

SPRINGFIELD STATION HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S QUARTERLY MEETING
Minutes-APPROVED
May 14, 2024
www.springfieldstationhoa.org

CALL TO ORDER

The second quarterly (Q2) meeting of the Springfield Station Homeowners Association (SSHOA) Board of Directors (BoD) meeting was called to order at 7:36 pm on May 14, 2024 at 8733 Arley Drive.

1) Attendance

- John Giuliani (President)
- Dan Germain (Member-at-Large and Registered Agent)
- Jim Klein (Member-at-Large)
- Anwar Zzaman (Member-at-Large)
- Debbie Dosch (Member-at -Large)
- Louanna Dorazio (Member-at-Large)

The Board welcomes new members in attendance:

- Megan Caprio (Member-at-Large)
- Andrew Segerman (Member-at-Large).

Board Members not present:

- Vicky Johnson (Secretary)
- Trudy Stellar (Member at Large)
- Taylor Chasteen (Member at Large)
- Geoffrey Ballou (Treasurer) Resigned as of 03/2024.

2) Approval of Minutes from January 17, 2024 Q1 Board Meeting

Motion: Moved by Jim Klein to approve and seconded by Dan Germain, followed by unanimous approval of the minutes of the previous Q4 SSHOA Board meeting on January 17, 2024.

RECURING BUSINESS

3) Financial Report

3a) As of 3/23/2024 the report of the Treasurer, Geoffrey Ballou, shows:

- General Fund balance of \$31,348.02;
- Capital Reserve Fund balance of \$46,072.36;
- giving a total of \$77,420.38 in the SSHOA checking account #7684.
- Separately, a mini-court balance of \$18,155.00 in SSHOA checking account #8139

3b) Expenditures since last meeting from Geoffrey Ballou:

- \$365.00 Premium Lawn and Landscape Service invoice #232908 (03/08/2024) for Fall landscape clean-up & mulching including. (work done in 2023)
- \$285.00 Premium Lawn and Landscape Service invoice #231778 (01/15/2024) leaf clean-up. (work done in 2023)
- \$1800.00 Nationwide Insurance premium.
- \$365.00 Premium Lawn and Landscape Service invoice #232908 (03/08/2024) for Spring landscape clean-up & mulching including.
- \$336.39 reimbursement to J. Giuliani for new message board and tot lot swing.
- \$516.00 Premium Lawn and Landscape Service invoice #235864 dated 05/01/2024 for four mowing services during April.
- \$47.67 reimbursement to T. Chasteen for new rim on basketball backboard.

5) Assessments

5a) There are four delinquencies from 2023 totaling \$512.00 for the general assessment and one delinquency for the mini-courts totaling \$24.00. Mostly these delinquencies are absent landlord. Dan Germain successfully collected seven general assessments due from 2021 and 2022, and also six mini-court assessments due from these two years.

5b) Dan Germain has added four additional columns in the Dues Membership file for standard and mini-court allocations and standard and mini-court gaps, with priority to standard allocations in case of a deficit. One question is whether to increase the assessment for 2024 on those lots which have a 2023 balance due. These deficits are each less than \$10.00, and are separate from the four delinquencies. The total of these deficits is \$108.99. These deficits are due to various payment methods allowed in the 2023 assessment letter (credit card, venmo, paypal). It was deemed too complicated to enact collection of balances due. To prevent these balances due in the future, Dan Germain will limit the payment methods to either by check or by credit card in the 2024 assessment email/letter.

5c) Increase in annual assessment. The SSHOA Yearly Calendar gives details on how to find this percentage. For Jan. 2023 to Jan. 2024 the percentage is 3.6%. Screen shot of CPI at end of minutes. Last year the dues were \$128/unit. For 3.6% and rounding to the lower whole dollar amount, **the dues for 2024 would be \$132/unit**, an increase of 3.13%.

Motion: Moved by Debbie Dosch to approve and seconded by Louanna Dorazio, followed by unanimous approval for the 2024 General Assessment \$132 per lot and \$24 per lots on Mini-court lots with a due date of June 30.

John Giuliani will put a notice about the 2024 assessment and due date on the message board.

