

Springfield Station Homeowners' Association

2021 Annual Meeting



<http://www.springfieldstationhoa.org>

September 25, 2021
at Sport Court

Springfield Station

Homeowners' Association, Inc.
182 Members

2020-21 BOARD OF DIRECTORS

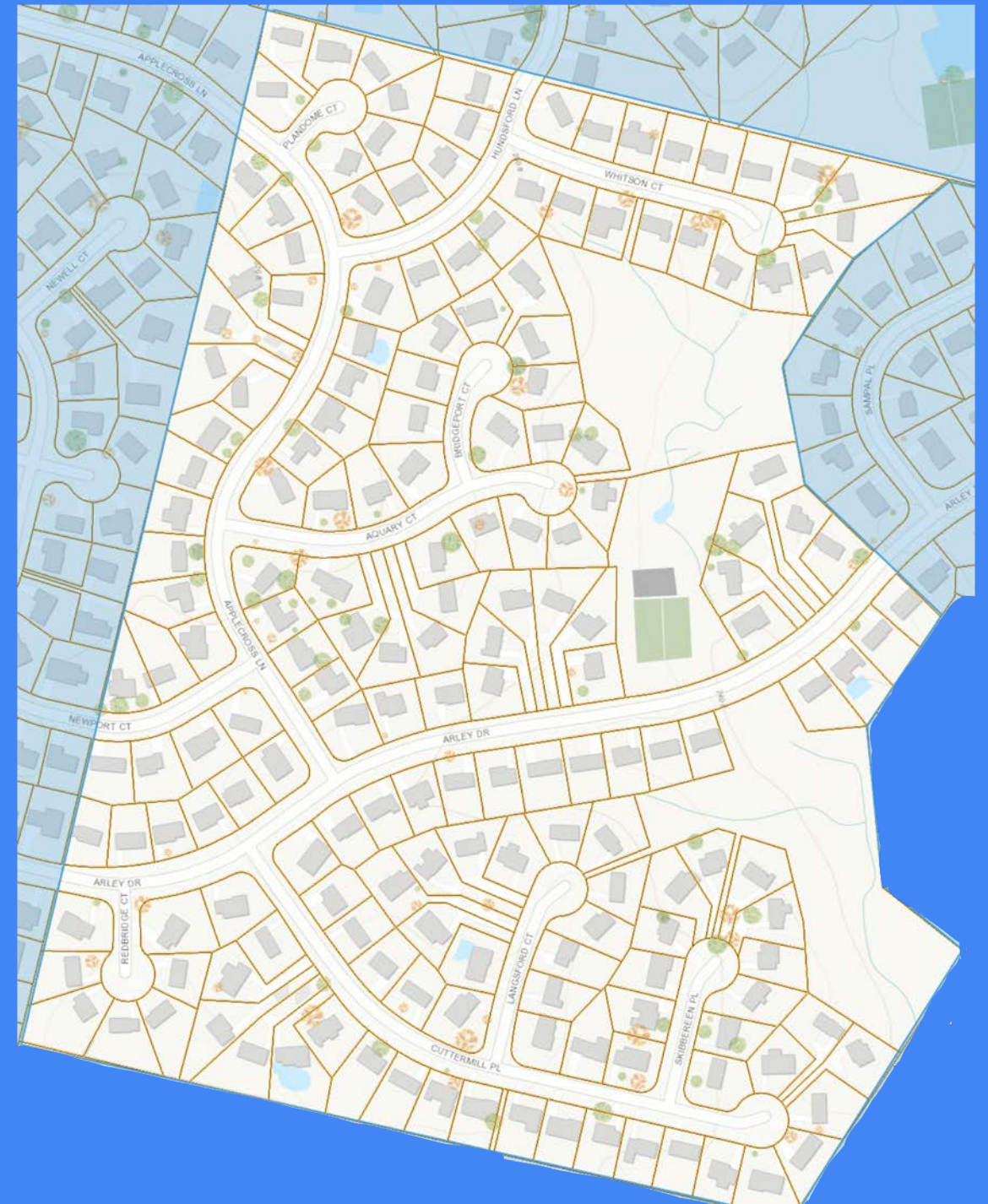
Geoffrey Ballou

Vicky Johnson

Dan Germain

Manny Pablo

John Giuliani



Agenda

- Financial Report & Budget Approval
- Review and Approval of 2020 General Membership Meeting Minutes
- Review of 2020-21 Community Activities
- Update on the Completed Sport Court
- Revised Capital Improvement Plans
- Housing Market Update
- Election of 2021-22 Springfield Station Board of Directors
- Open Discussion

2020-21

Financial Report

Transparency, Accountability, Accuracy

(Presented by treasurer Geoffrey Ballou)

Financial Activities Overview

- SSHOA accounts are both with BB&T (transitioning to Truist).
- 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.
- For online checks, treasurer scans the bill, gets email approval (i.e. countersign), then sends payment.
- Two sources of income: annual dues and HOA disclosure documents.

