

SPRINGFIELD STATION HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S QUARTERLY MEETING  
17 JANUARY 2023  
MINUTES OF MEETING  
[www.springfieldstationhoa.org](http://www.springfieldstationhoa.org)

## **CALL TO ORDER**

The first quarterly (Q1) meeting of the Springfield Station Homeowners Association (SSHOA) Board of Directors (BoD) meeting was called to order at 7:05 pm on January 17, 2023 in the Hunt Valley School cafeteria.

### **1) Attendance**

Attending SSHOA Board Members: Rick Kenney (President); John Giuliani (Vice-President); Vicky Johnson (Secretary); members-at-large: Manny Pablo; Trudy Stellar, and Anwar Zzaman. Geoffrey Ballou (Treasurer) and Dan Germain (Registered Agent) attended by phone. Chuck Brackett, Taylor Chasteen, and Jim Klein were absent.

### **2) Approval of Minutes**

Motion: Moved by Manny Pablo to approve and seconded by Trudy Stellar, followed by unanimous approval of the minutes of the previous Q4 SSHOA Board meeting on October 13, 2022.

## **REGULAR BUSINESS**

### **3) Financial Report**

3a) Geoffrey Ballou that as of the end of 2022, the SSHOA total funds, not including the mini-court fund, was \$60,287, of which the General Fund for 2023 operating expenses was \$14,215 and the Capital Improvement Fund was \$46,072.

3b) A concern was raised by Rick Kenney regarding access to bank documents and who should be able to see them. Currently, the Treasurer, Geoffrey Ballou, has the only access and John Giuliani can counter-sign checks. Dan Germain handles collection of the HOA assessments, can deposit funds, and provides homeowner packets to new members. The By-Laws in Article XI, Officers and Their Duties, Section 8 requires the President to co-sign all checks and promissory notes, and the Vice President shall act in the President's place in the event of the President's absence, inability, or refusal to act. This requires that both the President and the Vice President be on the bank account. The board asked for access to the account for those two people, and the Treasure raised concern that we would lose control of the bank account. Geoff was going to investigate the traceability of actions if access to the account was provided to the President/Vice President. The By-Laws do not actually specify who the other co-signer, besides the President, is.

3c) No revenue in 2022 is reported for the sale of Disclosure Packages and other documents the SSHOA provides for a fee. Dan Germain and/or Geoffrey Ballou were asked to provide an update to the Board.

#### 4) Assessments

4a) The January 2023 CPI for the Washington, DC area should be released February 12, 2023. According to the SSHOA Restrictive Covenants, Article VI, Section 3, this CPI index can be used in determining any increase in the yearly assessments. The limit is the greater of 3% or the Jan-to-Jan CPI over the previous years assessment. Any increase will be rounded down to the nearest whole dollar amount.

4b) A concern was expressed that even these yearly increases would not be enough to cover all the Capital Improvement or upkeep in future years. The yearly operating costs of the SSHOA should not present an issue.

4c) In light of the potential for insufficient funds, it was suggested to raise the cost of each disclosure packet to new homebuyers. No decision on this matter was made.

4d) Due to the Covid Pandemic, Dan Germain has picked up the collection and deposit of HOA assessments. When asked for a status, Dan Germain directed the Board to go to the file in Google Docs and filter for the unpaid assessments. Below is the current status as of 1/18/2022:

Full Name	House #	Street	2022 Assessment	Mini Court Fee	Total	Due	Notes
Edward and Amy Wong	8851	APPLECROSS LN	\$123.00	\$0.00	\$123.00	\$123.00	
Christopher Hawthorne	8855	APPLECROSS LN	\$123.00	\$0.00	\$123.00	\$123.00	
Philip and Christine Adoteye	8833	APPLECROSS LN	\$123.00	\$0.00	\$123.00	\$123.00	
Dan & Laura Germain	8811	AQUARY CT	\$123.00	\$24.00	\$147.00	\$147.00	
Col(Ret) & Mrs Richard G. Riordan	6	AQUARY CT	\$123.00	\$24.00	\$147.00	\$147.00	
Nichole Gonzalez Guzman	8744	ARLEY DR	\$123.00	\$24.00	\$147.00	\$147.00	
Seung P. Nam and Min A. Han	8742	ARLEY DR	\$123.00	\$24.00	\$147.00	\$147.00	
Monica Ghattas	8722	ARLEY DR	\$123.00	\$24.00	\$147.00	\$147.00	
Taha Bin Farid	8724	ARLEY DR	\$123.00	\$24.00	\$147.00	\$120.00	Only Paid \$27
Wendy Walker Wright	8729	CUTTERMILL PL	\$123.00	\$0.00	\$123.00	\$123.00	
Michael & Caitlyn Beach	8733	CUTTERMILL PL	\$123.00	\$0.00	\$123.00	\$123.00	
Allen and Sarah Judkiewicz	8847	APPLECROSS LN	\$123.00	\$24.00	\$147.00	\$123.00	Only Paid \$24
Michael & Jerilyn Anderson	7111	HUNDSFORD LN	\$123.00	\$0.00	\$123.00	\$123.00	
Mr & Mrs David L. DeHaven	8811	NEWPORT CT	\$123.00	\$0.00	\$123.00	\$123.00	
Patricia A. Mahoney	7100	PLANDOME CT	\$123.00	\$0.00	\$123.00	\$123.00	
Geoffrey and Laura Ballou	8724	WHITSON CT	\$123.00	\$0.00	\$123.00	\$123.00	
Jefferson & Stacey Smith	8711	WHITSON CT	\$123.00	\$24.00	\$147.00	\$147.00	
Jefferson Smith	8713	WHITSON CT	\$123.00	\$24.00	\$147.00	\$147.00	

