



Springfield Station Homeowners' Association

Annual Membership Meeting

September 21, 2017

7:00 pm

<http://www.springfieldstationhoa.org>

Agenda

- Review and approval of 2016 General Membership Meeting minutes
- Welcome and Review of 2016-17 Springfield Station Board Activities
- Financial Report
- Capital Improvement Plan Review
- Update on the Tennis and Basketball Courts Project
- Housing Market Update
- Election of 2017-18 Springfield Station Board
- Open Discussion

HOA Activities

- 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
 - Homeowners Packets
 - Chesapeake Bay Watershed Act & Fairfax County restrictions
- The HOA does not settle disputes between neighbors or enforce Fairfax County's Regulations.

Financial Report

As of August 31, 2017

General Fund Balance	\$28,954.13
Capital Reserve Fund Balance	\$83,800.31
SSHOA Bank Account Balance	\$112,754.44

Budget Report

Code	Budget Item	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Actual
1	Insurance	\$1,391.00	\$1,371.00	\$1,520.00	\$1,281.00	\$1,503.00	\$1,500.00	\$1,635.00
2	Office and Bookkeeping Supplies	\$197.08	\$150.93	\$160.88	\$228.37	\$221.13	\$175.00	
3	Legal and Collecting Fees and Audit	\$0.00	\$12.00	\$32.45	\$0.00	\$0.00	\$35.00	
4	VA Real Estate Board Fee	\$91.33	\$91.33	\$90.92	\$20.92	\$20.92	\$90.00	\$20.92
5	VA State Corporation Commission Fee	\$50.00	\$0.00	\$25.00	\$25.00	\$50.00	\$25.00	
6	Taxes and Tax Preparation	\$8.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	Grass Cutting and Leaf Clean-up	\$3,165.00	\$3,265.00	\$3,110.00	\$2,822.00	\$3,325.00	\$3,300.00	\$1,470.00
8	Common Grounds Maintenance (tree removal, landscaping, etc.)	\$1,535.00	\$2,088.00	\$307.11	\$2,090.00	\$1,510.00	\$2,000.00	\$2,024.60
9	Spring Cleanup	\$2,100.00	\$2,100.00	\$2,080.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,075.00
10	Capital Improvements	\$4,541.00	\$4,185.50	\$1,800.00	\$299.85	\$0.00	\$0.00	
11	Website	\$0.00	\$366.08	\$0.00	\$36.34	\$83.88	\$100.00	
12	Annual Meeting	\$0.00	\$265.41	\$0.00	\$26.94	\$0.00	\$50.00	
13	Bank Service Charge	\$2.50	\$1.00	\$0.00	\$12.00	\$24.00	\$0.00	
14	Donation	na	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	
15	Add to Capital Reserve Fund	na	\$10,000.00	\$13,216.84	\$14,016.78	\$13,566.69	\$12,865.00	
16	Transfer to SSHOA Minicourt Account	na	na	na	\$936.00	\$936.00	\$936.00	\$936.00
	Total	\$13,081.65	\$23,996.25	\$22,343.20	\$23,895.20	\$23,340.62	\$23,176.00	

Financial Report (cont.)

Capital Improvements for 2017

none planned	<u>\$0.00</u>
Total	\$0.00

Budgeted 2017 Income

Assessments (annual and minicourt)	\$22,776.00
Sale of HOA Disclosure Packets	<u>\$400.00</u>
Total	\$23,176.00

Actual 2017 Income YTD

Assessments (annual and minicourt)	\$22,786.24
Sale of HOA Disclosure Packets	<u>\$1,400.00</u>
Total	\$24,186.24

