

Springfield Station Homeowners' Association

2020 Annual Meeting



September 26, 2020

Station

Homeowners' Association, Inc.
183 Members

BOARD OF DIRECTORS

Geoffrey Ballou

Vicky Johnson

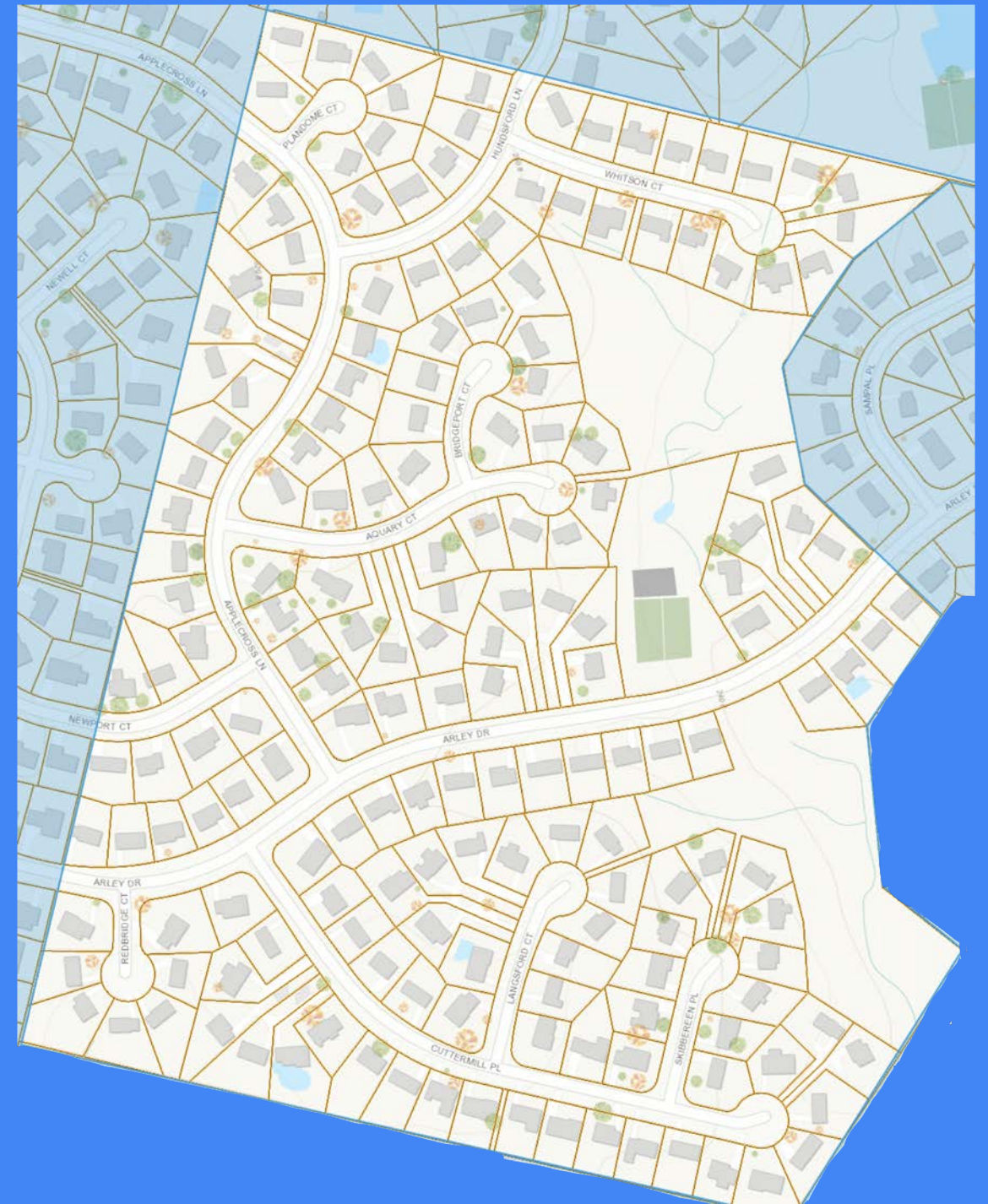
Stephen Buckner

Manny Pablo

Dan Germain

Jon Carlo Trujillo

John Giuliani



In Remembrance

Donna
McCraith



Agenda

- Review and approval of 2019 General Membership Meeting minutes
- Review of 2019-20 Springfield Station Board Activities
- Financial Report & Budget Approval
- **Update on the Tennis and Basketball Courts Project**
- Election of 2020-21 Springfield Station Board of Directors
- Open Discussion

To minimize time gathered the following items are included in the presentation packet but will not be covered at the meeting:

