

APPROVED MINUTES SSHOA 09/27/12 GENERAL MEMBERSHIP MEETING

SSHOA Board Attendees: Stephen Buckner, President, Donna McCraith, Vice President, Rich Riordan, Secretary, Cynthia Cole, Treasurer, Dan Germain, John Giuliani, Jim Everett and Greg Milonovich, members. Unable to attend: Amy Verdin member.

1. The meeting came to order at 7:08 PM. These minutes follow the order of the slides in annual meeting briefing, which has been posted to the SSHOA Web Site. The briefing was presented by Stephen, assisted by various board members.

The next Board Meeting is 10/10/2012 in the HVES cafeteria. The Board meets quarterly on the second Wednesday of January, April, July and October. To reiterate all are welcome to attend the board meetings, which are also announced on the web site. The next general membership meeting is tentatively schedule for next summer.

The Agenda:

Welcome and Review of 2011-2012 Springfield Home Owners Association (SSHOA)
Board Activities
Financial Report
Capital Improvement Plan
Huntsman Dam Upgrade Status
Election of 2012-2013 SSHOA Board
Open Discussion

2. SSHOA Activities

Collect dues, which are used to maintain the common areas, Carry Liability Insurance, upgrade common areas over time.

Enforce the By-Laws and Covenants

Comply with County, State and Federal laws, County Regulations, Chesapeake Bay Watershed Act, and IRS.

The SSHOA does **not** settle disputes between neighbors or enforce Fairfax County's regulations.

3. Financial Statement. Cindy presented the treasurers report. We budgeted \$14,615 for 2012 and have spent \$11,126.03 as of 08/31/2012. The 2011 budget was \$13,406.00, and \$9,123.77 was actually spent. The association's financial statement as of August 31, 2011 shows \$49,284.54 for general use. In addition, \$20,313.67 is reserved for use by the 8 individual mini-courts for maintenance and is not available for SSHOA general use.

4. Capital Improvement Plan. Dan presented the capital improvement plan. The plan approved last year addressed only the tennis and basketball courts and included: 1. Repair cracks. 2. Begin an escrow account to save the \$51,000 needed to install a tennis court and a basketball court using the Versa Court Overlay System. 3. Report status annually to the membership and when sufficient funds are collected (2014-2015), ask membership to reaffirm decisions to implement the plan. The background leading up to this plan is summarized on slide 8 of the presentation.

5. Capital Reserve Plan. The capital reserve plan builds on the previous Capital Improvement plan by looking out 10 years and including all the components of the common areas that need periodic major repairs and improvements. The plan is based on the assumption 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 reserve plan, now the capital improvement plan, are: The tennis courts. The basketball court. The paths and stairs. The entrance wall and grounds. The tot lot. The paths, stairs, and tot lot have been replaced or had major repairs within the past 6 years. The major components most in need of upgrade are the tennis courts and the basketball court.

The 10 year Capital Improvement Plan (CIP) is shown on slide 9 of the briefing. The next major expenditure occurs in 2016 with the upgrade of the tennis courts.

6. 2011-2012 Accomplishments.

Increased transparency and member communications.

The quarterly Board meetings are public for all members to attend and participate.

Meeting notes and board activities or notices are posted to our website.

A welcome letter is now sent to new homeowners following settlement and move-in.

Collected all dues for 2012; 4th consecutive year.

Removed leaves and downed trees from common areas, cut grass, edged sidewalks.

Improved drainage next to the tennis courts and repaired cracks in the tennis courts.

Conducted our annual spring cleanup.

7. Huntsman Lake. Donna presented an update on the impending renovation of the Huntsman lake dam and spillway. Construction is scheduled to start in June 2013. More information available at; www.fairfaxcounty.gov/dpwes/watersheds

8. Real Estate Activity. Donna presented an encouraging housing market update giving recent sales and prices in Springfield Station. See Slide 12 for details.

9. SSHOA Complaint Procedure. Donna briefed and presented each attending member a copy of our complaint procedure as required by the state of Virginia. Copy attached.

10. Election of the New Board. The 9 home owners who volunteered to serve on the Board are: John Giuliani, Donna McCraith, Rich Riordan, Dan Germain, Greg Milonovich, Amy Verdin, Stephen Buckner, Jim Everett and Cynthia Cole.

The membership by unanimous consent elected the 9. Officers will be chosen by the Board at its next meeting as provided for in the bylaws.

11. The SSHOA Official Web Site. Dan our web master, continues to improve our web site continues and increase its usefulness. The membership was urged to visit it.