SSHOA Minicourt Account Balances

2A	\$4,567.39
2B	\$4,387.75
3A	\$2,847.76
3B	\$2,165.07
3C	\$1,599.71
4A	\$3,978.68
5A	\$2,383.15
5B	\$3,143.71

SSHOA Minicourt	\$25,073.22
Bank Account Balance	

Prepared by Cynthia Cole, Treasurer, SSHOA, 9-01-2017

Proposed Budget 2018

Springfield Station Homeowners Association Budget - 2018 PROPOSED

Code	Budget Item	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Actual / Projected YTD	2018 Proposed
1	Insurance	\$1,391.00	\$1,371.00	\$1,520.00	\$1,281.00	\$1,503.00	\$1,500.00	\$1,635.00	\$1,635.00
2	Office and Bookkeeping Supplies	\$197.08	\$150.93	\$160.88	\$228.37	\$221.13	\$175.00	<i>\$175.00</i>	\$175.00
3	Legal and Collecting Fees and Audit	\$0.00	\$12.00	\$32.45	\$0.00	\$0.00	\$35.00	<i>\$35.00</i>	\$35.00
4	VA Real Estate Board Fee	\$91.33	\$91.33	\$90.92	\$20.92	\$20.92	\$90.00	\$20.92	\$20.92
5	VA State Corporation Commission Fee	\$50.00	\$0.00	\$25.00	\$25.00	\$50.00	\$25.00	<i>\$25.00</i>	\$25.00
6	Taxes and Tax Preparation	\$8.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<i>\$0.00</i>	\$0.00
7	Grass Cutting and Leaf Clean-up	\$3,165.00	\$3,265.00	\$3,110.00	\$2,822.00	\$3,325.00	\$3,300.00	\$1,470.00	\$1,470.00
8	Common Grounds Maintenance 1	\$1,535.00	\$2,088.00	\$307.11	\$2,090.00	\$1,510.00	\$2,000.00	\$2,024.60	\$2,024.60
9	Spring Cleanup	\$2,100.00	\$2,100.00	\$2,080.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,075.00	\$2,075.00
10	Capital Improvements	\$4,541.00	\$4,185.50	\$1,800.00	\$299.85	\$0.00	\$0.00	\$0.00	\$0.00
11	Website	\$0.00	\$366.08	\$0.00	\$36.34	\$83.88	\$100.00	<i>\$115.87</i>	\$115.87
12	Annual Meeting	\$0.00	\$265.41	\$0.00	\$26.94	\$0.00	\$50.00	<i>\$60.00</i>	\$60.00
13	Bank Service Charge	\$2.50	\$1.00	\$0.00	\$12.00	\$24.00	\$0.00	<i>\$0.00</i>	\$0.00
14	Donation	na	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	<i>\$0.00</i>	\$0.00
15	Add to Capital Reserve Fund 2	na	\$10,000.00	\$13,216.84	\$14,016.78	\$13,566.69	\$12,865.00	<i>\$15,413.85</i>	\$10,000.00
16	Transfer to SSHOA Minicourt Account	na	na	na	\$936.00	\$936.00	\$936.00	\$936.00	\$936.00
	Total	\$13,081.65	\$23,996.25	\$22,343.20	\$23,895.20	\$23,340.62	\$23,176.00	<i>\$23,986.24</i>	\$18,572.39

1 Common Grounds Maintenance includes tree removal, landscaping, etc.

red italics - projected

2 Actual income is above budget and expenses below budget allowing for a higher contribution.

Capital Improvements Planned for 2018

TBD

Budgeted 2018 Income

Assessments (annual and minicourt)	\$22,776.00
Sale of HOA Disclosure Packets	<u>\$1,000.00</u>
Total	\$23,776.00

Capital Improvement Plan



Approved at the 2011 - 2012 General Membership Meeting

- Repair the cracks by patching for cost of \$4,100 (**Done in 2012**).
- Start an escrow savings account to accrue money to add the Versa Court Alternative with one Tennis Court and one Basketball Court for \$50,392.
 - *Consider* the Versa Court Alternative in the 2014 – 2015 timeframe.
 - *Consider* making the existing Basketball Court into a Tot Lot at that time.
- Report back to the General Membership annually on how the repairs are holding up.
 - *Do a second patching of cracks if the need arises.*
 - *When we have sufficient funds accrued reaffirm that you still approve the Versa Court Alternative.*

Capital Reserve Plan Principles

CALCULATION BASICS

- Zero percent annual interest income factor for capital reserve fund.
- Inflation factor has not been included yet (plan is to estimate 2.5% annual inflation factor for costs of improvements).
- Annual assessment per lot remains at \$120 per year, with estimated total \$10,000 per year added to capital reserve fund.
- The SSHOA annual budget includes funds (or money) for Grass Cutting and Leaf Clean-up and for Common Grounds Maintenance (mostly tree removal and landscaping). The specific dollar amount changes from year to year. These items are not covered in the capital reserve fund.
- Minor Components (value less than \$1,000) are not included.
- Cash Flow method is used.
- Cash flow threshold (minimum balance below which the capital reserve fund will not decrease) is \$10,000.
- The plan is a work in progress and will be reviewed and updated at least yearly.
- No funds are spent without approval of members at General Membership Meeting.

The Capital Reserve Plan was established and approved at the 2011 General Membership Meeting

Capital Reserve Plan (continued)

Major Components

Tennis Courts

- Repair of surface cracks, every 3-6 years, done in 2012 for \$2,850.
- Install Versa Court, was estimated to cost \$51,000 in 2011, would need replacement every 25 years (*decision to be revisited at a later time when there are sufficient funds*).
- Replace fencing and gates.
- Replace windscreens, nets and cranks, done in 2009 for \$3,100.
- Landscaping.

Basketball Court

- Repair of surface cracks, every 3-6 years, done in 2012 for \$1,250.
- Replace posts and backboards.
- *Replace with a 2nd Tot Lot (decision to be revisited at a later time when there are sufficient funds).*

Paths and Stairs

- Seal the paths, every 5 years, done in 2013 for \$4,000.
- Repair and repave the paths, every 20 years, done in 2009 for \$37,435.
- Repair or replace the stairs.

Entrance at Arley

- Repair/replace brick wall and lettering.
- Paint/repair Gazebo, every 5 years for \$1,000 (includes above item).

Tot Lot

- Replace the play structures and wood borders, every 20 years, done in 2006 for \$32,400.