- Capital Improvement Plan Review
- Housing Market Update

The HOA's Primary Activities

- Maintain and upgrade all common areas and grounds.
- Collect dues and ensure all members are in good-standing.
- Carry liability insurance on all Common Property.
- Enforce the Bylaws and Covenants.
- Resolve issues brought to the attention of the Board.
- The HOA does not settle disputes between neighbors or enforce Fairfax County's Regulations.
- Comply with State and Federal laws:
 - IRS (taxes)
 - Homeowners' Disclosure Packets
 - Chesapeake Bay Watershed Act & Fairfax County restrictions



Accomplishments

- Annual Membership Dues
 - Period: June 1st - May 31st
 - 183 members
 - 34 members took advantage of the ability to pay online.
- Leaf removal from common areas and trail maintenance.
- Maintenance on path stairs, rails and bridge.
- Removed dead/downed trees in common areas.
- **SSHOA Community Brick Wall at the Arley & Sydenstricker Entrance:**
 - Gazebo roof was replaced (capital expense)
 - Landscape clean-up and flower planting (Joyce Giuliani).
- SSHOA Message Board (John Giuliani and Vicky Johnson)



Special **thank you** to a group of extraordinary volunteers

Mary Chastine

Taylor Chastine

Joyce Giuliani

Jim Klein

Patty Klein

Myrna Meling

- Secure backstops to basketball posts (Jim Klein).
- Attach new basketball nets (Jim Klein).
- Repair steps leading to court area (Jim Klein).
- Trimmed trees encroaching onto court area (Jim Klein).
- Remove leaf debris along sides of court area (Jim Klein).
- Filled in open cracks within court area (Jim Klein).
- Rebuild and paint bench in court area (Jim Klein).
- Cut down dead red tip photinias trees in front of court area and truck limbs to the landfill (Taylor Chastine & Jim Klein).
- Built platforms on remaining tree stumps (Jim Klein).
- Potted plants on platforms & ground plantings (Patty Klein, Joyce Giuliani, Mary Chastine, & Myrna Meling).




Financial Report

Transparency, Accountability, Accuracy

Financial Activities Overview

- SSHOA accounts are both with BB&T
- We have two accounts:
 - Checking: normal operations such as deposits for HOA dues and expenses such as lawn service
 - Savings: Mini-court funds
- Capital Improvement fund is an administrative reservation of funds, held within the SSHOA checking account
- BB&T publishes their statements with “as of” date for end of month
- Treasurer balances the checkbook monthly upon receipt and prepares financial report for the board, which is distributed via email
- Each expense and income item is coded for annual report
- All checks must be double-signed
- Two sources of income: annual dues and HOA disclosure documents

BB&T Website Screenshot Reconciliation

Accounts Overview 	
CHECKING & SAVINGS	
Checking 8139 <small>As of 09/21/20</small>	\$23,505.95 <small>Available Balance</small>
Checking 7684 <small>As of 09/21/20</small>	\$134,928.40 <small>Available Balance</small>

BB&T Screenshot Reconciliation	
21-Sep-20	
Balance	\$ 134,928.40
Less: Outstanding Checks	
#375	\$ 3,209.34
#378	\$ 392.00
Balance on Website	\$ 131,327.06

Total Expense / Deposit / Balance	\$ 9,908.86	\$ 144.00	\$ 131,327.06
<i>Balanced September 20, 2020</i>			

Mini Court Details

2020 SSHOA Bank Account--BB&T Business Investor Deposit Account						
	Beginning balance	Income	Debits	Subtotal	Mini Court Transfer	Ending balance
12/31/19				\$21,631.80		\$21,631.80
31 Jan 20	\$21,631.80	\$0.37	\$0.00	\$21,632.17		\$21,632.17
28 Feb 20	\$21,632.17	\$0.34	\$0.00	\$21,632.51		\$21,632.51
31 Mar 20	\$21,632.51	\$0.37	\$0.00	\$21,632.88		\$21,632.88
30 Apr 20	\$21,632.88	\$0.34	\$0.00	\$21,633.22		\$21,633.22
31 May 20	\$21,633.22	\$0.18	\$0.00	\$21,633.40		\$21,633.40
30 Jun 20	\$21,633.40	\$0.18	\$0.00	\$21,633.58		\$21,633.58
31 Jul 20	\$21,633.58	\$0.18	\$0.00	\$21,633.76	\$936.00	\$22,569.76
31 Aug 20	\$22,569.76	\$0.19	\$0.00	\$22,569.95	\$936.00	\$23,505.95

