

Approved Minutes of the 07/12/2017 SSHOA Board Meeting

Board Members Present: Stephen Buckner, President; Donna McCraith, Vice President; Cynthia Cole Treasurer, Dan Germain, and Geoffrey Ballou. Unable to attend were: John Giuliani, Rich Riordan, Secretary, and Jon Carlo Trujillo. No homeowners attended.

The meeting was called to order at 7:05 pm in a small conference room at Hunt Valley Elementary School (HVES).

There will be a special planning meeting for the Annual General Membership meeting at a date to be determined. (This is the only board meeting that is for board members only).

The next regularly scheduled Board Meeting will be on Wednesday, October 11th at 7:00 pm at HVES Volunteer Room #121, unless otherwise determined. (Note: Due to the small capacity required for board meetings, the board meetings are now held in the HVES Volunteer Room. The cafeteria will continue to be used for our General Membership Meetings.)

The minutes of the Board Meeting from the 4/12/2017, as corrected and finalized in 4/26/2017, had been approved via email. The corrected minutes are approved for posting to the web.

OLD BUSINESS:

- 1) Financial Status: The June 30, 2017 Financial Statement was reviewed and acknowledged to be in good order. (Refer to Financial Statement – June 30, 2017 for further details).
 - a) Budget: The Association is on budget.
 - i) Budget: The 2017 Budget, as approved by the membership, is \$23,176.00.
 - ii) Dues Collections: As of this reporting we have collected \$21,895.20 in assessments (annual and minicourt). We have collected \$22,226.98 to date. There are two outstanding assessments- one house recently sold and was collected at settlement, check is in the mail; the second house is up for sale and we expect payment upon settlement.
 - iii) Our total bank balance is \$114,899.40.
 - (1) General Fund Balance: \$31,099.09
 - (2) Capital Reserve Fund Balance: \$83,800.31
 - iv) Our holding account for minicourt assessments is: \$24,687.52.
- 2) Housing Update:
 - a) HOA Packets: 12 HOA packets were sold. 10 homes have sold; and 2 homes are still for sale.
 - i) Colonial model sold in range \$589.5k to \$635.5k
 - ii) Split-foyer model sold for \$560k.
 - iii) Split-level model sold for \$600k.
- 3) Milestones and Key Dates:
 - ✓ Board meeting, Wednesday 01/11/2017.

- ✓ Board meeting, Wednesday 04/12/2017.
- ✓ Dues letter out 04/30/2017.
- ✓ Spring Cleanup 05/13/2017.
- ✓ Dues due on 05/31/2017.
- ✓ Board meeting, Wednesday 07/12/2017.
- Annual meeting Thursday 09/21/2017.
- Board meeting, Wednesday 10/11/2017.

4) Tennis & Basketball Courts: The Board agreed at the 2016 General Membership Meeting to work with contractors for options and proposals to address the needs of the Tennis and Basketball Court common area.

- a) John Giuliani was unable to be present and submitted an update via email prior to the meeting. The email was reviewed by the board and is attached as *Appendix A: Email Update submitted by John Giuliani*.

5) Capital Improvements and Projects.

a) Arley Entrance (wall and gazebo)

- i) The Board voted and approved via email to contract with **Springfield's Finest LLC** for maintenance at the Arley Entrance (wall and gazebo). The defined work included: (a) power wash the wall and gazebo (used water from yellow house across the street); (b) Landscaping cleanup of weeds, etc. and planting of flowers.
- ii) Final invoice \$470 (weeding \$120 and planting of annuals \$150)
- iii) Vendor has asked for an additional \$100 to cover the cost of medication for an allergic reaction allegedly contracted from this work. It is the opinion of the board that as a professional landscaper he assumes responsibility for exercising appropriate precautionary measures, including knowledge and handling of poisonous plants.

b) Maintenance work completed since last meeting:

- i) One downed tree was removed from path near playground (completed by board members, no cost incurred).
- ii) Playground was sprayed to kill weeds and added wood chips. The estimate from JK Landscape to add tot lot chips to the playground space was \$1555.00 for 38 yards of chips, installation, delivery and tax. [A little higher than four years ago, (\$1448.00), but they would not consider a reduction. Remember the truck has to park on Whitson Court and the chips will be blown in via hose all the way to the playground.]

c) Maintenance work identified as needed:

- i) Skibbereen and Langford path steps:
- ii) Path/steps have overgrowth and need to be sprayed with weed killer. Action items: Buy roundup (Stephan).
- iii) Stairs need gravel. Action items: Get pricing for gravel at home depot (Dan); Send email asking if any young folks need service hours (Dan).
- iv) Aquary Court path steps were inspected and are okay.

