfield Station Board
8. Open Discussion

APPROVAL OF MINUTES

Board President Stephen Buckner welcomed the members in attendance and immediately turned to business:

1. Review and approval of 2018 General Membership Meeting minutes

A motion to approve the minutes of the 2018 General Membership Meeting held on 10 October 2018 was made. The motion carried with all in favor. The minutes will be posted on the SSHOA website.

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2. Welcome and Review of 2018-19 Springfield Station Board Activities

Stephen presented an overview of the common activities of the HOA. These include:

- Maintain and upgrade all common areas and grounds.
- Collect dues and pursue liens against non-payers.
- Carry liability insurance on all Common Property.
- Enforce the By-Laws and Covenants.
- Resolve issues brought to the attention of the Board.
- Comply with State and Federal laws (IRS, Virginia Property Owners' Association Act § 55.1-1800, Chesapeake Bay Watershed Act & Fairfax County restrictions) and distribute Homeowners Packets to new owners.
- The HOA does not settle disputes between neighbors or enforce Fairfax County's Regulations.

3. Financial Report

The Board Treasurer, Geoff Ballou presented a summary of the finances. [Geoff Ballou became treasurer following the resignation of Chuck Bracket].

Geoff presented an overview of the systems and processes used to manage the Associations finances.

- a. SSHA accounts are both with BB&T
- b. We have two checking accounts:
 - i. Normal operations such as deposits for HOA dues and expenses such as lawn service
 - ii. Mini-court funds
- c. BB&T publishes their statements with "as of" date for end of month
- d. Treasurer balances the checkbook upon receipt and prepares financial report for the board, which is distributed via email
- e. Each expense and income item is coded for annual report
- f. All checks must be double-signed
- g. Two sources of income: annual dues and HOA disclosure documents.

The Association's 2018 expenditures were \$6,361.44 as of August 30, 2019. Total deposits were \$23,924.20.

Total Cash balance: \$140,207.10

Capital Reserve balance: \$107,000

General Fund (operating) balance: \$33,207.10

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Mini-Court Fund cash balance: \$21,630.31

The proposed 2020 budget is \$24,570.00, which includes a projection of \$2,000.00 to be set aside for the capital reserve fund. **The budget was approved with unanimous consent of the members present.**

Geoff noted a correction to the year-end financial report. There is an outstanding expense which will affect the amount deposited to the capital reserve fund. The amount deposited to the capital reserve fund for 2019 will be \$12,193 (instead of the \$13,304.08 noted on the “SSHOA 2020 Proposed Budget (and 2019 Actual)” slide. **

Member question: Could we earn more interest with certificate of deposits, maybe a laddering strategy (varying maturity dates allowing money to be available as needed over time). **ACTION: Geoff to discuss with the bank.**

Gazebo roof needs desperate repairs – Deferred to Capital Improvement segment of meeting.

Trees in front of tennis courts are dead and an eyesore repairs – Deferred to Capital Improvement segment of meeting.

4. Capital Improvement Plan

A. Background

Members were directed to slides 8-10 for information on The Capital Improvement plan, which was established in 2011, and its principles.

The Capital Improvement Plan looks out 10 years and includes all the components of the common areas that require periodic repair and improvement. The plan assumes that the annual assessment remains at \$120 per year; that the normal routine expenditures for maintenance, insurance etc. continue; that the plan will be reviewed annually and reported to the membership; that no funds from the capital reserve will be spent without approval of the members attending a general membership meeting. The major components of the common area covered in the Capital Improvement Plan, are:

- The Basketball & Tennis Court Common Grounds
- The paths and stairs
- The entrance wall and surrounding grounds
- The TOT Lot

The paths, stairs, and TOT lot have been replaced or had major repairs within the past 10 years. The most pressing upgrade continues to be The Basketball & Tennis Court Common Grounds.

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There were no major expenditures this year. All work related to the Basketball & Tennis Court Common Grounds has been put on hold pending a decision on the space as a whole. The 10-year Capital Improvement Plan (CIP) is detailed on slides 8 through 10.

B. 2019 Update on The Basketball & Tennis Court Common Grounds

John Giuliani presented the 2019 update on The Basketball & Tennis Court Common Grounds from the supplemental slides.

The Problem: The major cracks in the tennis courts are caused by the existence of five feet of uncontrolled fill beneath the tennis courts. This area is subject to many environmental rules and regulations from the County and Chesapeake Bay Watershed Act. Changes in County regulations this year now require a Rough Grading Plan and permits for any options being considered.