2020 Minicourt Fund Summary, 39 houses total									
Date	2A	2B	3A	3B	3C	4A	5A	5B	Total
12/31/19	\$4,713.65	\$120.49	\$2,969.10	\$2,262.09	\$1,720.47	\$4,100.53	\$2,504.27	\$3,241.17	\$21,631.77
31 Jan 20	\$4,713.73	\$120.49	\$2,969.15	\$2,262.13	\$1,720.50	\$4,100.60	\$2,504.31	\$3,241.23	\$21,632.14
28 Feb 20	\$4,713.80	\$120.49	\$2,969.20	\$2,262.16	\$1,720.53	\$4,100.66	\$2,504.35	\$3,241.28	\$21,632.48
31 Mar 20	\$4,713.89	\$120.50	\$2,969.25	\$2,262.20	\$1,720.56	\$4,100.73	\$2,504.40	\$3,241.33	\$21,632.85
30 Apr 20	\$4,713.96	\$120.50	\$2,969.29	\$2,262.24	\$1,720.58	\$4,100.80	\$2,504.43	\$3,241.38	\$21,633.19
31 May 20	\$4,714.00	\$120.50	\$2,969.32	\$2,262.26	\$1,720.60	\$4,100.83	\$2,504.46	\$3,241.41	\$21,633.37
30 Jun 20	\$4,714.04	\$120.50	\$2,969.34	\$2,262.28	\$1,720.61	\$4,100.87	\$2,504.48	\$3,241.44	\$21,633.55
31 Jul 20	\$4,858.08	\$240.50	\$3,089.37	\$2,358.29	\$1,840.63	\$4,220.90	\$2,624.50	\$3,337.46	\$22,569.73
31 Aug 20	\$5,002.12	\$360.50	\$3,209.40	\$2,454.31	\$1,960.64	\$4,340.94	\$2,744.52	\$3,433.49	\$23,505.92

Note: The two transfers of \$936 each are for 2019 (which was not done last year) and for 2020.

The \$0.03 difference from bank statement to fund summary is due to a rounding error in the distribution formula

Capital Fund Expenditures—CY2020

Capital Expense Tracker			
Capital Expense Tracker (DeMarr)			
Date	Check #	Beginning Balance (now includes 2019 transfer of \$13,304.08)	\$ 120,304.08
8/11/19	358	DeMarr meeting at court (\$125/hour)	\$ (250.00)
3/25/20	360	DeMarr Invoice #1194 RGP, Land Disturbance, RPA exemption, Land Disturbance Stakeout	\$ (2,672.50)
5/14/20	N/A	Fairfax County Review Fee	\$ (903.00)
5/14/20	362	DeMarr Invoice #4625 Progress for RGP, RPA, and VCAP	\$ (4,625.00)
6/28/20	370	DeMarr Tree Preservation Study	\$ (2,100.00)
8/19/20	376	DeMarr Invoice #1243 (Balance for RGP, Land Disturbance, RPA, VCAP	\$ (3,055.00)
8/29/20	937	E-check to Fairfax County (RGP 2.1)	\$ (516.52)
Total		Capital Expense Fund Balance	\$ 106,182.06

Capital Expense Tracker--Operating Expenses (Gazebo)			
Date	Check #		
6/16/20	366	Gazebo (deposit)	\$ (1,400.00)
6/27/20	369	Gazebo (final payment)	\$ (1,900.00)
Total		Capital Expenses (Current Year Operations)	\$ (3,300.00)

Status of 2020 Budget vs Spending

FY2020 Budget Less Tennis Court Capital Improvements	
Total 2020 Spending YTD	\$ 25,071.11
Less Tennis Court Capital Project	\$ (14,122.02)
Operating Expenses plus Gazebo	\$ 10,949.09
2020 Adopted Budget	\$ 24,570.00
Subtotal Remaining	\$ 13,620.91
Less Expected Capital Contribution	\$ (12,193.08)
Subtotal	\$ 1,427.83
Add 2019 Minicourt Distribution	\$ 936.00
Remaining 2020 Budget	\$ 2,363.83
Mandatory Expenses Remaining	\$ (1,545.92)
Discretionary Remaining	\$ 817.91

Remaining Treasurer Action Items:

- Reduce Mini Court balance for 3A by distribution amount of \$3,209.34
- Transfer \$3,209.34 from Mini Court savings account to General SSHOA checking for 3A distribution
- Realign \$12,193.08 into Capital Improvement Fund for CY2020 contribution (stays within SSHOA checking account)

