

**SPRINGFIELD STATION HOMEOWNERS' ASSOCIATION**  
**BOARD OF DIRECTOR'S QUARTERLY MEETING**  
**MINUTES OF Q3 MEETING**  
**August 29, 2023**  
[www.springfieldstationhoa.org](http://www.springfieldstationhoa.org)

## **CALL TO ORDER**

The third quarterly (Q3) meeting of the Springfield Station Homeowners Association (SSHOA) Board of Directors (BoD) meeting was called to order at 7:32 pm on August 29, 2023 at 8733 Arley Drive.

### **1) Attendance**

John Giuliani (President/Vice President)  
Geoffrey Ballou (Treasurer) (by phone)  
Jim Klein (Member at Large)  
Manny Pablo (Member at Large)  
Trudy Stellar (Member at Large)  
Vicky Johnson (Member at Large)  
Dan Germain (Member at Large)  
Anwar Zzaman (Member at Large)  
Taylor Chasteen (Member at Large), absent

### **2) Approval of Minutes from April 18, 2023 Q2 Board Meeting**

Motion: Moved by Manny to approve and seconded by Dan Germain, followed by unanimous approval of the minutes of the previous Q2 SSHOA Board meeting on April 18, 2023.

## **RECURING BUSINESS**

### **3) Financial Report**

3a) For the regular dues for 2023, \$18,153 has been collected out of an anticipated \$23,296 (=182 x \$128/unit). The present total funds in the general account is \$77,165.88, of which \$46,072.36 is flagged for the Capital Reserve Fund, leaving \$31,093.52 for yearly operating expenses.

3b) Geoffrey Ballou participated in an internal audit in May, 2023.

3c) Geoffrey Ballou has investigated several financial software packages and has found that the WAVE application seems to work well for tracking financial information. It will take a few

months to get the software to sync up with all the HOA processes. He will get with Dan on some of the assessments and the purchase of the SSHOA package by new owners.

Background information on this topic copied from emails sent by Geoffrey Ballou.

3d) email 8/26/23:

"I did just look at the wave apps account and was playing around with cash flow statement, which will compare this year's expenses to last year's, but the data is not consistent enough yet for that to be very useful, but it will help us get good budget numbers I think by category."

3e) email 8/5/23:

"I've been working on the wave apps system; pretty easy to get connected to our accounts and categorize accounts. The reporting function isn't as robust as I would like, but much better than spreadsheets (of course I could be not seeing some functionality). Anyway, the cash flow statement seems to be best, which will help us get a better handle on cost categories (tree work, mowing, annual meeting expenses, etc.) so should be helpful for budgeting. There's a rollup section too but it doesn't really lend itself to reports, but it's kind of a dashboard function with links and such. It's free so that's good....you pay if you start doing premium services like payroll and accepting deposits."

3f) email 7/29/23:

"I'm not looking for a vote outside the normal meeting process, but I wanted to introduce a topic I'd like to discuss at the meeting. I logged on to Truist to do our normal report, and saw a special for Quickbooks, 30% off for the first 12 months. I think the basic package would be sufficient for what we do. This would get us off spreadsheets and allow us to synch the Quickbooks with the Truist accounts and produce standardized reports, along with the other functions you see below. I'll study it a little bit more so I can make a more formal recommendation."

## 4) Assessments

4a) Dan Germain reported that both post mail and email have been used to announce assessments.

4b) Dan Germain reported on the status of regular and mini-court dues. **The HOA is missing about 30 assessments** and he will try to get this funding prior to the annual meeting. 3-4 residences have defaulted on paying their dues for multiple years. Dan will be contacting them to advise them of their delinquency and consequences. There is a 6% charge for overdue assessments.

4c) The payment of any partial assessments is handled at the selling/closing of homes in the HOA. The required information is provided by realtors of the sale.

4b) At an earlier Board meeting 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. Present meeting included a discussion that getting a Post Office Box would be wise for next year (2024) to ensure the delivery and accounting of all checks that are mailed instead of the possibility of them getting lost if hand delivered and put into someone's mailbox.

## 5) Sport Court

5a) An SSHOA member has requested a second pickle ball net? This was voted a "no" since most people who would use it are not HOA members. There was also concern that the code to the lock on the courts would get out. Jim Klein estimates that about 50% of people using the Sport Court are not members of the SSHOA.