Request for Proposals

Nine engineering firms were contacted and asked to submit proposals. Only 2 responded. (It is suspected that most firms don't want to deal with the permitting hassles for such a small project).

Mosaic Engineering

- Do not deal with "storm water runoff" projects.
- Noted that GeoEnv proposed solution (option 1) was "conservative", meaning it was an aggressive solution to the problem that should fix the cracking problems, however given the study date of 2010, he figured the cost today would rise from ~\$160,000 to near \$200,000.
- Also, a resurface should include milling, but the cracks will return.
- Finally, Mosaic provided two contactors who are capable and might be interested in the work

TEK Engineering

- Does not do the construction work, but will manage the permitting and approvals with the county.
- SSHOA needs to find construction contractor (e.g., Gossom & Costello)
- Need to have a project manager to managed the engineering firm and construction.

DeMARR Engineering

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- For this scope of work, we just need a Rough Grading Plan, a Land Disturbance Permit, and a waiver from Fairfax to work in the RPA.
- Cleanup and Process previous survey into existing condition plan = \$450.
- Rough Grading Plan = \$6,300
- Water Quality Impact Assessment (WQIA per section 118-4-3) for land disturbance in RPA = \$2,500.
- Land Disturbance Permit Running = \$990
- LOD Stakeout and preconstruction meeting = \$350
- additional meetings/consultation to be billed at \$125/engineer-hr.
- Total \$10,590+\$125/hr for permits

DeMARR Engineering has a relationship with a construction firm. This would avoid the need to have a project manager.

Review of 2010 options adjusted for inflation

Option I: Rehabilitate both courts down to 2', Retain 10' fence, asphalt playing surface

2010 Cost: \$122,500 (removing the Versa Court option saves \$40,500)

2019 Cost: \$165,000 (assuming 3% per year inflation)

Impact: \$110,000 from Capital Improvement Fund and special assessment of approximately \$300 per home.

Option II: Rehabilitate one court down to 2', Retain 10' fence, asphalt playing surface

2010 Cost: \$92,100

2019 Cost :\$124,000

Impact: \$110,000 from Capital Improvement Fund and special assessment of approximately \$75 per home.

Option III: Remove all courts and plant grass

2010 Cost: \$72,000

2019 Cost: \$97,000

* To add landscaping Merrifield quoted about \$30,000. An increase in annually operating budget would be required to maintain this area.

Impact: All grass option covered by Capital Improvement Fund + increase in annual operating costs. Landscaping would have to come in phase 2.

**None of these costs can be taken as firm. They are budgetary estimates and need to be revisited. Upon review some items were not included in the above costs including a new fence,*

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*tennis nets, and the cost for the engineering firm to obtain County permits and approval. In addition, new rules may increase cost. **

Discussion

A lively discussion was had on both what do with the space (community garden, park, sports court) and whether there should be a special assessment or dues raised. At one point two options were going to be further evaluated 1) sport court area, and 2) all park area. However, objections were raised that the membership clearly stated in earlier votes their preference for sport courts. Furthermore, it is not feasible to study every option and the board asked for some direction.

The area must include general purpose sports courts. (MANDATE)

After much discussion on using the space for general purpose courts or park land a motion was made. Moved by Patti Klein]and seconded that “Those in favor of the space to include general purpose courts.” The motion carried with 16 in favor and 2 against.

Rehabilitate the tennis courts by milling 2”, paving, replacing the fence, add basketball nets.

A fourth option was added to rehabilitate the existing space and accept that every seven years some maintenance on the pavement will be needed. The existing basketball court would be removed and returned to natural space (grass). This option is now known as Plan A.

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

The membership specified this option as their preference and authorized the board to engage with vendors to determine cost of implementation. Motion made and seconded that “The board is authorized to spend \$75,000 -\$90,000 (including necessary fees, permits) on Plan A. If the costs exceed \$90,000 a special general membership meeting will be convened to discuss the project and a special assessment or increase in dues.”

5. Housing Market Update

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Refer to materials from meeting.

6. Election of 2019-20 Springfield Station Board

With two new volunteers, the following slate was elected to the Board of Directors:

1. Geoff Ballou
2. Stephen Buckner
3. Jon Carlo
4. Dan Germain
5. John Giuliani
6. Vicky Johnson
7. Patrick Mazie
8. Donna McCraith
9. Manny Pablo

7. Open Discussion

ADJOURNMENT

It was moved that the meeting be adjourned, and this was agreed upon at 9:00 pm.