Proposed 2021 Budget

Code	Budget Item	2012 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Proposed	2018 Actual YTD	2019 Adopted	2019 Actuals YTD	2020 Adopted	2020 Actuals YTD	2021 Proposed
1	Insurance	\$ 1,391.00	\$ 1,520.00	\$ 1,281.00	\$ 1,503.00	\$ 1,635.00	\$ 1,700.00	\$ 1,443.00	\$ 1,500.00	\$ 1,455.00	\$ 1,500.00	\$ -	\$ 1,500.00
2	Office and Bookkeeping Supplies	\$ 197.08	\$ 160.88	\$ 228.37	\$ 221.13	\$ 27.01	\$ 225.00	\$ 544.11	\$ 225.00	\$ 234.02	\$ 230.00	\$ -	\$ 230.00
3	Legal and Collecting Fees and Audit	\$ -	\$ 32.45	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	VA Real Estate Board Fee	\$ 91.33	\$ 90.92	\$ 20.92	\$ 20.92	\$ 20.92	\$ 20.92	\$ 20.92	\$ 20.92	\$ 20.92	\$ 20.92	\$ -	\$ 20.92
5	VA State Corporation Commission Fee	\$ 50.00	\$ 25.00	\$ 25.00	\$ 50.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ -	\$ 25.00
6	Taxes and Tax Preparation	\$ 8.74	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
7	Grass Cutting and Leaf Clean-up	\$ 3,165.00	\$ 3,110.00	\$ 2,822.00	\$ 3,325.00	\$ 3,141.50	\$ 3,500.00	\$ 2,194.50	\$ 3,200.00	\$ 2,952.00	\$ 3,200.00	\$ 2,058.00	\$ 3,200.00
8	Common Grounds Maintenance ¹	\$ 1,535.00	\$ 307.11	\$ 2,090.00	\$ 1,510.00	\$ 2,024.60	\$ 2,000.00	\$ 2,146.34	\$ 2,200.00	\$ 634.04	\$ 2,200.00	\$ 3,466.49	\$ 3,500.00
9	Spring Cleanup	\$ 2,100.00	\$ 2,080.00	\$ 2,100.00	\$ 2,100.00	\$ 2,075.00	\$ 2,100.00	\$ 2,060.00	\$ 2,100.00	\$ 2,103.00	\$ 2,100.00	\$ -	\$ 2,100.00
10	Capital Improvements	\$ 4,541.00	\$ 1,800.00	\$ 299.85	\$ -	\$ -				\$ 500.00	\$ 2,000.00	\$ 17,172.02	\$ 2,000.00
11	Website	\$ -	\$ -	\$ 36.34	\$ 83.88	\$ -	\$ 100.00		\$ -	\$ -	\$ 100.00	\$ 502.60	\$ 100.00
12	Annual Meeting	\$ -	\$ -	\$ 26.94	\$ -	\$ -	\$ 50.00		\$ 50.00	\$ 529.14	\$ 50.00	\$ -	\$ 50.00
13	Bank Service Charge	\$ 2.50	\$ -	\$ 12.00	\$ 24.00	\$ -	\$ 96.00	\$ 11.50	\$ 15.00	\$ 7.50	\$ 15.00	\$ -	\$ -
14	Donation	na	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
15	Add to Capital Reserve Fund	na	\$ 13,216.84	\$ 14,016.78	\$ 13,566.69	\$ 14,999.69	\$ 12,005.48	\$ 11,181.81	\$ 13,304.08	\$ 13,304.08	\$ 12,193.08	\$ -	\$ 10,908.08
16	Transfer to SSHA Minicourt	na	na	\$ 936.00	\$ 936.00	\$ 936.00	\$ 936.00	\$ 936.00	\$ 936.00	\$ -	\$ 936.00	\$ 1,872.00	\$ 936.00
17	Misc. (teller error and seller refund)									\$ 240.00			
	Total	\$ 13,081.65	\$ 22,343.20	\$ 23,895.20	\$ 23,340.62	\$ 24,884.72	\$ 22,783.40	\$ 20,563.18	\$ 23,576.00	\$ 22,004.70	\$ 24,570.00	\$ 25,071.11	\$ 24,570.00

