

Minutes of the 09/12/2012 SSHOA Board Meeting

Board Members Present: Stephen Buckner, President, Donna McCraith, Vice President, Rich Riordan, Secretary, Cindy Cole Treasurer, and Dan Germain, Amy Verdin, Greg Milonovich and John Giuliani. Jim Everett, member was unable to attend.

The minutes of the 07/10/2012 board meeting were approved as submitted and will be posted on the SSHOA web site. This meeting was a planning meeting for the General Membership Meeting.

The next meeting is the General membership meeting, September 27, 2012

The next Board Meeting scheduled date, time and location are TBD.

The meeting was called to order at 1905 in the Hunt Valley School.

Old Business:

1. Financial Status

A. Treasurers Report. Cindy submitted the August 31st financial statement. We have \$49,284.54 in the general account, \$20,313.67 in the minicourt accounts. Donna reported earlier by email that all of the 182 members had paid their dues. Cindy Donna

B. Auditing the Books. We continue to work on getting a CPA to do our annual audit which is required by our bylaws. John will check with a CPA he knows to see if he is interested in doing the work. John, Dan

2. Capital Improvements and Projects Planning.

A. Trail Maintenance. We still have not completed the application of a seal coat, on the two small areas of the path that were not covered with asphalt during the path project. Donna did get a price from Gossom & Costello Pv. Inc., our paving company to seal the path that they paved. The price is \$3825 to seal 17,383 square feet. We decided to wait at least a year to do the work. Donna, **Deferred**

3. Remaining Milestones and Key Dates

September 12	SSHOA Board Meeting (Prep for General Meeting) Complete
27 September	General Membership Meeting
4th week November	End Grass Cutting and Leaf Raking

4 Dumping Lawn Debris. Members have been dumping lawn debris into the common area next to the trail between the playground and Whitson Court. It was agreed that the board would take a look and make a decision at the next meeting. No change. Action Board Members

5. Complaint Process. The state of Virginia requires that home owner's associations have in place a step by step process for members to make complaints. We will develop that. No change.

New Business

1. Capital Improvement Plan (CIP). Pursuant to the decision at the last meeting to update and discuss the capital plan at the general membership meeting Cindy presented copies of CIP developed by other HOA. Dan presented a short series of slides summarizing the background of the work done on the tennis courts and outlining a comprehensive 14 year Capital Improvement Plan for SSHOA to implement the decision made at the last General Meeting to upgrade the tennis court area. Using Dan's slides as the starting point, we worked on the briefing to be given at the general meeting. In addition to the CIP, said slides will show general information on the SSHOA, accomplishments and information on the Huntsman dam project. Stephen and Dan are working on the briefing.
2. Stephen will produce the meeting flyer and Donna will distribute it.
3. The last two storms have beat up some of the trees in the common area. We will deal with them in accordance with the SSHOA tree policy. (Attached)
4. The Board approved \$84.88 for reimbursement to Cindy for office supplies. **Complete**

Reminders. Pay attention to the condition of houses of neighbors who both work and houses vacant between owners as these are targets for vandals and don't dump trash or lawn waste in the woods.

There have been car break-ins and house break-ins in the neighborhood. All are asked to keep an eye out and report any suspicious activity.

Respectively Submitted

Rich Riordan, Secretary

Springfield Station Homeowners Association Tree Removal Policy

All damaged or encroaching trees reported to the Springfield Station Home Owners Association will be inspected by a member of the board or a designated representative, as soon as possible. The categories of trees/limb encroachment on homeowner's property on which the Association will consider taking action are:

- a. Limbs are encroaching the home owner's property
- b. Trees are leaning into the home owner's property
- c. Trees have fallen into the home owner's property.
- d. Trees are dead or dying and in danger of falling in the common area or a home owner's property

A determination will be made within a week of that inspection on how to proceed with the reported tree. The resident who reported the problem tree will be notified of the decision. Residents not satisfied with the decision can appeal to the Homeowners Board at their next scheduled meeting.

Any tree that is deemed by the Association to be a danger to life or property will be designated for trimming or removal, and will be trimmed or removed expeditiously by an experienced, licensed, and insured tree removal company contracted by the SSHOA.

It is the right of the homeowner to prune any branch or tree at their property line that is rooted in the common area and extends onto their property.

SSHOA will only remove trees that are in the common area, which is SSHOA property. All other removals are the responsibility of the homeowner.

If a tree is within a common area and is dead or contains dead limbs - but poses no threat to life or property will be left alone, and trees in the common area that fall or are cut there will be left lying flat on site.