

## **DRAFT MINUTES SPRINGFIELD STATION HOME OWNERS ASSOCIATION ANNUAL GENERAL MEMBERSHIP MEETING, 10 OCTOBER, 2018**

---

The meeting was called to order at 7:20 pm in the Hunt Valley Elementary School (HVES) cafeteria. These minutes reference and follow the order of the slides in the annual meeting briefing, which will be posted to the SSHOA Web Site.

SSHOA Board Members in attendance were: Stephen Buckner, President, Donna McCraith, Vice President, Chuck Brackett, Treasurer, Jon Carlo Trujillo, Acting Secretary, John Giuliani, and Geoff Ballou. Rich Riordan was unable to attend. The briefing was presented by Stephen Buckner, Chuck Brackett, John Giuliani and Geoff Ballou.

The next Board Meeting is scheduled for Wednesday, October 17<sup>th</sup>, 2018 at 7:00 pm in room #121 of HVES. The Board meets quarterly on the second Wednesday of January, April, July and October. All homeowners are welcome to attend the board meetings, which are also announced on the web site.

The minutes of the last General Membership Meeting on 09/21/2017 were approved as corrected.

Stephen Buckner welcomed the attendees, went over the below agenda, and reviewed the HOA activities / responsibilities. He was followed by Chuck Brackett who presented the SSHOA financial report.

### **1. Agenda**

- Review and Approve 2017 General Membership Meeting minutes
- Welcome and Review of 2017-2018 Springfield Station Board Activities
- Financial Report
- Capital Improvement Plan Review
- Update on the Tennis and Basketball Courts Project
- Election of 2018-2019 Springfield Station Homeowners Association Board
- Open Discussion

### **2. HOA Activities**

- Maintain and upgrade all common areas and grounds
  - Collect dues and payments
  - Purchase / 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
  - Internal Revenue Service
  - Fairfax County restrictions and mandates, e.g. new homeowner packets
  - Chesapeake Bay Watershed Act
- The HOA does not settle disputes between neighbors or enforce Fairfax County regulations

3. **Financial Report & 2019 Budget:** Chuck Brackett presented the Treasurer's Report. The Association's 2017 expenditures were \$24,884.72. The 2018 proposed budget was \$22,777.92 including \$12,000.00 for the Capital Reserve Fund and \$936.00 for the minicourt account. As of September 30<sup>th</sup>, 2018, the Association spent \$9,381.37, including a transfer of \$936.00 to the minicourt account. The 2018 income, year to date, is \$22,976.00. The Association's financial report as of September 30<sup>th</sup>, 2018 shows a General fund balance of \$17,907.96 and a Capital reserve fund balance of \$107,000.00 for a total bank balance of \$124,907.96. In addition, \$21,626.34 collected from mini-court residents is reserved for the sole use by the 8 individual mini-courts for maintenance. An audit has been done on our books and they are in excellent condition. A detailed break-down of (projected) revenue and expenses was included in the meeting packet: the annual briefing slides. The proposed 2019 budget is \$23,576.00 projecting \$13,304.08 to be set aside for the capital reserve fund. The budget was approved.

4. **Capital Improvement Plan.** The Capital Improvement Plan looks out 10 years and includes all the components of the common areas that require periodic repair and improvement. 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 Improvement Plan, are:

- The tennis and basketball courts
- The paths and stairs
- The entrance wall and surrounding grounds
- The tot lot

The paths, stairs, and tot lot have been replaced or had major repairs within the past 10 years. Most pressing for upgrade are the tennis courts and the basketball court. There were no major expenditures this year. The 10 year Capital Improvement Plan (CIP) is detailed on slides 7 through 13 of the briefing. The next major expenditure was scheduled to occur in 2017 with the upgrade of the tennis courts. Included in that upgrade were several improvements to other components of the facility, such as; new nets, new fence and crack repair. These are still requirements although there is a substantial amount of evaluation and work to be done to even though we don't plan to implement the major tennis court upgrade at this time.

John Giuliani explained the updated and evolving conditions and requirements associated with upgrading the basketball and tennis courts common grounds. The details were documented on slides 11 – 17 of the annual meeting briefing. Slide 18 presented four points for discussion:

- Do nothing
- Engineered solutions requiring a Rough Grading Plan (RGP)
- Obtain Fairfax County Opinion regarding a repaving plan: RGP required or not
- Fence Removal and annual maintenance cost of the eventual plan

5. **2017-2018 Accomplishments.**

- Collected all dues for 2017; 11th consecutive year

- Passed the audit
- Conducted the annual spring cleanup
- Upkeep of Neighborhood
  - Removed leaves and trees and cut grass, edged sidewalks
  - Performed maintenance on path rails and bridge
  - Removed dead/downed trees in common areas
  - Cleaned up playground and added special wood chips to it
  - Cleaned the front entrance,

6. **Real Estate Activity.** Donna presented a housing market update giving recent sales and prices in Springfield Station. See Slide 20 for details.

7. **Election of the New Board.** The 8 home owners who volunteered to serve on the Board are: Stephen Buckner, Geoff Ballou, Dan Germain, John Giuliani, Patrick Mazzei, Donna McCraith, Rich Riordan and Jon Carlo Trujillo. The membership elected the 8 board members. Officers will be chosen by the Board at its next meeting as provided for in the bylaws.

8. **Open Discussion Items.**

- A homeowner had a question about bank fees and whether or not the SSHOA could get more favorable terms for the amount of money existing in current accounts. It was explained to the homeowner that the banking terms are relatively standard, and based on previous research, it would likely be a futile effort to seek more favorable terms.
- There was also a question about the 0% interest rate and whether the Board could seek a better interest rate with interest rates currently going up. Stephen Buckner also noted the Board anticipated the need to keep those funds as liquid / available in order to begin the court-area improvements, but would look into another account otherwise.
- Following a question pertaining to minicourt balances, Stephen Buckner explained that minicourt balances may go below the established minimums if/when the minicourts elect to use their funds to improve their driveways or otherwise.
- Basketball / Tennis courts Capital Improvement Project:
  - Several details concerning permits, engineering, scraping, repaving, the associated costs and the difficulties associated with working with the county and separate offices were covered in depth during John Giuliani's presentation and discussed at length during the meeting. Volunteers were solicited due to the intensive time associated with the effort.
  - The appearance, safety and liability of the courts and surrounding landscaping (trees and bushes) were discussed and noted as drivers concerning the improvements timeline.
  - A homeowner asked about a special assessment to expedite the work on the basketball/tennis courts. Donna McCraith explained the requirements to pass an increase in dues and / or charge a special assessments: the HOA bylaws

require a 2/3 approval vote, which equates to consent / approval by 121 of 182 homeowners.

- The Board and the membership certainly expressed the disposition to do something sooner rather than later but not in such haste that the Board haphazardly spend / waste the substantial amount of funds the Association has amassed.
- An email list such as Constant Contact or Venmo for better / faster communication was suggested.

Meeting was adjourned at 8:42 PM.

Respectfully Submitted

Jon Carlo Trujillo, Secretary

Homeowners in attendance (individuals that signed into the meeting):

Renee Mazie	Jim Askew	Greg Milonovich
Joyce Giuliani	Tim Nicholls	Tom McIntyre
Judy Styron	Marcus Points	Shirley Hitchcock
Jim Klein	David Stankiewicz	Heather Chapman
Shannon Kiser	Patrick Kiser	Kevin Sherwood
Donna Mainard	Tom Verdin	Bechir Ben Moussa