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

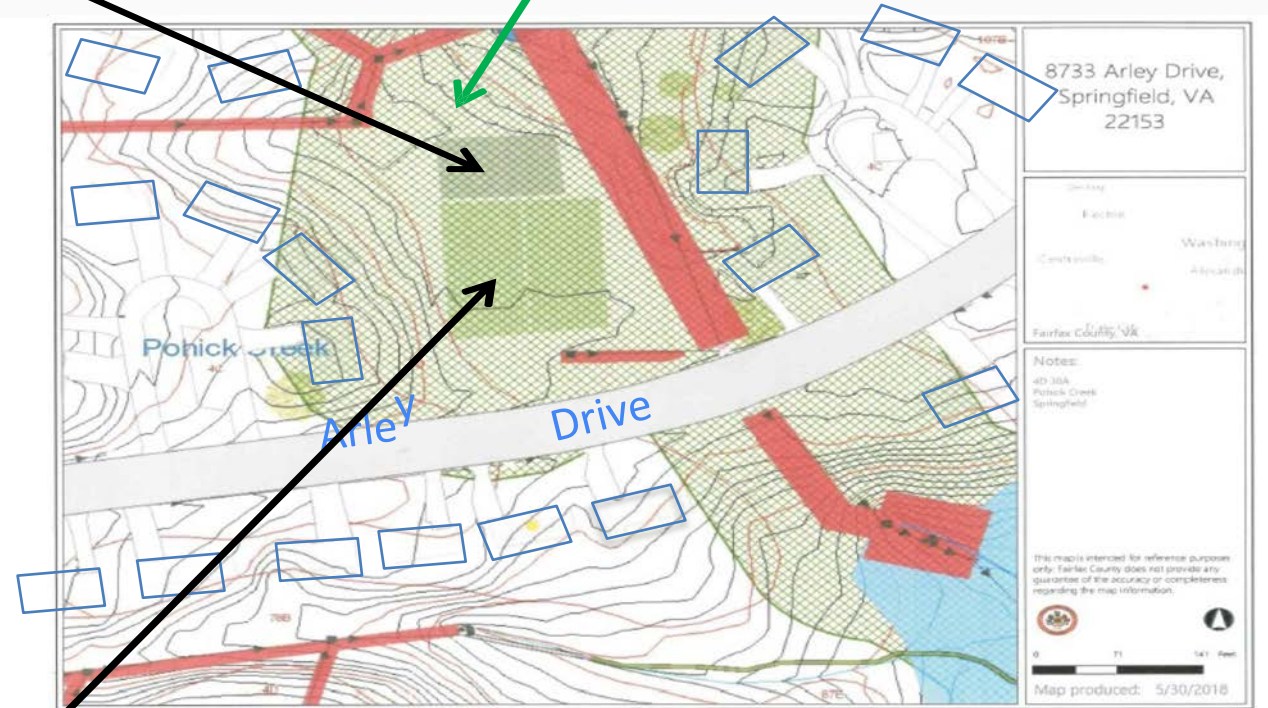
Budgeted 2021 Income	Budget
Assessments (annual)	\$ 22,834.00
Assessments (Mini Court special)	\$ 936.00
Sale of HOA Disclosure Packets	\$ 800.00
Total	\$ 24,570.00

Report on Tennis/BasketBall Courts Common Area

2020 Report on Tennis (Sport) Court Area

basketball area
 $51' \times 86' = 4,386 \text{ sq ft}$

light green shading
= Resource Protection Area



tennis (sport) court area $110' \times 123' = 13,530 \text{ sq ft}$

Background & History of Plans – Part I

The Problem:

The basketball and tennis courts are original (1971) and have deteriorated with multiple cracks in the asphalt and dilapidated chain link fencing. The cracks in the tennis courts are caused by the existence of five feet of uncontrolled fill beneath the courts.

Options from 2010 Engineering Study by Geo-Env:

- 1) Complete refurbishment of both tennis courts. 2010 cost \$122,500.
- 2) Refurbishment to one tennis court. 2010 cost \$92,100.
- 3) Remove courts and return to grass. 2010 cost \$72,000.

Previous General Membership Meeting:

Voted to maintain a multi-purpose court. But insufficient funds to proceed. Dues were increased to build up a fund.

Background & History of Plans – Part II

Conservation Issue:

In 2017 learned of new requirements imposed by Fairfax County. The courts lie within a Resource Protection Area (RPA) and is thereby subject to many environmental regulations from Fairfax County and the Chesapeake Bay Watershed Act that require:

- Rough Grading Plan (RGP) for work that disturbs > 2,500 sq ft.
- Resource Protection Area Exemption
- Water Quality Impact Assessment.

Opportunity:

The Virginia Conservation Assistance Program (VCAP) offers a reimbursement for removal of existing asphalt and return to grass at \$2.50 per sq ft, up to 4,000 sq ft = \$10,000.

General Membership Meeting 2019 – Part I

Three previous options for the court area were reviewed.

- 1) Refurbishment of two courts. Estimated 2019 cost \$165,00 (3% inflation/yr), but one firm suggested more like \$200,000.
- 2) Refurbishment to one court. Estimated 2019 cost \$124,000.
- 3) Remove courts and return to grass. Estimated 2019 cost \$97,000.

