

**SPRINGFIELD STATION HOME OWNERS ASSOCIATION**  
**ANNUAL GENERAL MEMBERSHIP MEETING**  
**26 SEPTEMBER 2020**  
**MINUTES OF THE MEETING (APPROVED)**

*Approved by the membership on September 25, 2021 at the Annual Meeting*

**CALL TO ORDER**

The annual meeting of the Springfield Station Homeowners Association was called to order at 10:05 am at the Tennis Court.

**ATTENDANCE**

The SSHOA Board Members in attendance introduced themselves: Stephen Buckner, President, Geoff Ballou, Treasurer, John Giuliani, Vice President, Dan Germain, Secretary, and at-large members: Jon Carlo Trujillo, Vicky Johnson, and Manny Pablo.

The following Board Members was not in attendance: All board members present.

Full list of Members in attendance are recorded in Appendix A.

**THE AGENDA**

- Welcome
- 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

**WELCOME AND INTRODUCTIONS**

Stephen welcomed members and asked the board members and members in attendance to introduce themselves. A moment of silence in remembrance of long-time homeowner and member of the board, Donna McCraith who passed away in December (2019). Donna was dedicated to the HOA and served on the board for more than 20 years.

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**REVIEW AND APPROVAL OF 2019 GENERAL MEMBERSHIP MEETING MINUTES**

**Motion:** Moved by Manny Pabalo and seconded by Jim Everett, "Accept and approve the minutes of the 2019 General Membership Meeting held on 26 September, 2019, as drafted." The motion carried with all in favor.

**WELCOME AND REVIEW OF 2019-20 SPRINGFIELD STATION BOARD ACTIVITIES**

Stephen presented an overview of the common activities of the HOA. These include:

- 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)
- The annual spring cleanup / big trash pickup was cancelled this year due to Covid 19, the company could not do it this year. We are hoping that things get better and the Community can do it next year.

**A special appreciation to a group of volunteers for their extraordinary contribution:**

- 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).

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**FINANCIAL REPORT - GEOFF BALLOU TREASURER**

Geoff presented an overview of the systems and processes used to manage the Associations finances.

- a. SSHOA accounts are both with BB&T
- b. We have two checking accounts:
  - i. Normal operations such as deposits for HOA dues and expenses such as lawn service
  - ii. Mini-court funds
- c. BB&T publishes their statements with “as of” date for end of month
- d. Treasurer balances the checkbook upon receipt and prepares financial report for the board, which is distributed via email
- e. Each expense and income item is coded for annual report
- f. All checks must be double-signed
- g. Two sources of income: annual dues and HOA disclosure documents.

**Total Cash balance as of 21 September 2020: \$131,327.06**

Capital Reserve balance: \$106,182.06

General Fund (operating) balance: \$25,145.00

Mini-Court Fund cash balance: \$23,505.92

The proposed 2021 budget is \$24,570.00, which includes a projection of 10,908.08 to be set aside for the capital reserve fund. **The budget was approved with unanimous consent of the members present.**

**Capital Expenditures**

**Gazebo roof replacement - \$3,300**

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)

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**Basketball and Tennis Court Common Grounds – \$14,122.02**

Date	Check #		
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 Expenses (Current Year Operations)	(\$ 14,122.02)

**2019 UPDATE ON THE BASKETBALL & TENNIS COURT COMMON GROUNDS**

John Giuliani presented the 2020 update on The Basketball & Tennis Court Common Grounds from the slides.

**Historic Recap**

**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.

**Previous General Membership Meeting (2011):**

Options from 2010 Engineering Study by Geo-Env:

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

Voted to maintain a multi-purpose court. But insufficient funds to proceed. Dues were increased to build up a fund. (2011)

**Previous General Membership Meeting (2019):**

- 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:

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

**Options Presented at 2019 Meeting:**

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).*

**During the 2019 meeting a new fourth option emerged. This option is now known as Plan A.**

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**Emergence of fourth option now known as Plan A:**

**Approved by  
Membership**

- Remove existing basketball court and return to grass.
- 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).
- Both areas to include milling and a 2” new top asphalt coat.
- Trees around court to be removed (except Crepe/Crape Myrtles).
- New fence with wind-shield.
- \* It was noted that this is not a permanent fix, the surface cracks will return. Approximately every seven years patching will need to be done (~\$4000). This is what has been done for the past 49 years.
- Rough estimated cost \$90,000.