NEW BUSINESS:

!) HVES has requested that the board does not use the school its July meeting in the future; the school is not open and has to pay someone to open and close. The board agreed this was a reasonable request. The board will seek an alternative public location, if not a board member will host the meeting at his/her home.

The Meeting was adjourned at 8:00 pm

Respectfully Submitted,

Dan Germain, Member

Appendix A: Email Update submitted by John Giuliani

From: John Giuliani <john.giuliani@nrl.navy.mil>
Subject: tennis courts - Gossum & Costello
To: Donna McCraith <dmccraith@cox.net>
Cc: "Buckner, Stephen" <stephen.l.buckner@census.gov>
Date: Sat, 8 Jul 2017 09:31:26 -0400

July 8, 2017

Donna,

Report for the upcoming SSHOA Board meeting on July 12, 2017. As noted to you, I will likely not make this meeting.

1) SSHOA sign.

a) The cleaning and planting of the area around the brick wall with letters "Springfield Station" at the corner of Arley and Sydenstriker Roads was completed during July 5 - 7, 2017.

b) I have the invoice from Travis for \$470.00 and will hand deliver to Donna McCraith.

c) Payment should be made to Springfield's Finest LLC and mailed to the address on the invoice.

2) Tennis Court Area.

a) Donna McCraith set up a meeting with Eddy Playtez of Gossum & Costello, Paving Inc. at 7:30 am Saturday, July 8, 2017. John Giuliani was present.

b) Objective was to obtain estimates for repaving of the tennis court area and other changes, for eventual comparison to other approaches considered previously, e.g. Versa Court, Sport Court, and Flex Court. These system require a hard base and may require fixing the existing surface, so this estimate may be needed anyway.

c) Estimates for two options will be given by Mr. Playtez. The tennis court area is 110' x 120'.

c.1) One for repairing major cracks in the courts and then paving over with a top layer of few inches of asphalt.

c.2) The second option, and more costly one, would be digging up and removing the existing asphalt, building a new base, and laying a completely new surface.

d) Details will be in the estimates that will be sent by email to Donna McCraith.

e) Some additional notes:

e.1) Both estimates will include removing the asphalt and base in the basketball court area and laying down grass seed. The basketball area is 85' x 56'.

e.2) Both estimates would include removing the 10' high fence surrounding the tennis court area. Gossom & Costello does not do fencing and replacing the fence would be a separate cost. Contacts will be provided.

e.3) The large equipment will damage the grass on the left side of the court area near the walkway, and may damage the sidewalk. The sidewalk will be repaired at cost to be determined during work.

e.4) Gossom & Costello do not do layouts for the planned one tennis court and one basketball court. Contacts will be provided.

e.5) If the asphalt court is maintained properly by treating thin cracks early with special sealant to keep water out, then the surface can last.

f) Estimates are being sought from Versa Court and Flex Court.

John Giuliani

APPENDIX B:

estimate for cleaning SSHOA sign

1 message

John Giuliani <giul@ppdmail.nrl.navy.mil>

Thu, May 25, 2017 at 6:05 PM

Reply-To: giul@ppdmail.nrl.navy.mil

To: "Cole, Cynthia" <ccolern@verizon.net>, Daniel Germain <djgermain@gmail.com>, Donna McCraith <dmccraith@cox.net>, "gmmilono@yahoo.com" <gmmilono@yahoo.com>, "jctrujillo@prosol1.com" <jctrujillo@prosol1.com>, "plkiser@hotmail.com" <plkiser@hotmail.com>, Rich Riordan <richriordan@cox.net>, "slbuckner@verizon.net" <slbuckner@verizon.net>, John.giuliani@nrl.navy.mil

To Board members:

Travis left a phone message with his project and costs to address the SSHOA brick sign and area around it.

\$150 for weeding and cleaning the brush;
\$120 for planting \$60 worth of annuals;
If the person in the house will let him use the faucet,
and Travis thinks he has a hose that will reach,
\$200 for power washing the brick.

John Giuliani

Voting was done via email and there was no opposition with the following members voting in favor of the proposal:

Donna McCraith
Cynthia Cole
Dan Germain
John Giuliani
Rich Riordan
Jon Carlo Trujillo

Note: Once a majority of the board has voted in favor, the action is carried out so it is not unusual that some members were not able to vote within the time period.