RGP engineering plan for County would be an additional cost. Refurbishment costs are outstripping total saved funds (about \$110,000). Another option was outlined at that meeting:

- 4) Remove basketball court (\$10,000 reimbursement via VCAP).

Limit refurbishment of tennis court area to repave with milling and a new fence, and paint a basketball court with two nets in the repaved area. It was noted that this is not a permanent fix, but existing courts had 49 yrs of use.

My rough estimated cost \$90,000.

General Membership Meeting 2019 – Part II

A “lively” discussion ensued ending with consideration of two affordable directions: Option 3 (replace court area with grass) and Option 4 (repave court area and new fence). The SSHOA Board asked for direction from the assembled membership.

The motion “in favor of the space to include general purpose courts” was made, seconded, and approved by vote.

Plan A from draft of minutes:

- (a) Remove existing basketball court and return to grass.
- (b) Resurface existing tennis court area to a multi-purpose including a painted basketball court with two nets and an unmarked area (possible lines & a wall could be added later).
- (c) Both areas to include milling and a 2” new top asphalt coat.
- (d) Trees around court to be removed (except Crepe/Crape Myrtles).
- (e) New fence with wind-shield.

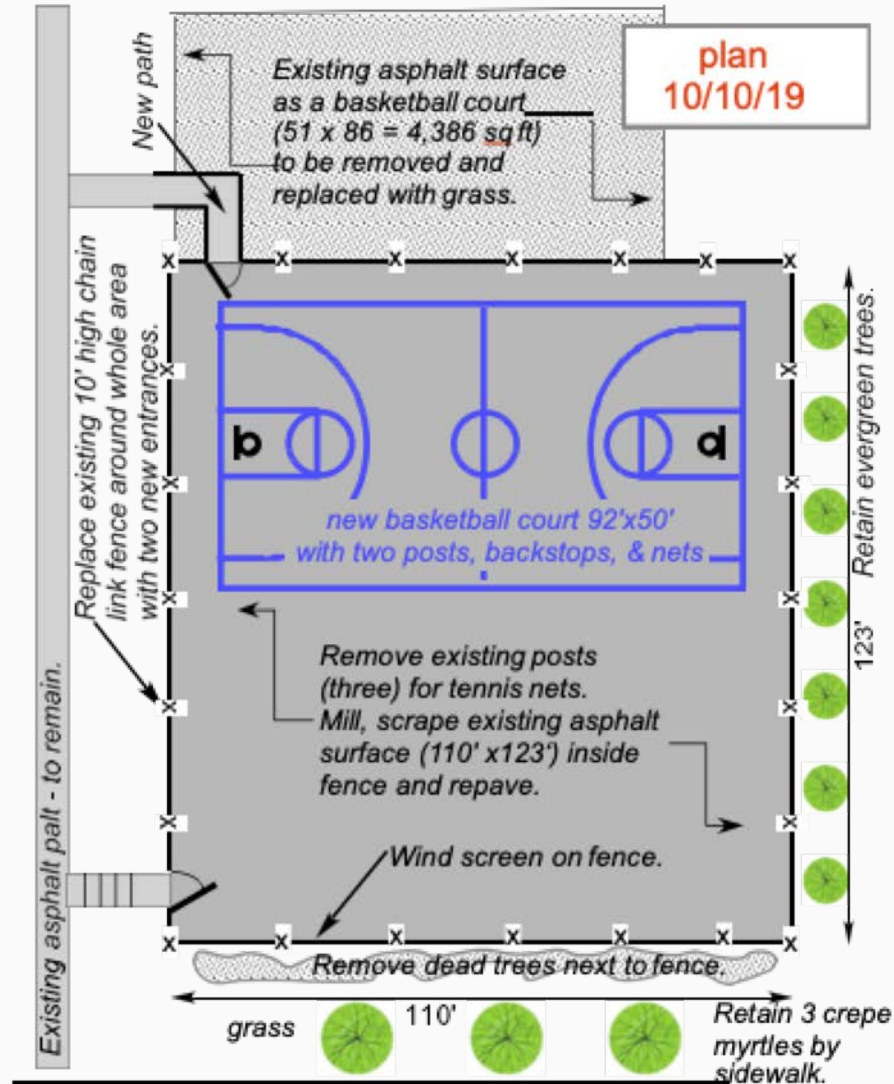
General Membership Meeting 2019 – Part III

The membership specified this option as their preference and authorized the Board to engage with vendors to determine cost of implementation. Motion made and seconded that:

“The Board is authorized to spend \$75,000 - \$90,000 (including necessary fees, permits) on Plan A. If the costs exceed \$90,000 a special general membership meeting will be convened to discuss the project and a special assessment or increase in dues.”

