

## Minutes of the 01/10/2013 SSHOA Board Meeting

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

The meeting was called to order at 7:05 pm in the cafeteria of the Hunt Valley School.

The minutes of the 10/10/2012 board meeting were approved as submitted and will be posted on the SSHOA web site.

The next Board Meeting will be on 10 April at the Hunt Valley School.

### OLD BUSINESS:

#### 1. Financial Status

A. Treasurers Report. Cindy submitted the 2012 year end financial statement. We have \$14,451.89 in the general account, \$33,000.00 in the Capital Reserve Fund and \$20,320.54 in the minicourt accounts for a total of \$67,772.43. There are no delinquent accounts outstanding.

The 2013 budget was discussed. We reserved \$10,000 for capital improvements and made three small adjustments to Cindy's draft. Amy moved and Greg seconded that we approve the budget as revised. Motion passed. A copy of the approved budget is attached

B. Auditing the Books. John made several phone calls and tracked down an auditor who lives up the road a piece in Winston Knolls. He said a true audit would cost approximately \$6000. As an alternative he proposed an easier softer way. To implement that, we decided to set up an audit committee. Jim moved and Greg seconded that we set up the committee and that it check the books and working through John coordinate with the auditor for his input. Motion passed. Board members are Jim and Dan; non-board members to be recruited. The suspense date for completion of the audit is 10 July in time for the board meeting scheduled for that evening.

#### 2. Milestones and Key Dates

4th week November End Grass Cutting and Leaf Removal **Complete**

01/09/2013 Board meeting **Complete** on 01/10/2013

04/XX/2013 Begin grass cutting

04/10/2013 Board meeting Hunt Valley School confirmed as the site.

04/29/2013 Dues letter goes out

05/18/2013 Neighborhood clean-up

05/31/2013 Dues due in

07/10/2013 Board meeting

09/26/2013 General Membership meeting

10/09/2013 Board meeting

3. Election of Board Officers. Last meeting we discussed setting up the terms of service so that only a portion of the board will be leaving in any given year. Stephen will distribute his proposal by email for Board review.

4. Action Items from the General Membership Meeting.

A. Speeding on Arley Drive. Donna has coordinated extensively with VDOT to no avail. Bottom line is they don't have the wherewithal to help in our situation. She did contact the county and found that the way to go is to form a citizen's task force to work with Supervisor Herrity's office to develop and implement plans for slowing traffic speeds on Arley Drive. Rich moved and Dan seconded that the board support a citizen's task force compose of 5 HOA members to work on this issue. Motion passed.

B. Eagle Scout Projects. The board has been asked to suggest possible Eagle Scout projects. We have none yet.

C. Dumping Yard Waste in the Woods. We installed no dumping signs along the path on both sides of Arley. **Complete.**

D. Mini-Court Responsibilities. Donna presented a draft paragraph to be added to the dues letter to remind the 39 association members who are mini-court residents of their responsibilities in the mini court. After some minor revisions we approved the paragraph.

5. Landscape the entrance wall at the corner of Arley and Sydenstricker. Donna contacted Premium Landscaping and they gave her a price of \$225 to "spruce up" the beds in front of the wall. They declined to landscape the wall in return for a small sign saying they did the landscaping. We asked Donna check with other firms to see if they are interested in doing free landscaping at the corner of Arley and Sydenstricker.

NEW BUSINESS:

1. Lawn and Leaf Maintenance. Donna renewed our contract with Premium Landscaping for last year's price of \$93 per cut. She also made arrangements to have premium plow snow in the 5 minicourts that expressed interest. The charge would be \$10 per house per plow. The cost of shoveling individual driveways is \$50 per hour. Driveways are on an individual basis for arranging the work and paying for it.

2. Tennis Court Screen Maintenance. The fabric screens attached to the tennis court chain link fence have been damaged by the severe storms this summer and fall. Greg will repair the repairable and trash the unrepairable.

3. Spring Clean-up. We set the date for May 18. Rich will make arrangements for the garbage trucks and the dump fee waivers.

4. SSHOA Complaint Form. At the Annual meeting, the membership approved the Association Complaint Procedure. The next step is the Complaint Form, which Donna presented for approval by the board. Jim moved and Greg seconded that we approve the form. Motion passed. A copy of the form is attached.

5. Huntsman Dam Update. The latest schedule shows that drainage of the lake will begin in September of this year. Because the schedule is very fluid we recommend that members use the SSHOA web site link to the Huntsman Dam project web site.

6. Housing Market Update. The housing market in Springfield Station and surrounding developments has improved markedly. Asking prices are up and sellers are getting close to their asking price.

Jim moved and Greg seconded that we adjourn at 8:27pm, which we did.

