

## **DRAFT MINUTES SSHOA 09/21/17 GENERAL MEMBERSHIP MEETING**

SSHOA Board Attendees: Donna McCraith, Vice President, Rich Riordan, Secretary, and John Giuliani, Geoff Ballou and Jon Carlo Trujillo members. Stephen Buckner, President, and Dan Germain member were unable to attend

1. The meeting was called to order at 7:05 pm. These minutes reference and follow the order of the slides in the annual meeting briefing, which has been posted to the SSHOA Web Site. The briefing was presented by Donna McCraith, John Giuliani and Geoff Ballou.

The next Board Meeting is scheduled for Wednesday, October 11th at 7:00 pm in room #121 in HVES. The Board meets quarterly on the second Wednesday of January, April, July and October. To reiterate all are welcome to attend the board meetings, which are also announced on the web site. The next general membership meeting is tentatively scheduled for late next summer.

The minutes of the last General Membership Meeting on 09/22/2016 were approved as corrected.

### The Agenda:

Review and approval of 2016 general membership meeting minutes.

Welcome and Review of 2016-2017 Springfield Station Home Owners Association (SSHOA) Board Activities.

Financial Report.

Capital Improvement Plan Review.

Housing Market Update.

Election of 2017-2018 SSHOA Board.

Open Discussion.

### 2. SSHOA Activities

Maintain and upgrade all common areas and grounds

Collect dues and pursue liens against non-payers.

Carry liability insurance on all common property.

Enforce the By-Laws and Covenants.

Resolve issues brought to the attention of the Board.

Comply with County, State and Federal laws,

IRS

Homeowners Packets

Chesapeake Bay Watershed Act and Fairfax County restrictions.

The SSHOA does **not** settle disputes between neighbors or enforce Fairfax County's regulations.

3. Financial Statement. Cindy Cole prepared the treasurer's report, which was presented by Donna. Our 2016 expenditures were \$23,340.62. Our 2017 budget is \$23,176.00 including \$12,865.00 for the Capital Reserve Fund. We have spent or projected to spend

\$23,986.24 as of 09/12/2017. Our 2017 income YTD is \$24,186.24. The association's financial report as of August 31, 2017 shows a General fund balance of \$28,954.13, a Capital reserve fund balance of \$83,800.31 for a total bank balance of \$112,754.44. In addition, \$25,073.22 collected from mini-court residents is reserved for the sole use by the 8 individual mini-courts for maintenance. An audit has been done on our books and they are in excellent condition.

4. 2018 Budget. The approved 2018 budget is \$18,572.39 with \$10,000.00 set aside for the capital reserve fund. Income is projected to be \$23,776.00. The \$5,000 difference is for contingencies and scheduled major maintenance projects. Anything left over will be transferred to the Capital Improvement fund

5. Capital Improvement Plan. The Capital Improvement Plan looks out 10 years and includes all the components of the common areas that need periodic major repairs and improvements. The plan is based on the assumption that the annual assessment remains at \$120 per year; that the normal routine expenditures for maintenance, insurance etc. continue; that the plan will be reviewed annually and reported to the membership; that no funds from the capital reserve will be spent without approval of the members attending a general membership meeting

The major components of the common area covered in the Capital Improvement Plan, are: The tennis courts. The basketball court. The paths and stairs. The entrance wall and surrounding grounds. The tot lot. The paths, stairs, and tot lot have been replaced or had major repairs within the past 9 years. The major components most in need of upgrade are the tennis courts and the basketball court.

There were no major expenditures this year.

The 10 year Capital Improvement Plan (CIP) is detailed on slides 7 through 13 of the briefing. The next major expenditure was scheduled to occur in 2017 with the upgrade of the tennis courts. Included in that upgrade were several improvements to other components of the facility, such as; new nets, new fence and crack repair. These are still requirements even though we don't plan to implement the major tennis court upgrade at this time.

