

SPRINGFIELD STATION HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S QUARTERLY MEETING  
**Minutes**  
**November 14, 2023**  
[www.springfieldstationhoa.org](http://www.springfieldstationhoa.org)

## **CALL TO ORDER**

The fourth quarterly (Q4) meeting of the Springfield Station Homeowners Association (SSHOA) Board of Directors (BoD) meeting was called to order at 7:34 pm on November 14, 2023 at 8733 Arley Drive.

### **1) Attendance**

John Giuliani (Vice President/Acting President)  
Geoffrey Ballou (Treasurer) by phone  
Vicky Johnson (Secretary)  
Dan Germain (Member at Large-Registered Agent)  
Jim Klein (Member at Large)  
Manny Pablo (Member at Large)  
Trudy Stellar (Member at Large)  
Anwar Zzaman (Member at Large)  
Debbie Dosch (new Member)  
Louanna Dorazio (new Member)  
Taylor Chasteen (Member at Large) absent.

### **2) Welcome**

Welcome to new SHOA Board Members Debbie Dosch and Luanne Durazio, voted and accepted at the 2023 General Membership Meeting. Voting of officers to occur under New Business later.

### **3) Approval of Minutes from August 29, 2023 Q3 Board Meeting**

Before accepting these minutes, need to clarify:

2a) It was clarified that the Board Members also are covered by insurance. Last year, the bill of \$1744.00 was paid on 10 January. Dan Germain believes he will receive the invoice in December and will then convey to Geoffrey Ballou to execute payment.

2b) "The HOA is missing about 30 assessments." highlighted in red. This topic will be addressed in full below under 5) Assessments.

Motion: Moved by Manny Pablo to approve and seconded by Anwar Zzaman, followed by unanimous approval of the minutes of the previous Q2 SSHOA Board meeting on August 29, 2023.

## RECURING BUSINESS

### 4) Financial Report

4a) Geoffrey reported as of Nov. 14, 2023, \$81,723.71 in the General Fund checking account and \$18,154.41 in the mini-court account. Both are in Truist Bank.

3a) Expenditures since last meeting from Geoffrey Ballou:

- \$359.99 reimbursement to Dan Germain to cover cost of materials used to rebuild the wooden bridge at the end of the path behind 8722 Cuttermill Pl;
- \$101.60 reimbursement to John Giuliani for making copies of the 2023 Annual General Meeting;
- \$516.00 Premium Lawn Care invoice #229420 for four mowing services in October;
- \$850.00 Tai Nguyen invoice for cutting down a tree in common are behind 8733 Cuttermill Pl.

All payments scheduled for delivery 11/23.

3b) Geoffrey Ballou has continued to investigate various several financial software packages. He tried Zelle but had problems in the past. So, he has primarily reverted to these paper checks. They are sent from the bank to the residence or address (unless it's a larger business, then it's generally electronic). After looking at several software packages, he felt the WAVE app, which is free, is fine for handling the HOA finances

3c) Dan Germain also noted that Virginia reimbursed the HOA for the bond (\$1000) on completion of the drainage of the problem next to the sports courts.

### 5) Assessments

5a) Dan Germain led a discussion. Currently there are 5 lots that have overdue assessments. Two of those lots are having mail sent to them returned. Two of the lots are behind by 4 years totaling approximately \$1031 including 6% late fee. Three lots are behind for 2021 and 2022. The HOA will eventually get the money. These houses cannot be sold without these dues being paid. It is part of the settlement processing. Not only are dues in arrears paid, but there is also a 6% penalty on the amount due. There is a slight administrative error due to an error in the processing of credit card payments. He is working with Geoffrey Ballou on this.

5b) The question of whether the HOA should get a post office box for the purpose of handling dues that are paid by check was tabled until a later date.

5c) Dan Germain is documenting the process he uses for do the web and document dues.

5d) Dan Germain is also working with emails and the web to find the best solution for email notification of dues. People have different applications to their email and this is handled individually by the server. He is trying to find the best one for distribution without it also

sending out a lot of spam. He will be sending out a test in the future—be sure to respond. The new list email for the Board will be board@springfieldstationhoa.org.

5e) Assessment data provided by Dan Germain prior to this Board meeting is shown in the tables below.

On 11/06 Dan Germain reported revenue to the SSHOA

Dues' Years	Lot #	Check #	Dues amount	Mini-court	Dues		
2023	61	278	\$128.00				
2021	89	1060	\$120.00	3B	\$24.00		
2022	110	1218	\$129.15				
2023	120	2054	\$128.00				
2022	135	288	\$130.35	2A	\$24.00		
2021, 2022, 2023	136	1051	\$392.15	2A	\$72.00		
2021, 2022	141	9244	\$257.55	2B	\$48.00		
2023	158	161	\$128.00	5A	\$24.00		
2023	200	187	\$128.00				
2023	212	7171	\$134.40				
2023	226	5699	\$128.00				
??	??	53208	\$123.00				
						Total Dues	\$2,927.60
						Total Mini-court	\$192.00
						Commonwealth of Virginia bond - RETURN DEPOSIT-Ref. Deposit 20231106	\$1000.00
		25115618	\$1,000.00			<b>Total Deposit</b>	<b>\$3,119.60</b>

Dan Reported on 11/12 that there are 5 outstanding lots. Dan hopes to have a full report, including multi-year for the Q4 Board meeting.