At the 2019 General Membership meeting the membership specified Plan A as their preference and authorized the board to engage with vendors to determine cost of implementation. **“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.”

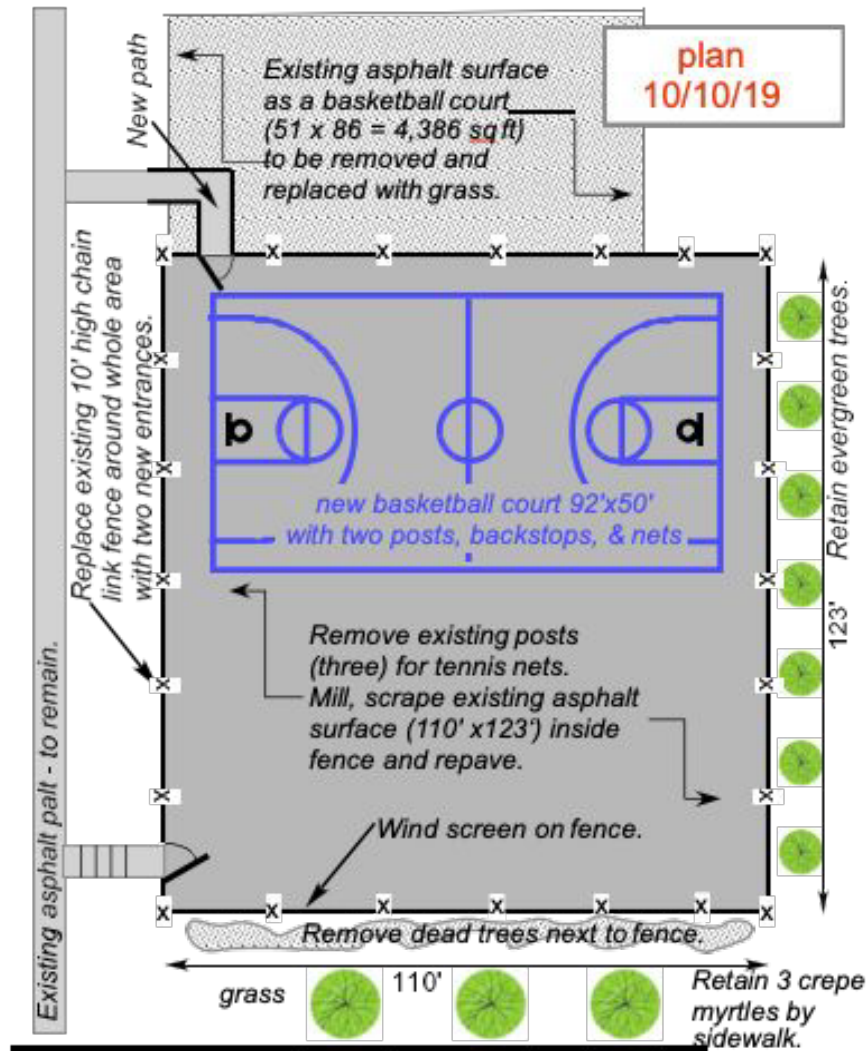
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## The Plan

**Proposed  
Plan A**

Approved



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

1. Remove Basketball Court, add soil, plant grass
2. Resurface existing tennis court area to a multi-purpose area
  - a. Area 1: Painted basketball court with two basketball nets
  - b. Area 2: Plain asphalt (no markings) (lines and 1.2 wall could be added later)
  - c. Both to include 2" milling then patch cracks, install 2" SM-9.5 over entire Court
  - d. Add two 4' Ramps from the Trail to the Tennis Court
  - e. Trees around court to be removed (except Crape Myrtle)

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3. New fence with wind-shield

**Recent Activities**

- 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 SSHA 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**

**Total Estimated Costs**

<b>Estimated Expenditures:</b>	<b>Cost</b>
RGP & VCAP engineering + County permit fees:	\$14,122.02
Outstanding balance to DeMarr	\$337.50
Demo and repaving of court area:	\$59,695.00
New chain link fence & replacement posts (estimate):	\$20,000.00
Painted basketball court and two posts with nets:	??
County bond for land development:	\$5,000.00
County stormwater drainage fee:	\$308.00
<b>Sub-total</b>	<b>\$ 99,462.52</b>
<b>Future VCAP reimbursement:</b>	<b>\$(10,000.00)</b>



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Return of bond:	\$(5,000.00)
<b>Total</b>	<b>\$ 84,462.52</b>

**Next Steps**

- Waiting for final approval by County and acceptance of VCAP application before work can proceed.
- Seek bids for new fence and, as a cost saving measure, save as many fence posts as possible. Install basketball court with two hoops and painted lines.