Respectfully submitted,
Dan Germain
Secretary

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Appendix A: List of Members Present

DRAFT

9/26/19

SPRINGFIELD STATION HOA ANNUAL MEETING

ONE VOTE
PER LOT

SIGN IN SHEET FOR QUORUM TO VOTE

NAME

ADDRESS

EMAIL

Kenneth @ Louisa Quesenberry
 Manuel PABLO
 Joyce @ John Giuliani
 Patrice Marie
 DAN Germain
 Koric @ Scott Gordon
 David @ Bob Helmer
 John Robert
 John Lynn Anderson
 Taylor Chastern
 Matthew Ricket
 Daria Lepp
 Steven Lee

8725 Arley Dr.
 8739 Cullerhill Pl
 8733 Arley Dr
 4839 Applecass Lane
 8811 Aquary Ct
 8726 Whitson Ct
 7213 Langford Ct
 7304 Redbridge Ct
 7111 Hundstad Ln
 8751 Arley Dr.
 7306 Skibbreen
 8824 Applecass Ln.
 8814 Kelley Drive

lbques@gmail.com
 FredPablo@com.net
 jgiuliani@com.net
 patrice.marie1@com.net
 digermaine@gmail.com
 Kigord@com.net
 DavidHelmer7@gmail.com
 John.Robert@com.net
 johnlynnanderson7@gmail.com
 tchastern7@aol.com
 matthew_r_ricket@hotmail.com
 DariaLepp@MSN.COM
 StevenLee@com.net

~~_____~~
 Danna
~~_____~~
 Stephen
 Geoff
~~_____~~

9/21/19

9/26/19

SPRINGFIELD STATION HOA ANNUAL MEETING

SIGN IN SHEET FOR QUEEN TO VOTE

EMAIL

ONE
VOTE
PER
LOT

NAME

ADDRESS

Nicky Johnson
RAVEN HITCHCOCK
Geoffrey Ballou

8340 Applecross Ln.
8812 Avenuecross Ln.
8729 Whitson Ct.

nickjohn@cox.net
rathhitch@xhoo.com
geoffreyballou@gmail.com

Path Klein & Jim

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Jillene Penn Weiss

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gracejill@cox.net

Jessica Sussell

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david.grey-simpson1992@gmail.com

David Simpson

8811 Arley Dr.

cindydrops@aol.com

Anthony Youssef

8721 Whitson Ct.

9/26/19

SPRINGFIELD STATION HOA ANNUAL MEETING

SIGN IN SHEET FOR QUORUM TO VOTE

ONE VOTE PER LOT

NAME

ADDRESS

E-MAIL

Kenneth	Louisa Quisenberry	8725 Arley Dr.	lbques@gmail.com
Manuel	PABLO	8739 Cattermill Pl	FredPablo@cox.net
Joyce	John Giuliani	8733 Arley Dr	jgiuliani@cox.net
PATRICK	Mazie	2839 Applecross Lane	patrick.mazie@gmail.com
DAN	Germain	8811 Aquary Ct	dgermain@gmail.com
Korik	Scott Gordon	8726 Whitson Ct	Rlgordon@gmail.com
David	Beth Helmer	7213 Langford Ct	DavidHelmer7@gmail.com
JOHN	CORBETT	7304 REDBRIDGE CT	JOHN.CORBETT@COX.NET
Jen Lyn	Anderson	7111 Hundstad Ln	jenlynderson7@gmail.com
Taylor	Chastern	8731 Arley Dr.	gtcmajor7@aol.com
Matthew	Rekert	7306 Skibereen	matthew_r_rekert@hotmail.com
Carla	Keap	8824 COPPERTON LN.	jakitts@MSA.COM
Steven	Lee	8814 Arley Drive	3141SLEE@cox.net

~~Patrick~~

Dann

~~Steph~~

Stephen

Geoff

~~John~~

+14

+8

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Don

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9/26/19

SPRINGFIELD STATION HOA ANNUAL MEETING

SIGN IN SHEET FOR QUELLIN TO VOTE

ADDRESS

EMAIL

ONE VOTE PER VOT

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RACHA HITCHCOCK
Geoffrey Ballou

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