Transparency, Accountability, Accuracy

Mini Court Details

2021 SSHA Bank Account--BB&T Business Investor Deposit Account						
	Beginning balance	Income	Debits	Subtotal	Mini Court Transfer	Ending balance
12/31/20				\$19,902.34		\$19,902.34
31 Jan 21	\$19,902.34	\$0.17	\$0.00	\$19,902.51		\$19,902.51
28 Feb 21	\$19,902.51	\$0.15	\$0.00	\$19,902.66		\$19,902.66
31 Mar 21	\$19,902.66	\$0.17	\$0.00	\$19,902.83		\$19,902.83
30 Apr 21	\$19,902.83	\$0.16	\$0.00	\$19,902.99		\$19,902.99
31 May 21	\$19,902.99	\$0.17	\$0.00	\$19,903.16		\$19,903.16
30 Jun 21	\$19,903.16	\$0.16	\$0.00	\$19,903.32		\$19,903.32
31 Jul 21	\$19,903.32	\$0.17	\$0.00	\$19,903.49		\$19,903.49
31 Aug 21	\$19,903.49	\$0.17	\$0.00	\$19,903.66		\$19,903.66
30 Sep 21	\$19,903.66		\$0.00	\$19,903.66		\$19,903.66
31 Oct 21	\$19,903.66		\$0.00	\$19,903.66		\$19,903.66
30 Nov 21	\$19,903.66		\$0.00	\$19,903.66		\$19,903.66
31 Dec 21	\$19,903.66		\$0.00	\$19,903.66		\$19,903.66

Each minicourt has its own spreadsheet tab, in addition to the rollup tab showing the share of the account for each minicourt (below), and the account balance tab (left) where any monthly debits and credits are shown.

The \$0.07 difference from bank statement to fund summary is due to a rounding error in the distribution formula.

2021 Minicourt Fund Summary, 39 houses total									
Date	2A	2B	3A	3B	3C	4A	5A	5B	Total
12/31/20	\$5,001.29	\$360.44	\$0.06	\$2,062.96	\$1,960.32	\$4,340.22	\$2,744.06	\$3,432.92	\$19,902.27
31 Jan 21	\$5,001.33	\$360.44	\$0.06	\$2,062.98	\$1,960.34	\$4,340.26	\$2,744.08	\$3,432.95	\$19,902.44
28 Feb 21	\$5,001.37	\$360.45	\$0.06	\$2,062.99	\$1,960.35	\$4,340.29	\$2,744.10	\$3,432.98	\$19,902.59
31 Mar 21	\$5,001.41	\$360.45	\$0.06	\$2,063.01	\$1,960.37	\$4,340.33	\$2,744.13	\$3,433.00	\$19,902.76
30 Apr 21	\$5,001.45	\$360.45	\$0.06	\$2,063.03	\$1,960.38	\$4,340.36	\$2,744.15	\$3,433.03	\$19,902.92
31 May 21	\$5,001.50	\$360.45	\$0.06	\$2,063.04	\$1,960.40	\$4,340.40	\$2,744.17	\$3,433.06	\$19,903.09
30 Jun 21	\$5,001.54	\$360.46	\$0.06	\$2,063.06	\$1,960.42	\$4,340.43	\$2,744.20	\$3,433.09	\$19,903.25
31 Jul 21	\$5,001.58	\$360.46	\$0.06	\$2,063.08	\$1,960.43	\$4,340.47	\$2,744.22	\$3,433.12	\$19,903.42
31 Aug 21	\$5,001.62	\$360.46	\$0.06	\$2,063.10	\$1,960.45	\$4,340.51	\$2,744.24	\$3,433.15	\$19,903.59
30 Sep 21	\$5,001.62	\$360.46	\$0.06	\$2,063.10	\$1,960.45	\$4,340.51	\$2,744.24	\$3,433.15	\$19,903.59
31 Oct 21	\$5,001.62	\$360.46	\$0.06	\$2,063.10	\$1,960.45	\$4,340.51	\$2,744.24	\$3,433.15	\$19,903.59
30 Nov 21	\$5,001.62	\$360.46	\$0.06	\$2,063.10	\$1,960.45	\$4,340.51	\$2,744.24	\$3,433.15	\$19,903.59
31 Dec 21	\$5,001.62	\$360.46	\$0.06	\$2,063.10	\$1,960.45	\$4,340.51	\$2,744.24	\$3,433.15	\$19,903.59

