

SPRINGFIELD STATION HOMEOWNERS' ASSOCIATION
 BOARD OF DIRECTOR'S QUARTERLY MEETING
 16 APRIL 2020
 APPROVED MINUTES OF MEETING

CALL TO ORDER

This quarterly meeting of the Springfield Station Homeowners Association (SSHOA) Board of Directors (BoD) meeting was called to order at 7:08 pm via teleconference call.

ATTENDANCE

SSHOA Board Members present Stephen Buckner, President; John Giuliani, Vice President; Dan Germain, Secretary; and at-large members: Vicky Johnson, and Jon Carlo Trujillo.

The following Board Members were not in attendance: Manny Pableo.

BOARD OF DIRECTORS DIRECTORY	2020 Milestones and Key Dates
<p>Ballou, Geoffrey - geoffreyballou@gmail.com Buckner, Stephen stephen.l.buckner@gmail.com Carlo, Jon - joncarlo.t@gmail.com John Giuliani - jngiuliani@cox.net Germain, Dan – djgermain@gmail.com Johnson, Vicky - mcinjohn@cox.net Pablo, Manny - FredPablo@cox.net</p> <p style="text-align: center;">board@springfieldstationhoa.org Sends to the entire board.</p>	<p>Q1 Board Meeting: 8 January 2020 Q2 Board Meeting: 14 April 2020 16 April 2020 Annual Dues letter mailed to homeowners: 30 April 2020 - 7 May 2020 Spring Cleanup: Saturday 16 May 2020: 8:00 am – 11:00 am Postponed Deadline for payment of annual dues: 31 May 2020 Q3 Board Meeting: 8 July 2020 Annual General Membership Meeting: 24 September 2020 (tbc)* Q4 Board Meeting: 14 October 2020 (tbc)*</p>

APPROVAL OF MINUTES

Minutes of the 8 January 2020 was sent via email for correction and are approved. There were no objections.

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TREASURER'S REPORT

- 1) DEMARR Engineering Invoice 1194 from DEMARR Engineering, PLLC paid \$2,672.50.
- 2) **Premium Landscape** - POC changed to Geoff

REGULAR BUSINESS

- 3) **Home Sales / Disclosure Packets - Disclosure Packets** - Prepared one disclosure packet for 8802 Arley Drive and received \$100.00 (2/14/2020).
- 4) **Gazebo** - repairs to the Gazebo at the neighborhood entrance on the corner of Arley and Sydenstricker was previously approved at a cost of \$2,800. Work was delayed because of winter and COVID and will be scheduled when safe to do so.
- 5) **Basketball & Tennis Court Common Grounds**
 - a) DEMARR Engineering Invoice 1194 from DEMARR Engineering, PLLC paid \$2,672.50.
 - b) Packet of documents received from DEMARR today, 16 Apr 2020. John has forwarded to the board. He will review and make comments to the board this weekend. Please review and reply back to John within 3 days of receipt.
 - c) **Dead trees** along fences at Tennis Courts - Taylor has volunteered to remove the dead trees along the fence at Tennis Courts. He will take to the landfill.

Motion: Moved by Stephen Buckner and seconded by John Guiliani, "Allow Taylor to cut down the dead trees along the fence of the tennis courts. Authorize the reimbursement of dumping fees and a big thank you." The motion carried with all in favor.

NEW BUSINESS

- 6) **Annual Dues - Annual dues notices to be mailed by May 1st.**

Dan will handle the printing and mailing

Draft of the Annual Dues letter was emailed to everyone. Please review and advise of any corrections or concerns.

Below is the schedule:

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Annual Dues Statement mailed	Week of May 1, 2020
Payment is due	May 31, 2020
Late Notice mailed	Week of June 1, 2020
Interest accumulates daily at 6% APR	June 30, 2020
Final Notice and Intent to place a lien mailed	July 05, 2020
Lien on the property is filed	July 15, 2020 (10 days from notice)

7) **Message Sign - John**

Portable changeable sign - to be placed by Tennis Courts. Vicky volunteers to be the keeper of the sign and message manager.

Motion by John Guilian and seconded by Vicky , "Authorize the purchase of a portable changeable sign that is 4 feet wide by 3 feet high at an approximate cost of \$400, including shipping. All approved"

8) **Trees** - Received one report of a possible tree on common grounds at risk at xxx Cuttermill. To be investigated.

9) **Lamp Posts** - Bruce Irvine reported that the black fiberglass street light poles need to be repainted. The ultraviolet light has degraded the black paint covering the fiberglass cords. If they are not repainted the fiberglass will begin to degrade and the poles will collapse. Dominion Power directs the HOA to report such incidents.

a) Report with Dominion. A Report of Outdoor Lighting Concern #830924 (Skibbereen PL, Springfield, VA 22153) (action: Dan)

10) **Violations:**

a) **Report of camper** has been parked in a driveway off Arley. (Action: Stephen)

ADJOURNMENT

A motion was made by Dan Germain and seconded by Geoff that the meeting be adjourned, and this was agreed upon at 8:11 pm.

Respectfully submitted,
 Dan Germain

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**** The following section is being left for follow-up ****

Other Duties and Responsibilities

The following duties and responsibilities have been redistributed accordingly. As part of this transition each individual is responsible for documenting all information and procedures for continuity. **(Owner: Secretary, Dan Germain)**

- 1) Membership Records (Owner: Dan Germain)
 - a) Created electronic document of members' names. **Owner: Dan Germain**
- 2) Annual Dues Process **(Owner: Dan Germain)**
 - a) Letters - Generating letters and mailing in May
 - b) Provide a checklist to Stephen and Geoff for the tracking of dues received.
 - c) Follow letters to be sent to delinquent members.
Owner: Dan Germain, with Vicki's help stuffing envelopes and mailing.
- 3) Disclosure Packet (Owner: Dan Germain)
- 4) Welcome Letter to New Homeowners (Owner: Dan Germain)
- 5) SSHOA Insurance (Vicky Johnson)
Nationwide Mutual Insurance Co. (Harvey Insurance Agency)
Cost: \$1400 annual
Policy Period: May 15, 2019 - May 15, 2020
- 6) State Registration
 - a) SSHOA is an LLC and as such:
 - i) Registered agent - change to Dan Germain, Secretary
 - ii) Annual Fees
 - iii) Filing of annual report with the state
- 7) Premium Lawn (Owner: Geoff Ballou)
- 8) Meeting Logistics (Owner: Vicky Johnson)
Scheduling with Fairfax County School for meeting space at Hunt Valley.

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Appendix: A - FINAL Annual Dues Statement to be mailed May 1st.