Proposed Plan A

Proposed Plan A



SSHOA sport court across the street from
8733 Arley Drive, Springfield VA 22153

Actions and Expenditures to Date (>60 emails)

- 09/08/2019 contacted seven firms and three responded
DeMarr Engineering had the most thorough reply
including RGP & VCAP management.
- 10/10/2019 in person meeting with Blake DeMarr at
court area (\$250.00).
- 10/15/2019 proposal from DeMarr Eng. for the
engineering paperwork.
- 03/12/2020 SSHOA signed agreement for proposal from
DeMarr Eng.
Invoiced to present date 9/20 (\$10,352.50)
- 04/16/2020 five documents from DeMarr Eng for
County submittal:
 - Springfield Station Rough Grading Plan (RGP) = 5 architectural size
drawings;
 - Resource Protection Area (RPA) exemption letter;
 - IRS W-9 form;
 - Virginia Conservation Assistance Program (VCAP) application for
reimbursement of asphalt removal of basketball court area;
 - Water Quality Impact Assessment Application.
- 04/29/2020 revised documents based on Board
comments.
- 05/01/2020 submittal to County.
- 05/08/2020 County fee for first review of the RGP
(\$903.00).
- 06/22/2020 County required a Tree Preservation
Plan, change order (\$2,100)
- 07/15/2020 revised RGP submitted to County and
fee (\$516.52).
- 07/22/2020 submitted VCAP application for
reimbursement of asphalt removal.
- 07/31 – 08/31/2020 three bids received for work.
- **total expenditures to date: \$14,122.02**

Comparison of Bids

	construction entrance & remove	silt fencing (County requires)	Tree removal & root pruning	remove basketball court	remove fence	grade basketball court & seed	paving of remaining court	replace sidewalk & curb	new fence	total bid
EE Lyons	✓	✓		✓	✓ north & south posts	✓	profile mill seal joint 2" asphalt include short trail paths	✓		\$59,695
DeMarr	✓	✓	✓	✓	✓ and footings	✓				\$33,450
Gossum & Costello				✓			fill cracks tack coat 2" asphalt			\$27,300

Board voted to accept the Bid from EE Lyons



Proposal
Rolling Valley PCL, Tennis
Court

E.E. LYONS CONSTRUCTION COMPANY, INC.

Contracting: All Site Work, Excavation, Pipe, Concrete, Asphalt, Slurry Seal, Equipment Rental