## 5) Board of Directors (BOD) Guide

Discussion occurred regarding the lack of documentation for BoD activities. Rick Kenney presented a draft BoD document that defined roles, responsibilities, and actions of the Board. It was agreed that the directive is a good idea and should be a living document. We agreed that the first iteration would be uploaded to Google Docs for directors to make proposed changes and updates. Rick Kenney was asked to distribute the current version to the members and Dan Germain was asked to convert it to a Google Doc and upload to the HOA site.

## 6) Sport Court

Due to the frequent ongoing use of the pickle ball net even in very cold weather (e.g., 15 degree), it was decided not to store it and keep it out for homeowner use. There is a storage bag at John Giuliani's home.

## 7) Other Common Areas

7a) There is a drainage issue following rain or snow water pools in the common area behind the storm drain by the Sport Courts. The problem is that ice forms on the sidewalk in cold weather with the potential for an accident.

- One option was to drill under the sidewalk and put in a drainage pipe that exits the curb onto the street. Jim Klein interacted with Fairfax County, and after some months, the County denied the application for cutting through the curb.
- Another option, brought up by Elite Landscaping during a conversation with Jim Klein, was to install an underground drain box that connects to the rear of the storm drain. Jim Klein contacted the County and their response in an email to Jim is included below for future reference. Clearly this effort would require the SSHOA to hire an engineer, create a report, seek approval, and then do the work. The expense for the effort could be in the thousands.

**1. Application Fee (Non-Refundable): Required \$110**, can be paid via credit card, check or ACH using the following link:

<https://lupsonline.vdot.virginia.gov/Application/View/VQRUTEI3EOFVLSAINZM>

**2. Surety Bond (Refundable):** Required \$5,000, can be paid via credit card, check or ACH using the following link:

<https://lupsonline.vdot.virginia.gov/Application/View/VQRUTEI3EOFVLSAINZM>

**3. Virginia (COV) Form W-9:** Required only when posting surety via Item 2 above (credit card, check, etc.) DO NOT submit Federal Form W-9.

**4. Other Options for posting a surety, if not using Item 2 above:**

- Surety Bond (from an insurance company) using VDOT Form LUP-SB

- Letter of Credit from a bank using VDOT Form LUP-LC

**5. Property Ownership:** Required "Deed" (preferred) **OR** "HUD Settlement Statement" (Note: Do not submit both.) **A permit is only issued to the Property Owner so ensure to provide all their information, i.e. name, address, tax id#, email address, 24-hour phone number, etc.**

**6. Comments:** **A)** In order to connect a private system to VDOT facilities we require the following: a) Quantity of water generated from the property being discharged in the public system located along the road. b) Capacity of the existing storm drain system into which this flow is proposed to be discharged and whether this system can handle it without flooding the road or the property. c) Quality of water being discharge from the property, i.e. chemical analysis to ensure polluted water is not drained in to our system. d) Connection detail of

discharge pipe to the inlet structure, i.e. elevation, joint details, etc. e) A Covenant of Perpetual Maintenance Agreement, see Item 8 below. **B)** We are not sure why a pipe is proposed underneath the sidewalk with a bend to connect to the existing VDOT inlet structure? Instead the discharge pipe should be connected directly to the inlet structure at the back wall. If the intent is to drain the utility strip then it is not the property owner's responsibility, contact VDOT Residency of the area.

7. Provide photos of the existing site and the entrance.

8. A Covenant of Perpetual Maintenance Agreement Notarized and recorded in FFC Court records, to maintain the private facility within VDOT maintained right-of-way.