5b) Members need to go to the web site and register. Once their email is in the system, they will automatically be sent the new code. Jim Klein does not send out an email with the access code. If it is not, the request will be reviewed to ensure they are members of the HOA. It was also suggested that more than one person have access to the emails and can back Jim up on this effort. Jim Klein notes that many email addresses of SSHOA members are acquired by applications for the Sport Court access code.

5c) Liability, from Dan Germain email 8/22:

It seems Virginia (actually most states) has a "Recreational Land Use Statute" that protects us from injury resulting from recreational users. Apparently states want to encourage property owners to allow recreational activity on their lands and have enacted laws protecting property owners from liability. I think this addresses a lot of the concerns we have had regarding the sports courts, even from non-homeowners.

I think the specific question of liability if homeowners use their own equipment becomes moot given the fact that we are protected in a much broader sense.

IMHO this request poses no additional risk to the HOA; It might be worth pointing out, which you probably did already, that courts cannot be reserved and that it is first come, first serve.

## 6) Other Common Areas

6a) 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.

Elite Landscaping, Inc. estimate \$2115.08, deposit \$646.00 paid?

delay project for grass growing,

Hose needed for watering sod to be added during the Elite project. Likely needed for future court maintenance.

6b) Flowers at the gazebo by the SSHOA entrance was considered, but the primary issue is the mold/dirt on the monument brick wall with the Springfield Station lettering. Dan Germain will ask Fairfax County about power washing the monument at the entrance. This task will likely be addressed next spring.

6c) There was been discussion of getting a new monument led by John Giuliani to be by the sport court and abandoning the one at Sydenstriker. John will look into this.

## **7) Paths and Stairs**

It was noted that there is grass growing up between the rocks on the stairs, especially those leading to Langsford Ct.

## **NEW BUSINESS**

### **8) General Meeting**

8a) The original date for the General meeting was for Saturday, Sept. 16. But this is too soon. The General Membership Meeting is planned for October 14, 11:00 to 12:30 at the Hunt Valley Elementary School Cafeteria. Request for the room has been submitted to the FCPS by Vicky Johnson. This date is the same as the general meeting of the Hunt Valley Swim Club, but at 10:00 am.

8b) Need email & paper flyer announcement for the meeting. Some topics for the General Meeting are: new board members needed; John Giuliani stepping down after 33 years on the Board, 3 yrs as President; there is a need for a review and update of the Springfield Station Bylaws and Restrictive Covenants.

8c) The SSHOA sign by the Sport Court is falling apart and about 1/3 of the letters are torn and taped together. John Giuliani will look at the cost of a new sign.

## **OLD BUSINESS**

Memorial plaque for Donna McCraith and Rich Riodan.

View/Access to SSHOA Bank Statements

A concern from the January Q1 meeting. Who should be able to see and or access the SSHOA bank documents. Now limited Treasurer and President, mainly because they ok and checks that go out. G. Ballou raised a concern about losing control if too much access is granted.

Board of Director's (BoD) Guide

From Q1 Board meeting:

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. At the annual meeting, it will be discussed with attendees the issue of the out-of-date by-laws and how the BOD has been handling issues and what we have done to appease these antiquated rules. One area to be addressed on how the audits are being handled.

#### HOA Management

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. The Board had a ZOOM meeting presented by EasyHOA and looked at one other software package. For now, the Board does not think this is an efficient use of funds (a one-time set-up fee of \$99, and then \$49/month) and will continue on a volunteer basis.

#### Annual Requirements

a) 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.

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

c) 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.

d) Renew Director's and Officer's Insurance with Nationwide. **There is no insurance for BOD members.** The community does have liability insurance. Dec 8-Jan 8 are the inclusive dates.

#### 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. No profit can be made from the disclosure packages. Only expenses in printing and distributing them can be reimbursed.

#### Architectural Control Committee

It was felt that none was required.

## **ADJOURNMENT**

Motion: Moved by Dan to close this Board meeting and seconded by Trudy to adjourn the meeting at 8:49 pm.

Respectively submitted:

Vicky Johnson

August 31, 2023

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