	Count	Std Assessment	MiniCourt	Total	Cash
Budget	182	\$23,296.00	\$960.00	\$24,256.00	\$24,256.00
Paid	177	\$22,656.00	\$936.00	\$23,592.00	\$23,365.01
Outstanding	5	\$640.00	\$24.00	\$664.00	\$664.00
Difference		\$0.00	\$0.00	\$0.00	-\$226.99
		<i>shortage due to administrative error</i>		-\$226.99	

The -\$226.99 is due to processing of credit/debit cards and realtor paying previous year HOA assessments.

## 6) Annual General Meeting

6a) There are no suggested changes to the presentation at the General Meeting.

6b) There was a discussion on where to hold the General Meeting. For the past several years this meeting has been held outside on a Saturday morning at the Sport Court. This year the meeting had to be postponed due to rain and it was held on the announced rain date. One Board member commented that managing slides to be discussed with the attendees is difficult at the Sport Court.

6c) Would holding the meeting at Hunt Valley School in the future be better? Would more residents attend the annual meeting if held at Hunt Valley school? If held during the week, a room at Hunt Valley school can be reserved (if available) at no cost. If it is done on a weekend, there is a charge for the use of the room and staff required to come in. One major goal is to get more people to attend and get younger residents with different interests on the Board. All Board members are encouraged to seek other residents to join the team.

6d) Vicky Johnson will check out the availability of the Hunt Valley school for the next quarterly Board meeting.

## 7) Sport Court

7a) Community Activity: Jim Klein and Anwar Zzaman cleared the Sport Court of leaves and leaves on the new sod. (11/12).

8a) Jim Klein has contacted Premium to remove leaves from the outside of the Sport Court.

## 8) Other Common Areas

8a) Jim Klein has contacted Premium for the maintenance of the area at the front of the development with the gazebo according to:

### Landscape Bed (Fall )

Landscape Clean-up & Mulching -Minor Trimming & shaping of Shrubs -Cut Back Perennials and Ornamental Grasses -Redefine Landscape Beds -Apply Double Shredded Hardwood Mulch: \$ 365.00.

### Landscape Bed (Spring)

Landscape Clean-up & Mulching -Minor Trimming & shaping of Shrubs -Redefine Landscape Beds -Clear Landscape Beds of Weeds, Leaves & Minor Debris -Apply Double Shredded Hardwood Mulch: \$ 365.00.

8c) Jim Klein says the household at 7222 Arley Place would allow us to use their water to power wash the monument wall with the words "Springfield Station". How long of a hose(s) would be needed? Should volunteers do the cleaning (maybe with a power washer) or hire a contractor? Best to address this issue in the Spring when the weather is warmer.

8d) John Giuliani is going to check out options to replace the current community sign. The current one is aging. One idea is to get one with some type of cover to withstand the weather and hopefully last longer.

## 9) Paths and Stairs

9a) Community Activity: Dan Germain and Greg Molonovich repaired the bridge at the end of the path behind 8722 Cuttermill Pl.

## NEW BUSINESS

### 10) Voting for Officers

10a) Both John Giuliani and Geoffrey Ballou would like to step down from their current positions as Vice President/Acting President and Treasurer. Due to the outstanding job each has done, no one else wanted those positions. Until we get some new members or more ideas, the status quo will remain. However, we need to work on getting some new members and having current Board members step up to perform these tasks.

10b) Discussion on sending an email to HOA members announcing Board meetings to entice new people to join the Board.

10c) No new volunteers for Officer positions.

[Motion: Moved and followed by unanimous approval to retain Officers of the Board:](#)

President: John Giuliani;  
Treasurer: Geoffrey Ballou;  
Secretary: Vicky Johnson

10c) John Giuliani work with Dan Germain to upload minutes and presentations to the SSHOA web site.

### 11) Dates for 2024 Quarterly Meetings

Q1: 17 January 2024  
Q2: 18 or 16 April 2024  
Q3: 18 or 16 July 2024  
General Meeting :16 or 17 September 2024  
Q4: 15 or 17 October 2024

## OLD BUSINESS (For details see previous meeting minutes)

Memorial plaque for Donna McCraith and Rich Riodan.  
View/Access to SSHOA Bank Statements

Board of Director's (BoD) Guide

HOA Management

Annual Requirements (taxes, registered agent)

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.

Renew Director's and Officer's Insurance with Nationwide Jan-Feb

Revised Disclosure Packets

Architectural Control Committee

## **ADJOURNMENT**

Motion: Moved by Vicky Johnson and seconded by Trudy Stellar, followed by unanimous approval to adjourn the meeting at 8:44 pm.

Respectively submitted:

Vicky Johnson and John Giuliani