Tennis / Basketball Court Common Area Summary

- 2001 – ECS, LTD Engineering Study that there is a water stream that runs under the courts causing the cracks in the surface.
- 2009 Repair cracks and replaced wind screen and nets.
- 2010 – General Membership Survey completed. 52% wanted sports courts; 34% wanted green space (park); 11% other.
- 2010 – Members authorize Board to commission an engineering study of the area.
- 2011 – GEO Engineering Study confirms 2001 findings and estimates the cost to fix the drainage issues and replace courts at \$163k; or fix the drainage issue and replace one sports court leaving remaining space grass at \$115k; or remove the courts and replace with grass at \$72k.
- 2011 – Board prepares alternative solution at \$51k (Versa Court); Members approve the Board's recommendation to repair cracks by patching now, start escrow savings account to resurface the courts with an overlay (e.g., Versa Court) with agreement that when sufficient funds have accrued the Members will reaffirm the Versa Court solution.
- 2012 – Board establish a Capital Improvement Plan (CIP) Fund with a 2012 balance of \$30k.
- 2013 – CIP Fund has a balance of \$43,000 (exceeded expected 2013 contribution by \$3,000).
- 2014 – CIP Fund projected to have a balance of \$56,300 (exceeding expected 2014 contribution* by \$3,300).
- 2015 – CIP Fund projected to have a balance of \$71,717 (exceeding expected 2015 contribution* by \$6,000).
- 2016– CIP Fund projected to have a balance of \$84,976 (exceeding expected 2016 contribution* by \$4,841).
- 2017 – CIP Fund projected to have a balance of \$99,214 (exceeding expected 2017 contribution* by \$5,413).

** CIP expected contribution is \$10,000 annually*

Basketball & Tennis Court Common Grounds

We have met our initial savings goal
Now what?



CIP – Next Three Years

Major Maintenance (Capital Improvement Budget)	Frequency	Last Completed	Next Estimated Date	2016	2017	2018	2019
Beginning Capital Reserve Fund Balance				\$70,135	\$84,976	\$99,214	\$44,114
Tennis Courts							
Surface (repair cracks) (average every 4 years)	Every 5 years <i>* to be done with Versa Court</i>	2012 (\$2850)	2017 (\$2850)			\$2,850	
Nets, anchors, wind screens, etc	Every 5 years <i>* to be done with Versa Court</i>	2009 (\$3100)	2017 (\$3100)			Included with Versa Court	
Fencing and gates	Every 25 years		2017 Est. \$10,000			\$10,000	
Versa Court surface over Tennis Court area	Every 25 years		2017 (Est. \$51,000)			\$51,000	
Basketball Court							
Surface (repair cracks) (average every 4 years)	Every 5 years	2012 (\$1250)	2017 (\$1250)			\$1,250	
Replace Basketball Court area with TOT Lot (to be revisited at that time)			2019 (Est. \$25,000)				\$25,000
Paths (repair and repave)	Every 20 years	2009 (\$38,000)	2029 (\$38,000)				
Paths (sealing)	Every 6-7 years	2013 (\$4,000)	2020 (\$5,000)				
Stairs to neighborhood paths (repairs and upkeep)	Every 10 years	2009 (\$3000)	2019 (\$3000)				\$3,000
Entrance at Arley (brick wall, gazebo)	Unknown at this time	None Required					
Playground (replace structure & boarder)	Every 20 years	2006 (\$32,400)	2026 (\$32,400)				
Expected Capital Improvements Expenses				\$0	\$0	\$65,100	\$28,000
Expected Funds to be added to the Capital Improvement Fund				\$14,841	\$14,238	\$10,000	\$10,000
Ending Capital Reserve Fund Balance				\$84,976	\$99,214	\$44,114	\$26,114

2011-12 Plan

Basketball & Tennis Court Common Grounds

Every year since 2011 we have committed to the members of SSHOA that when we had met our financial goal we would review options and updated costs and the members would vote to decide on the final solution.

Update on where are...

2016-17 Accomplishments

- Collected ALL dues and passed audit
- Upkeep of neighborhood:
 - Tree/leaf removal from common areas and trail maintenance.
 - Maintenance on path rails and bridge.
 - Removed dead/downed trees in common areas.
 - Cleaned up and added wood chips to playground/tot lot
 - Arley front entrance cleanup, power washed gazebo and wall, planted flowers.
- Spring neighborhood cleanup day



Housing Market Update

- In accordance with the Code of VA HOA regulations, we prepared and distributed 15 resale disclosure documents to sellers for their new homeowners (\$1,500 in revenue).
- This year, 14 properties have closed; one is currently available.
 - 12 colonial homes sold for \$589,500 to \$635,000.
 - 1 split-foyer home sold for \$560,000.
 - 1 split-level home sold for \$600,000.
 - The one available home is a split-foyer listed at \$550,000.

Elections

Nominees

- Stephen Buckner
- Geoff Ballou
- Dan Germain
- John Giuliani
- Donna McCraith
- Rich Riordan
- Jon Carlo Trujillo
- Vacant

Open Discussion

- Question and answers
- General membership issues
- Considerations for new business

Springfield Station Homeowners Association



Thank you for coming out tonight.