A set of 8 slides, also posted on the web site, gives information developed during John Giuliani's investigation of the cost of the identified options. The first two slides give location and background information. The three options are I. New tennis court, general purpose court side by side on the existing tennis court footprint. The basketball court would be demolished and grass planted. (\$163,000). II is one new general purpose court with the rest of the area planted in grass. (\$112,000). III is to convert all the area to grass. (\$72,000). Slide 3 shows the 2010 estimate for option I and the layout of the courts contained in option I. Slide 4 shows the updated Versa Court estimate, which has increased by \$20,000.

The Versa court company is very reluctant to install versa court over our existing surface, because of the cracks and the slope. They recommend that we at least repave the court area. Once the repaving is done, we can install versa court or paint lines on the asphalt and proceed.

There is a complication. The court complex is in a Resource Protection Area (Chesapeake Bay). That means there are severe limits on the area of dirt that can be

disturbed. Options II and III exceed that limit. Option I exceeds it if we excavate beneath the asphalt layer to firm up the foundation. One can get a waiver to construct by the submission of a mitigation plan drawn up in accordance with county policy and regulations. After a vigorous, thorough review, the payment of fees and the posting of a bond, the amount of which is not determined until the waiver request is submitted. It may be approved. The waiver application must be prepared by a civil engineering firm familiar with the ins and outs of the Resource Protection Area program. We can get around the waiver requirement if we only scrape the top layer off the asphalt before we repave. We can expect a requirement to plant sod, shrubs, trees and ground cover to keep the soil from traveling to and into the bay if we apply for a waiver. Leaving aside the Resource Protection Area issues, our immediate task is to further develop the options, trying to nail down costs.

When we have some relatively firm costs in hand, we will analyze the advisability of increasing dues and the amount of the increase, if needed. We have the potential for large expenditures to implement the tennis court project. However, the costs of repairing/replacing other unrelated capital investments, like the playground the paths and others continue to rise.

#### 6. 2016-2017 Accomplishments.

Collected all dues for 2017; 10<sup>th</sup> consecutive year.

Passed audit

Upkeep of Neighborhood

- Removed leaves and trees and cut grass, edged sidewalks.

- Performed maintenance on path rails and bridge.

- Removed dead/downed trees in common areas.

- Cleaned up playground and added special wood chips to it.

- Cleaned the front entrance, power washed gazebo and wall, planted flowers.

Conducted our annual spring cleanup.

7. Real Estate Activity. Donna presented an encouraging housing market update giving recent sales and prices in Springfield Station. It has been a good year, a total of 15 houses have sold. See Slide 15 for details.

8. Election of the New Board. The 8 home owners who volunteered to serve on the Board are: John Giuliani, Donna McCraith, Rich Riordan, Dan Germain, Stephen Buckner, Jon Carlo Trujillo, Geoff Ballou and meeting volunteer Chuck Brackett Joyce Giuliani moved and Myrna Meling seconded that the 8 candidates be elected. The membership by unanimous consent elected the 8. Officers will be chosen by the Board at its next meeting as provided for in the bylaws.

#### 9. Open Discussion Items.

A. The Tennis Courts Project. John has done an excellent job defining the parameters of the options we have to address the project. We will further develop the options and estimates to provide adequate basis for a decision by the homeowners.

B. Raising Dues. Based on the costs determined in item A, the board will develop a proposal to raise the dues to ensure adequate funding for our long range capital requirements. This will require approval by 75% of the membership.

The meeting was adjourned and we went home at 8:23 pm.

Respectfully submitted

Rich Riordan, Secretary

Attendees at 9/21/17 SSHOA Annual Meeting.

Laura Ballou	Chuck Brackett	Chris Busky
Taylor Chasteen	Louanna Dorazio	Joyce Giuliani
Jim & Patti Klein	Myrna Meling	Greg MilonovichManuel
Pablo	Tom Verdin	Michael & Elizabeth Keenan

The 5 Board members attending are listed at the beginning of these minutes.