Capital Fund Expenditures—CY2020 and CY2021

Capital Expense Tracker			
Capital Expense Tracker (Tennis Courts Project)			
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)
10/1/20	46651331	E-check to Fairfax County (Storm Water Fee)	\$ (308.00)
10/1/20	46650135	E-check to Fairfax County (Bond)	\$ (5,000.00)
12/14/20	N/A	DeMarr Limits of Disturbance Stakeout (Remaining Balance)	\$ (337.50)
12/30/20	Online	VDOT Fee	\$ (110.00)
12/30/20	Online	VDOT Bond	\$ (10,000.00)
4/7/21	Online	Tai Nguyen tree work surrounding construction site	\$ (5,194.00)
4/7/21	Online	Tree Preservation LLC tree study for court construction	\$ (665.00)
5/20/21	Online	Final Payment EE Lyons Demo and Repaving	\$ (59,695.00)
5/23/21	Online	Hoops, Inc. (basketball hoops)	\$ (4,954.44)
6/22/21	382	Long Fence 10 ft Chain Link Fence	\$ (23,600.00)
6/22/21	383	Backyard Creations: Court painting for basketball court	\$ (4,255.00)
11/25/20	N/A	CY2020 transfer from General Fund to Capital Fund	\$ 12,193.08
8/5/21	NA	VDOT Bond Return	\$ 10,000.00
Total		Capital Expense Fund Balance	\$ 14,256.20

Chart shows all Court-related capital expenses:
\$128,240.96

Tennis Courts Expenses to Date	\$ (128,240.96)
Projected Expenses	\$ -
Total Projected	\$ (128,240.96)

BB&T Website Screenshot Reconciliation

Accounts Overview ✓

BB&T Accounts [Linked Accounts](#)

CHECKING & SAVINGS

Checking 8139 <small>As of 09/20/21</small>	\$19,903.66 <small>Available Balance</small>
Checking 7684 <small>As of 09/20/21</small>	\$45,046.46 <small>Available Balance</small>

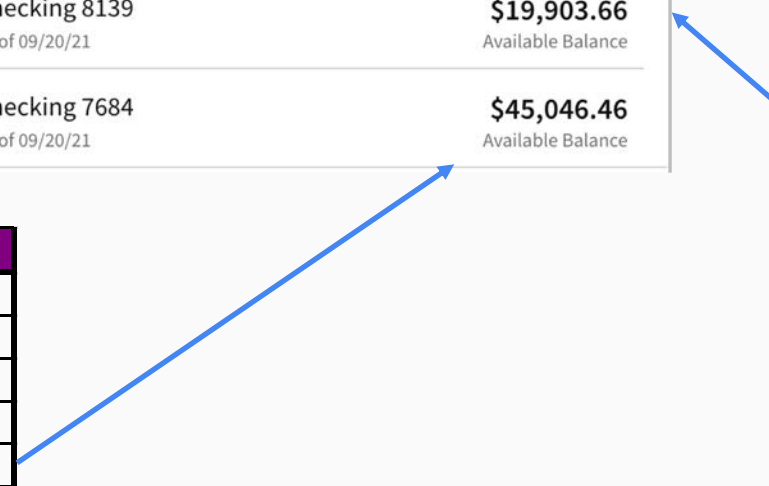
Main Checking

Bank Balance	
Balance Shown this Statement	\$ 45,536.46
Add: Deposits not shown	\$ -
Subtotal	\$ 45,536.46
Subtract: Total Checks Outstanding	\$ 490.00
Adjusted Bank Balance	\$ 45,046.46