Date **8/26/2020**

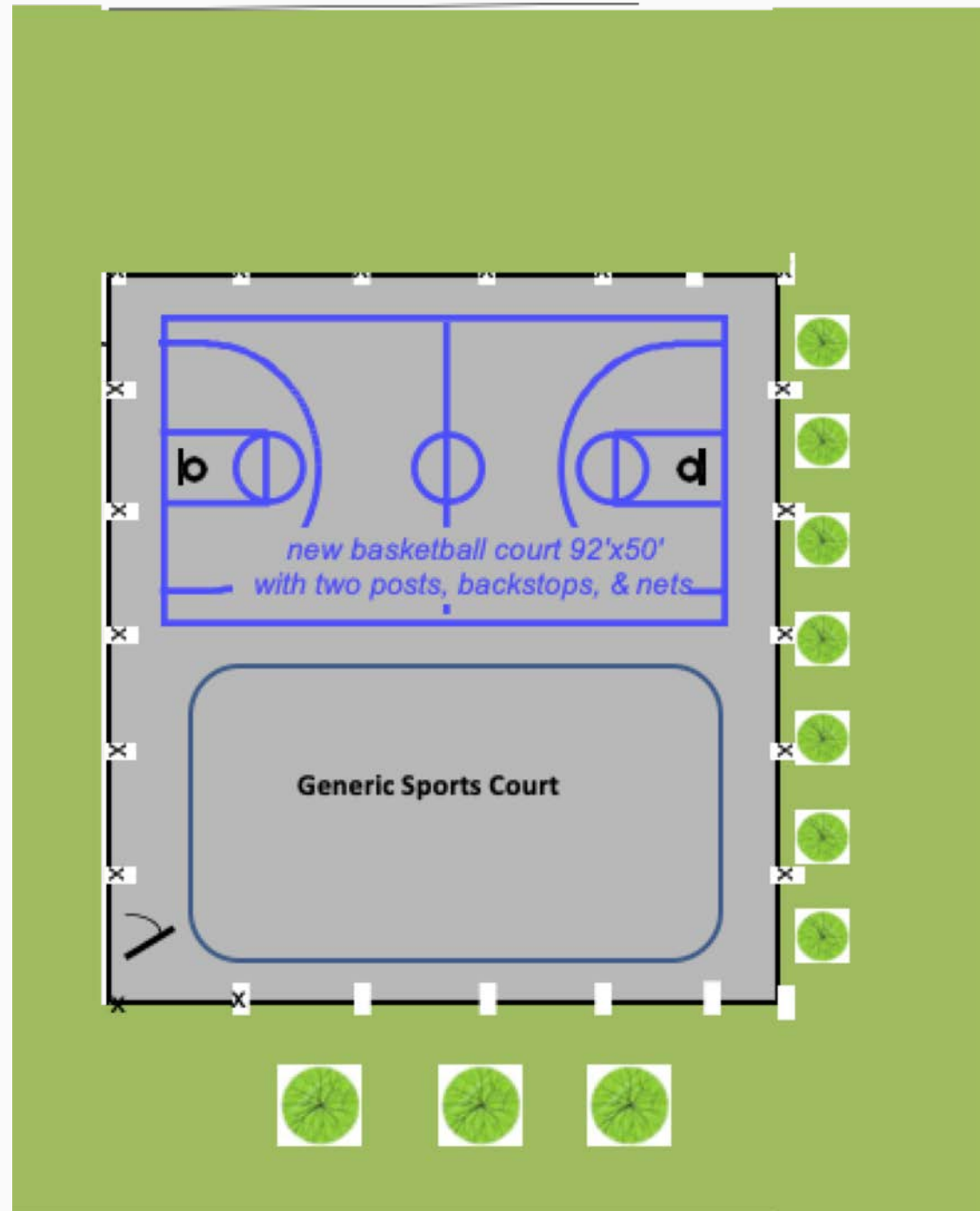


Description:
Install E&S, Remove Chain-link
Fence on North & South Sides,
Remove Basketball Court Grade old
Basketball Court per plan, add soil,
Profile Mill surface of tennis court,
Patch Cracks Install 2" SM-9.5 over
entire Court, Add two 4' Ramps from
Trail to Tennis Court

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
M	1 Install/Remove Temp. Construction Entrance Install/Remove Super Silt Fence, E&S Controls	1.00	LS	12800.00	\$ 12,800.00
	DEMO Equipment & Labor Dump Trucks Disposal of Asphalt Disposal of Chain Link/Post	1.00	LS	11960.00	\$ 11,960.00
	Grading Grading Crew & Equipment Un-sifted Topsoil	1.00	LS	6125.00	\$ 6,125.00
	Asphalt/Scarify Asphalt Crew Quick Seal Tape over Joints 2" Asphalt Trail Path Asphalt Trucking	1.00	LS	24305.00	\$ 24,305.00
	Seed & Straw Seed & Straw Grading Crew Dons John	1.00	LS	2325.00	\$ 2,325.00
	Replace Sidewalk and Curb 20'	1.00	LS	2180.00	\$ 2,180.00
	EXCLUDES: Tree Removal Root Pruning Final Landscaping New Fence Stairs at first Gate (SW Corner)				
	TOTAL				\$ 59,695.00

The End Result

\$85,000 - \$90,000



Elections

Nominations

Stephen Buckner

Geoff Ballou

Dan Germain

John Giuliani

Vicky Johnson

Manny Pablo

Jon Carlo Trujillo

Springfield Station Homeowners' Association, Inc

2020 - 2021

Board of Directors

- The affairs of this Corporation shall be managed by a Board of from three (3) to nine (9) directors.
- Officers are elected by the Board
- Meet quarterly

Housing Market Update

Average Selling Price: \$618,000

Average number of years owned: 16

Biggest Profit: \$477,885

Model	Type	Date Sold	Price
CHELSEA	2 Story	5/30/19	\$645,000
CHELSEA	2 Story	8/31/20	\$595,000
CHELSEA	2 Story	6/15/20	\$676,500
CHELSEA II	2 Story*	4/1/20	\$525,000
CHELSEA II	2 Story	6/5/19	\$646,000
CHELSEA III	2 Story	10/11/19	\$617,500
CHELSEA III	2 Story	5/1/19	\$656,000
JAMES I	Split Foyer	4/17/19	\$600,000
JAMES II	Split Foyer	8/8/19	\$610,000
JAMES II	Split Foyer	6/11/19	\$557,000
WINDSOR	Split Level 2-Levels	1/22/19	\$580,000
WINDSOR II	Split Level 2-Levels	8/5/19	\$590,000
WINDSOR II	Split Level 2-Levels	3/11/20	\$650,000

* Distressed Property

Other Items?