**Discussion**

- Members expressed appreciation and acknowledged the sound decision making. There was an overwhelming support to provide the board with latitude to complete the project.

**Motion:** Moved by Jim Everett and seconded by [Charles], “The board is authorized to continue with Plan A and spend up to the current balance of the Capital Improvement Fund, \$106,000 to complete the project.” The motion carried with all in favor.

**HOUSING MARKET UPDATE**

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

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WINDSOR	Split Level 2-Levels	1/22/19	\$580,000
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**Average Selling Price: \$618,000**

Refer to materials from meeting.

### **ELECTION OF 2020-21 SPRINGFIELD STATION BOARD**

With two new volunteers, the following slate was unanimously elected to the Board of Directors:

1. Geoff Ballou
2. Stephen Buckner
3. Taylor Chasteen
4. Dan Germain
5. John Giuliani
6. Vicky Johnson
7. Jim Klein
8. Manny Pablo

### **OPEN DISCUSSION**

Patti Klein asked the board to consider a dedication of some sort to remember Donna McCraith and her years of dedication to the neighborhood. There was an overwhelming show of support.

### **ADJOURNMENT**

A motion was made by Jim Everett and seconded by Geoff Ball that the meeting be adjourned, and this was agreed upon at 11:24 am.

Respectfully submitted,  
Dan Germain  
Secretary

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Appendix A: List of Members Present

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Appendix B: Approved 2021 Budget

## Proposed 2021 Budget

Code	Budget Item	2012 Actual	2014 Actual	2015 Actual	2020 Adopted	2020 Actuals YTD	2021 Proposed
1	Insurance	\$ 1,391.00	\$ 1,520.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
2	Office and Bookkeeping Supplies	\$ 197.08	\$ 160.84	\$ 230.02	\$ 230.00	\$ -	\$ 230.00
3	Legal and Collecting Fees and Audit	\$ -	\$ 32.40	\$ -	\$ -	\$ -	\$ -
4	VA Real Estate Board Fee	\$ 91.33	\$ 90.92	\$ 20.92	\$ 20.92	\$ -	\$ 20.92
5	VA State Corporation Commission Fee	\$ 50.00	\$ 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	\$ 3,200.00	\$ 3,200.00	\$ 2,058.00	\$ 3,200.00
8	Common Grounds Maintenance <sup>1</sup>	\$ 1,535.00	\$ 307.12	\$ 2,200.04	\$ 2,200.00	\$ 3,466.49	\$ 3,500.00
9	Spring Cleanup	\$ 2,100.00	\$ 2,080.00	\$ 2,100.00	\$ 2,100.00	\$ -	\$ 2,100.00
10	Capital Improvements	\$ 4,541.00	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00	\$ 17,172.02	\$ 2,000.00
11	Website	\$ -	\$ -	\$ -	\$ 100.00	\$ 502.60	\$ 100.00
12	Annual Meeting	\$ -	\$ -	\$ -	\$ 100.00	\$ 502.60	\$ 100.00
13	Bank Service Charge	\$ 2.50	\$ -	\$ 1.14	\$ 50.00	\$ -	\$ 50.00
14	Donation	na	\$ -	\$ 2.50	\$ 15.00	\$ -	\$ -
15	Add to Capital Reserve Fund	na	\$ 13,216.80	\$ -	\$ -	\$ -	\$ -
16	Transfer to SSHOA Minicourt	na	na	\$ 12,193.08	\$ 12,193.08	\$ -	\$ 10,908.08
17	Misc. (teller error and seller refund)	-	-	\$ 936.00	\$ 936.00	\$ 1,872.00	\$ 936.00
Total		\$ 13,081.65	\$ 22,343.22	\$ 24,570.00	\$ 24,570.00	\$ 25,071.11	\$ 24,570.00

<sup>1</sup> Common Grounds Maintenance includes tree removal, landscaping, etc.

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

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Appendix C: General Membership Meeting Flyer

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Appendix D: Website Updates in Support of the General Membership Meeting

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Appendix E: Meeting Materials