Mini Courts

Bank Balance	
Balance Shown this Statement	\$ 19,903.66
Add: Deposits not shown	\$ -
Subtotal	\$ 19,903.66
Subtract: Total Checks Outstanding	\$ -
Adjusted Bank Balance	\$ 19,903.66

Outstanding Checks	
Premium (July) #192764	\$ 490.00
Total Outstanding Checks not on Stmt	\$ 490.00



2021 Non-Capital Spending to date and 2022 Proposed

Code	Budget Item	2021 Proposed	2021 Actuals YTD	2022 Proposed
1	Insurance	\$ 1,500.00	\$ 1,959.00	\$ 1,959.00
2	Office and Bookkeeping Supplies	\$ 230.00	\$ -	\$ 230.00
3	Legal and Collecting Fees and Audit	\$ -	\$ -	\$ -
4	VA Real Estate Board Fee	\$ 20.92	\$ -	\$ 20.92
5	VA State Corporation Commission Fee	\$ 25.00	\$ -	\$ 25.00
6	Taxes and Tax Preparation	\$ -	\$ -	\$ -
7	Grass Cutting and Leaf Clean-up	\$ 3,200.00	\$ 1,470.00	\$ 3,200.00
8	Common Grounds Maintenance 1	\$ 3,500.00	\$ -	\$ 3,041.00
9	Spring Cleanup	\$ 2,100.00	\$ 2,583.00	\$ 2,100.00
10	Capital Improvements	\$ 2,000.00	\$ -	\$ 2,000.00
11	Website	\$ 100.00	\$ 100.00	\$ 100.00
12	Annual Meeting	\$ 50.00	\$ -	\$ 50.00
13	Bank Service Charge	\$ -	\$ -	\$ -
14	Donation	\$ -	\$ -	\$ -
15	Add to Capital Reserve Fund	\$ 10,908.08	\$ 10,908.08	\$ 10,908.08
16	Transfer to SSHOA Minicourt	\$ 936.00	\$ 936.00	\$ 936.00
17	Misc. (teller error and seller refund)			
	Total	\$ 24,570.00	\$ 17,956.08	\$ 24,570.00

Notes:

- Items in yellow to be transferred at end of year.
- Items currently under budget include capital improvements (non basketball court), common ground maintenance (e.g. tree work), and admin expenses.
- Proposed 2022 budget includes increased insurance cost, offset by reduction to ground maintenance.

Review and Approval of Minutes from the 2020 General Meeting

(Minutes in a separate handout)

Report on Community Activities, Completed Sport Court, and Capital Improvement Plan

The HOA's Board 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 HOA issues brought to the attention of the Board.
- The Board 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.

2020-21 Board and Community Actions

Recurring Board Actions:

- Annual Membership Dues
 - Period: June 1st - May 31st
 - 182 members
 - some members took advantage of the ability to pay online.
- Mowing of & leaf removal from common areas.
- Maintenance on path, stairs, & rails.
- Removed dead/downed trees in common areas.
- Annual Clean-up Day in the Spring.
- updating SSHOA Message Board (Vicky Johnson)

Volunteer Actions: (Thanks to all)