9. Provide written responses to each item/comment stated above in addition to the revised plans.

10. Provide an e-copy (saved on a CD) and a paper copy of the plan sheet.

Submit everything stated above in one package including a paper copy of the plan set, to the address shown below my signature block. (Note: All items, excluding the paper copy of the plan set and checks/bond may also be sent via "email" to us.)

**DO NOT SUBMIT ANY ITEM SEPARATELY.**

Thank you.

**Rashid Siraj, P.E.**

NOVA Fairfax/Arlington Permits, Virginia Department of Transportation (VDOT)

4975 Alliance Drive, Fairfax, VA. 22030

Phone: (703) 259-2204 Email: [Rashid.Siraj@VDOT.Virginia.gov](mailto:Rashid.Siraj@VDOT.Virginia.gov)

7b) BoD agreed for Manny Pablo and Rick Kenney to visit Supervisor Herrity's office and seek the County's assistance in resolving the drainage issue problem.

7c) Rick Kenney submitted and received approval from Fairfax County for the SSHOA to hand cut the ivy from the trees in the Resourced Protected Area (RPA). John Giuliani mentioned he and his wife would cut ivy from one tree a day on their daily walk. There was a discussion on having a volunteer day for the community to assist. Discussion is ongoing.

7d) The gazebo and SSHOA sign at the intersection of Sydenstriker and Arley is maintained by the community, but nobody at the BoD meeting could identify who owns it or our obligation to maintain it. Discussion occurred on researching and identifying if the SSHOA had an obligation to maintain it and perhaps moving the sign to an area near the Sport Court.

7e) At the last Board meeting there was much discussion that the common area behind the property lines of the houses on Cuttermill Place was being encroached upon by some homeowners on the west side of Cuttermill Place. This area is denoted as Common Area C in the Platt for Springfield Station, Fairfax County, VA, Sections 8A, B, C. A letter was composed by Rick Kenney and sent to the homeowners whose property abuts such land stating that the land beyond their property line belongs to the SSHOA and any encroachment should be restored to common area.

## **8) Paths and Stairs**

At the last Board meeting it was noted that the steps by Aquary Court are very slick due to moss and have led to people slipping. Jim Klein acquired several packages of metal stair treads with grip protrusions. Jim Klein and John Giuliani applied these to the steps by Aquary Court and to the steps leading to the Sport Court.

## **NEW BUSINESS**

### **9) Post Office Box**

The BoD had a general discussion on having a personal residence as the official address of the SSHOA. It was also discussed that using an HOA home addresses may add to confusion whenever BoD membership transition/changes. It was considered if it is a better business practice to establish a Post Office Box, especially for those who mail checks to cover their invoiced assessments.

### **10) Annual Requirements**

10a) Currently SSHOA is a non-voting stock entity. As an LLC the SSHOA needs to submit taxes using form 990N. It does not pay but has to file. Dan Germain currently files the taxes. Rick Kenney requested that Dan Germain provide the 2020 and 2021 tax submission.

10b) BoD discussed if the SSHOA should be a 501c(4). The BoD lacked expertise, so more investigation should occur.

10c) VA SCC (State Corporation Commission) has an annual fee of \$25 and requires an annual report—both due by 1/31/2022. Dan Germain has been sending in the report. Dan Germain was asked to report back to BoD when complete.

### **11) Revised Disclosure Packets**

With the recent Cuttermill Place Common Area letter to our members (see item #7e), it was discussed that the disclosure packets does not discuss any of the restricted covenants of the common areas. It was discussed that the Board do not want to have to send out future letters and that the disclosure packages should be updated to include restricted use covenants in the common areas as well as RPA restrictions.

### **12) HOA Management**

12a) Dan Germain has been Managing the SSHOA website. BoD had a discussion on the utility of the website, the management of the website, and the use of the website.

12b) BoD discussed options and agreed that we should explore changes. Rick Kenney was requested to set up a Zoom video with a vendor (EasyHOA) who provides an HOA product software package. The package includes a website, communications within the Board and with HOA members, and does email billing for the assessments from a membership list. The estimated cost is a one-time set-up fee of \$99, and then \$49/month.

### **13) Architectural Control Committee**

The By-laws state one is needed but has no enforcement authority. It was suggested that the disclosure packages address current deficiencies (see item #11).

### **ADJOURNMENT**

Motion: Moved by Anwar Zzaman to close this Board meeting and seconded by Manny Pablo to adjourn the meeting at 8:50 pm.

Respectively submitted  
Vicky Johnson, John Giuliani, Rick Kenney