Respectively Submitted

Rich Riordan, Secretary

## 2013 Springfield Station Homeowners Association Budget - Approved 01-10-2013

| Code | Budget Item                                    | 2012 Budget        | 2012 Actual        | 2013 Budget        | 2013 YTD |
|------|--|--------------------|--------------------|--------------------|----------|
| 1    | Insurance                                      | \$1,400.00         | \$1,391.00         | \$1,500.00         |          |
| 2    | Office and Bookkeeping Supplies                | \$200.00           | \$197.08           | \$200.00           |          |
| 3    | Legal and Collecting Fees and Audit            | \$200.00           | \$0.00             | \$0.00             |          |
| 4    | VA Real Estate Board Fee                       | \$100.00           | \$91.33            | \$100.00           |          |
| 5    | VA State Corporation Commission Fee            | \$25.00            | \$50.00            | \$25.00            |          |
| 6    | Taxes and Tax Preparation                      | \$100.00           | \$8.74             | \$10.00            |          |
| 7    | Grass Cutting and Leaf Clean-up                | \$3,200.00         | \$3,165.00         | \$3,150.00         |          |
| 8    | Common Grounds Maintenance (landscaping, etc.) | \$3,000.00         | \$1,535.00         | \$2,155.00         |          |
| 9    | Spring Cleanup                                 | \$2,100.00         | \$2,100.00         | \$2,100.00         |          |
| 10   | Capital Improvements                           | \$4,100.00         | \$4,541.00         | \$4,000.00         |          |
| 11   | Web Site                                       | \$90.00            | \$0.00             | \$90.00            |          |
| 12   | Annual Meeting                                 | \$100.00           | \$0.00             | \$50.00            |          |
| 13   | Bank Service Charge                            | \$0.00             | \$2.50             | \$0.00             |          |
| 14   | Add to Capital Reserve Fund                    | na                 | na                 | \$10,000.00        |          |
|      | <b>Total</b>                                   | <b>\$14,615.00</b> | <b>\$13,081.65</b> | <b>\$23,380.00</b> |          |

Capital Improvements for 2013

(plan to seal the paths for \$3825 in 2013)

General Fund Balance 12-31-2012

**\$14,451.89**

Capital Reserve Fund Balance 12-31-2012

**\$33,000.00**

Total \$0.00

Budgeted 2013 Income

Interest \$100.00  
 Assessments (annual and minicourt) \$22,780.00  
 Sale of HOA Disclosure Packets \$500.00  
 Total \$23,380.00

Actual 2013 Income

Interest  
 Assessments (annual and minicourt)  
 Sale of HOA Disclosure Packets  
 Total \$0.00

Minicourt Fund Balances 12-31-2012

2A \$3,833.81  
 2B \$3,774.58  
 3A \$2,239.66  
 3B \$1,678.96  
 3C \$995.62  
 4A \$3,366.87  
 5A \$1,776.57  
 5B \$2,654.47

Total **\$20,320.54**

Total Bank Balance 12-31-2012 **\$67,772.43**

**SPRINGFIELD STATION HOMEOWNERS ASSOCIATION COMPLAINT FORM**  
<http://springfieldstationhoa.org>

Pursuant to Chapter 29 of Title 55 of the Code of Virginia, the Board of Directors (Board) of the Springfield Station Homeowner's Association has established this complaint form for use by persons who wish to file written complaints with the Association regarding the action, inaction or decision by the governing board, managing agent or association inconsistent with applicable laws and regulations.

Legibly describe the complaint in the area provided below, as well as the requested action or resolution of the issues described in the complaint. Please include references to the specific facts and circumstances at issue and the provisions of Virginia laws and regulations that support the complaint. If there is insufficient space, please attach a separate sheet of paper to this complaint form. Also, attach any supporting documents, correspondence and other materials related to the complaint.

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Sign, date and print your name and address below and submit this completed form to the Association through any Board member listed on the web site shown above.

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|                     |                  |             |
|---------------------|------------------|-------------|
| <b>Printed Name</b> | <b>Signature</b> | <b>Date</b> |
|---------------------|------------------|-------------|

\_\_\_\_\_

**Mailing Address**

\_\_\_\_\_

**Lot/Unit Address**

\_\_\_\_\_

|                       |                     |
|-----------------------|---------------------|
| <b>E-mail Address</b> | <b>Phone Number</b> |
|-----------------------|---------------------|

**Contact Preference:** \_\_\_ Phone \_\_\_ E-mail \_\_\_ Other

If after the Board's consideration and review of the complaint, the Board issues a final decision adverse to the complaint you have the right to file a notice of final adverse decision with the Common Interest Community Board (CICB) in accordance with the regulations promulgated by the CICB. The notice shall be filed within 30 days of the date of the final adverse decision, shall be in writing on forms provided by the Office of the Common Interest Community Ombudsman (Ombudsman), shall include copies of any supporting documents, correspondence and other materials related to the decision, and shall be accompanied by a \$25 filing fee. The Ombudsman may be contacted at:

Office of the Common Interest Community Ombudsman  
Department of Professional and Occupational Regulation  
9960 Maryland Drive, Suite 400  
Richmond, VA 23233  
804/367-2941  
CICOmbudsman@dpor.virginia.gov

### **Separate Paragraph for Mini-Court Dues Letters and other Documents**

In accordance with the Association Covenants, your property is part of a Mini-Court within our homeowners association. As stated in the Restrictive Covenants, Article IV, Section C, each owner shares the responsibility of the maintenance, replacement, repair and benefit of the easement area within each Mini-Court. Annual Mini-Court fees of \$24.00 are collected in addition to the annual assessment. The Mini-Court fees are placed in an escrow account to be used only by the members of the Mini-Court. Disposition of these funds is at the sole discretion of those property owners.