12. Open Discussion Items.

A. Speeding on Arley Drive. It was pointed out that speeding on Arley continues and is a serious hazard to pedestrians and especially children. The board will coordinate with the proper authorities to investigate potential solutions such as installing “watch out for children” signs like the ones that recently went up on Huntsman. The board will investigate having the radar trailer that shows your speed in big numbers, stationed on Arley for a while. We will continue to urge folks to slow down on Arley on our web site and other outlets.

B. Eagle Scout Projects. It was pointed out that we have gleaned benefits from Eagle Scout projects in the past and the question was are we going to continue that? We are and the board point of contact is Rich Riordan 703-906-0732, richriordan@cox.net.

C. Dumping Yard Waste in the Woods. The board will procure and install no dumping signs along the path on both sides of Arley. This will be done quickly. We will also remind members in messages in dues letters, meeting flyers and the web site.

D. Mini Court Responsibilities. Some of our newer mini court residents are not familiar with the requirement that all who live on the mini court are collectively responsible for the maintenance and up keep of their common area, including repaving the common driveway when required. We will include this in the dues letters that go to mini court residents and put it on the web site.

E. Stopped up Storm Water Drainage Ditches. The ditches that run through the common area are part of the county storm water management system and if there is a serious problem with stoppage we can ask the county to fix it. Otherwise if you see a small stoppage and the spirit moves you can clean it.

F. Architectural Review Board. It was asked if we have an architectural review board as provided for in the bylaws. The answer is we do not, and when asked, we tell residents that they must comply with Fairfax county regulations governing fences etc. After discussion it was left that we would list the architectural requirements on the web site and ask that all comply.

The meeting was adjourned and we went home at 2010.

Respectfully submitted

Rich Riordan, Secretary

Attendees at 9/27/12 SSHOA Annual Meeting.

Jim Askew	Fred and Annie Berg	Dee Bland
Ruth & R.C. Bosley	Carolyn Burton	G. Grafton Cole
Alice Corbett	Joyce Guiliani	Bruce Irvine
Mike & Elizabeth Keenaly	Martha Kiene	Patti & Jim Klein
Mary Anne McClland	Myrna Meling	Bob & Arlene Norrell
Manuel Pablo	Nan Seung Pyo	Jennifer Riordan
Susan & Ted Scott	Sharen Sheehan	Dick Stohr
Fred & Susan Woony		

The 8 Board members attending are listed at the beginning of these minutes.

Springfield Station Home Owners' Association Complaint Procedure

- 1. ALL COMPLAINTS MUST BE IN WRITING.**
- 2. THE WRITTEN COMPLAINT SHALL BE HAND DELIVERED OR MAILED BY REGISTERED/CERTIFIED MAIL RETURN RECEIPT REQUESTED TO A MEMBER OF THE SSHA BOARD OF DIRECTORS.**
- 3. THE BOARD OF DIRECTORS SHALL PROVIDE WRITTEN ACKNOWLEDGMENT OF RECEIPT OF THE COMPLAINT TO THE COMPLAINANT AT THE ADDRESS PROVIDED WITHIN SEVEN DAYS OF RECEIPT.**
- 4. NOTICE OF THE DATE, TIME, AND LOCATION THAT THE MATTER WILL BE CONSIDERED SHALL BE HAND DELIVERED OR MAILED BY REGISTERED/CERTIFIED MAIL, RETURN RECEIPT REQUESTED TO THE COMPLAINANT AT THE ADDRESS PROVIDED.**
- 5. AFTER THE FINAL DETERMINATION IS MADE, THE WRITTEN NOTICE OF FINAL DETERMINATION SHALL BE HAND DELIVERED OR MAILED BY REGISTERED/CERTIFIED MAIL RETURN RECEIPT REQUESTED TO THE COMPLAINANT AT THE ADDRESS PROVIDED WITHIN SEVEN DAYS OF THE FINAL DETERMINATION.**
- 6. THE NOTICE OF FINAL DETERMINATION SHALL BE DATED AS THE DATE OF ISSUANCE AND INCLUDE SPECIFIC CITATION TO APPLICABLE ASSOCIATION GOVERNING DOCUMENTS, LAWS OR REGULATIONS.**
- 7. IF THE NOTICE OF FINAL DETERMINATION IS ADVERSE, THE NOTICE SHALL INCLUDE CONTACT INFORMATION FOR THE COMPLAINANT TO FILE A NOTICE OF FINAL ADVERSE DECISION WITH THE COMMON INTEREST COMMUNITY BOARD VIA THE COMMON INTEREST COMMUNITY OMBUDSMAN FOR FAIRFAX COUNTY.**