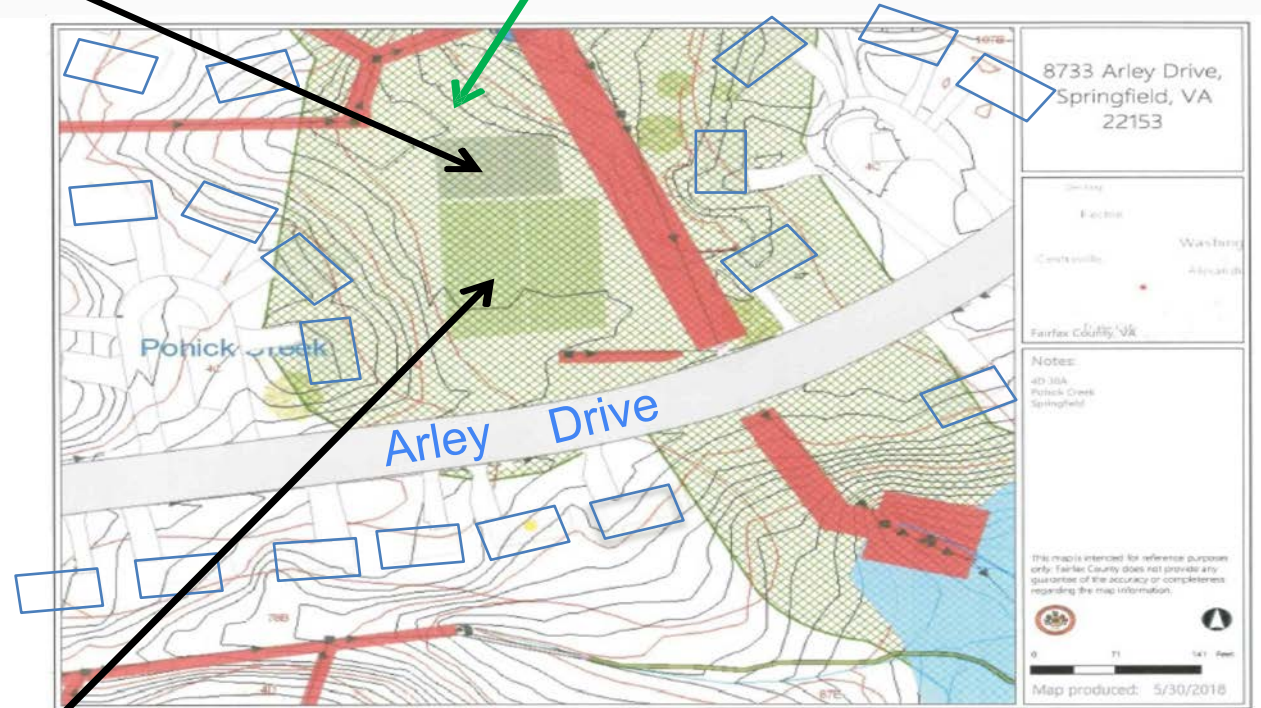
- Bridge replacement into woods (?).
- Clearing weeds & plantings at gazebo (Patty & Jim Klein, Joyce Giuliani, & ?).
- Ball stop at fence for Pickle ball court (Jim Klein).
- Poison ivy control (Jimmy Lin).
- Weed playground lot (?).
- Sport Court project completed with top quality basketball posts & hoops (Taylor Chasteen).



2021 Report on Completed Sport Court

former basketball court
51' x 86' = 4,386 sq ft

light green shading
= Resource Protection Area



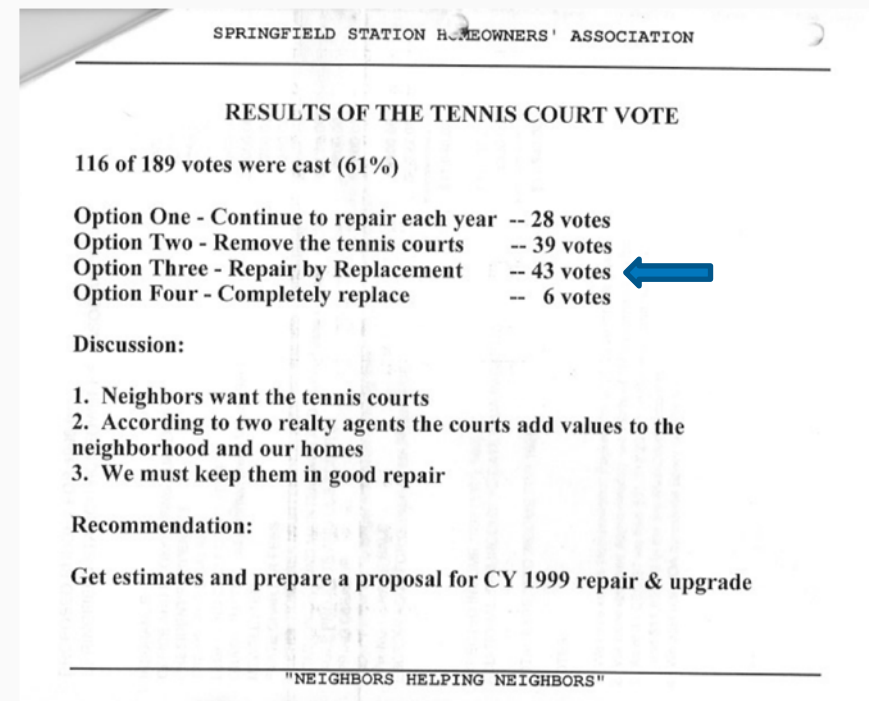
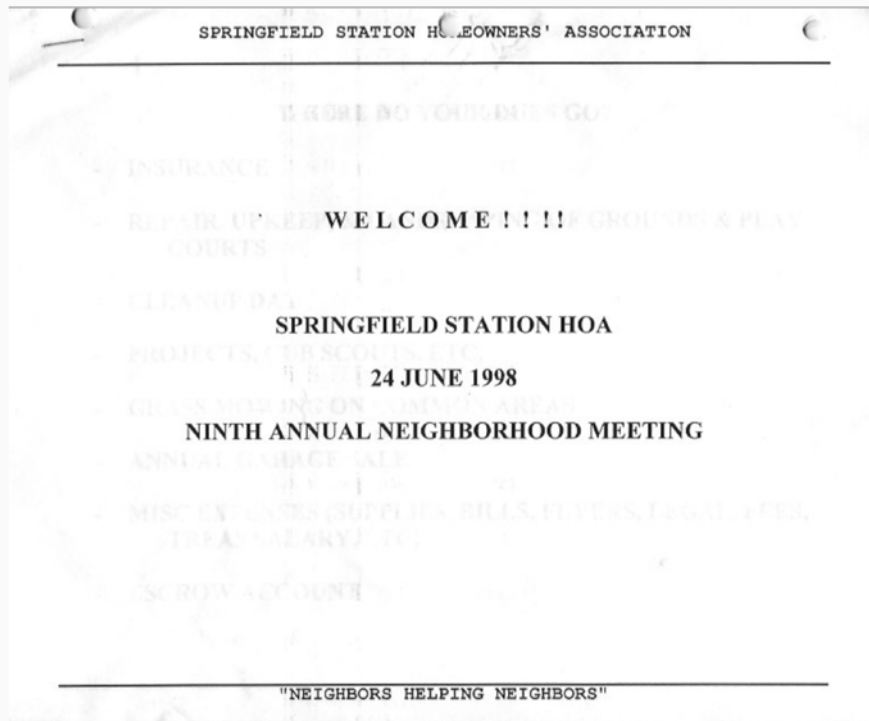
former tennis court 110' x 123' = 13,530 sq ft

Background & History of Court Project – 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.

Under former President Jim Askew, solutions were first considered in 1998 !!!



Background & History of Court Project – Part II

2001 – ECS, LTD Engineering Study that there is a water stream that runs under the courts causing the cracks in the surface.

2008 – Existing dues of \$60/yr were insufficient to “fix” court area. Donna McCraith led the canvassing to increase dues to \$120/yr.

2010 – General Membership Survey completed with 52% for sports courts; 34% for green space (park); & 11% other.

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 considers an alternative solution of a Versa Court overlay with patching cracks for now.

2012 – Board establish a Capital Improvement Plan (CIP) Fund with an initial balance of \$30k. Stephen Buckner replaced Jim Askew as President.

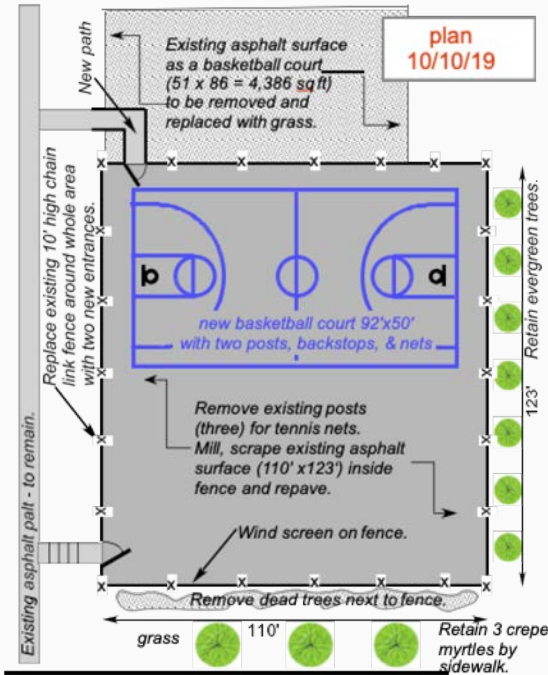
2019 – Accumulated CIP balance of \$120,304.08. Versa Court vendor states overlay will not work over existing surface. County finds the court area is within a Resource Protection Area (RPA) thereby requiring a Rough Grading Plan (RGP) and limiting the extent of demolition.

Proposal to limit court area refurbishment to repave with milling, a new fence, and a basketball court with two nets. Not a permanent fix, but existing courts had 49 yrs of use. Remove existing basketball court with \$10,000 reimbursement through Virginia Conservation Assistance Program (VCAP). Estimated net cost of \$90,000.

“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.”

2020 – Following improved cost estimates, increased limit to \$106,000 at the 2020 General Meeting.

Cost of Project



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



9/2019 – Contacted seven firms and three responded. DeMarr Engineering chosen.	
3/2020 – SSHOA signed agreement for proposal from DeMarr Eng. ...	\$10,940
4/2020 – DeMarr Eng. submits 5 documents to Fairfax County.	
5/2020 – County fee for first review of the RGP	\$903
6/2020 – County required a Tree Preservation Plan	\$2,100
7/2020 – Revised RGP submitted to County and fee	\$517
9/2020 – County storm water drainage fee	\$308
9/2020 – County Conservation Agreement Bond	\$5,000
12/2020 – VDOT Surety Bond for construction entrance	\$10,000
12/2020 – County Land Disturbance Permit	\$110
3/2021 – Tree preservation arborist	\$665
3/2021 – Required tree cutting and brush clearing	\$5,194
3/2021 – E. E. Lyons begins demo & repaving	\$59,695
5/2021 – Long Fence install fence & two gates	\$23,600
6/2021 – Hoops, Basketball, & Pickle Ball court installed	\$9,209
	<hr/>
	\$128,241
6/2021 – Release of VDOT Bond	\$10,000
10/2021 – VCAP reimbursement for asphalt-to-turf	\$10,000
10/2021 – Release of Conservation Bond	\$5,000
	<hr/>

Net cost of court project **\$103,241**

Revised Capital Improvement Plan (CIP)

Major Maintenance (Capital Improvement Budget)	Frequency	Last Completed	Next Estimated Date	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Beginning Capital Reserve Fund Balance				\$14,256	\$25,164	\$26,964	\$36,964	\$46,964	\$56,964	\$13,964	\$23,964	\$33,964	-\$12,036	-\$2,036
Sport Court														
asphalt sealing & repaint lines	every 5 yrs	2021	2026											-\$5,520
repave & replace fence	every 40 yrs	2021 (\$120,000)	2061 (~\$265,000)											
Paths														
asphalt sealing	every 7 yrs	2013 (\$4,000)	2020											
repave	every 20 yrs	2009 (\$38,000)	2029											-\$56,000
Stairs to Paths														
repair/replace at Langsford Ct, Aquary Ct, & Sport Court	every 10 yrs	2009 (\$3,000)	2019											-\$3,600
Playground														
replace equipment & border	every 20 yrs	2006 (\$32,400)	2026											-\$48,000
Gazebo at Arley & Sydenstriker														
repair roof & wood	every 20 yrs	2020 (\$3,300)	2040 (~\$4,900)											
Expected Capital Improvements Expenses				\$0	-\$8,200	\$0	\$0	\$0	-\$53,000	\$0	\$0	-\$56,000	\$0	-\$5,520
Expected additions to Capital Reserve Fund				\$10,908	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Ending Capital Reserve Fund Balance				\$25,164	\$26,964	\$36,964	\$46,964	\$56,964	\$13,964	\$23,964	\$33,964	-\$12,036	-\$2,036	\$2,444

(Estimated costs assume 2% inflation/yr from last completed amount.)

Sale of Homes 2019-20

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

Elections

Nominations

Geoff Ballou

Dan Germain

John Giuliani

Vicky Johnson

Manny Pablo

....

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

Open Discussion

- 1) Mulch the playground lot.
- 2) Locks on sport court and an web-based application form for keys to SSHOA members?
- 3) A more sturdy Pickle ball net made of steel with locking wheels?
- 4) 11:00 – 11:30 am on Wednesday, September 29th: Ribbon cutting ceremony for the asphalt-to-turf conversion.

Organized by the Northern VA Soil & Water Conservation District & the Fairfax County Land Development Services,. Recognizes that this SSHOA project is the first project funded from the county's Resource Protection Area (RPA) violations budget. RPAs are like conservation easements that encompass the land within 100' of a stream.

- 5) Raise HOA dues by \$5/yr to cover future inflation increases of regular and capital improvement costs.