5d) Consideration of a post office box for receipt of assessments was rejected. Andrew Segerman volunteered to use his home address for collection of the payments by check. He will also enter the payments into the 2024 Membership Dues file on Google Docs. Dan Germain will explain the procedure to Andrew.

5e) There is a complex issue on how many lots are in each of the various mini-courts. Lots belonging to mini-courts are termed Class C members in the SSHOA Restrictive Covenants. Article IV, Section (c) of the Restrictive Covenants list membership for only five of the eight mini-courts. For the five mini-courts listed, any property that touches the asphalt of the mini-court was included, even if the driveway of that

property exited onto a State road rather than the mini-court itself. During a discussion, it was noted that such properties do not own any part of the mini-court asphalt by deed. It was decided to limit the Class C membership to those lots whose driveway exited onto the mini-court asphalt and not a State road. Specifically, the lot numbers of the mini-courts are: 2A(134 thru 139); 2B(141 thru 145); 3A(70 thru 74); 3B(87 thru 90); 3C(111 thru 115); 4A(221 thru 225); 5A(158 thru 162); and 5B(184 thru 187). This is a total of 39 lots in Class C membership.

Motion: Moved by Jim Klein to approve and seconded by Louanna Dorazio, followed by unanimous approval to specify membership of a mini-court to those lots whose driveway exits onto the asphalt of the mini-court.

5f) Just for information: an advertisement by post mail from a law firm who does delinquent account collections. Rickel Law, Association General Counsel, www.rickellaw.com, 855-752-7156.

6) Sport Court

There has been a problem with trash on the sport court. Jim Klein sent out an email on 05/03/2024 noting that a new entrance code will be distributed once someone volunteers to clean up the liter in the sport court. The Board does not deem it useful to have a trash receptacle in the sport court.

7) Other Common Areas

7a) A replacement signage board was purchased by John Giuliani and assembled. He will take care of posting new messages as agreed upon by the Board.

John Giuliani proposes to keep the message board from weather damage and dirt by covering the message board with acrylic on each side. Cost of 30"x36"x3/32" is \$40/sheet. For 24"x48"x3/32", \$44/sheet. There is space in the slots holding the message panels.

Motion: Moved by Jim Klein to approve and seconded by Debbie Dosch, followed by unanimous approval for the purchase of two acrylic sheets to cover the new message board at a cost not exceeding \$100.

7b) A replacement toddler bucket swing was purchased by John Giuliani and installed in the tot lot during March, 2024.

7c) It is noted that for April through September (8 months) at four lawn mowings per month, this amounts to \$4,128.00 a year for lawn mowing!

7d) Anwar Zzaman suggested that the wall by the gazebo at the HOA entrance on Arley Drive needs cleaning. Jim Klein said he will contact a household near the gazebo who would let us use his faucet for water to a pressure washer. Anwar and Megan Caprio will work with Jim on this task. Joh. Giuliani has a gas powered pressure washer.

8) Paths and Stairs

Jim Klein noted that the stairs to the sport court from the pathway are in bad condition. He will contact a neighbor (Michael) on Arley Drive who might be interested in replacing the steps.

9) SSHOA Website

9a) The Nationwide Insurance Policy Statement is in folder “06 Insurance” on the SSHOA Google Drive. Should it be placed on the SSHOA website?

9b) Likewise, we should place the past minutes of Board Meetings on the website.

9c) Anwar Zzaman volunteered to learn from Dan Germain how to upload documents onto the SSHOA website.

NEW BUSINESS

10) No Treasurer

10a) Geoff Ballou has stepped down as treasurer for the SSHOA as of 03/24/2024. He served our community for nearly five years. During this time, he navigated the whole sport court renovation project, which included multiple payments through various methods, bonds to the county, reimbursements, and close tracking and reporting of capital expenses. The Board thanks Geoffrey for his time and work on this crucial responsibility.

10b) Geoffrey will continue to make vendor payments as directed by the board until a replacement is selected, so that the SSHOA does not fall behind, but he will not be able to do the reporting/analysis functions anymore. Dan Germain volunteered to assume the task of disbursements to vendors and reimbursements.

10c) Temporally John Giuliani will take on the accounting aspect of the Treasurer’s duties working with Geoffrey and Dan Germain. The President should not also be the accountant for long, OR not be President for long. John will need access to the bank statements for the General Account #7684 and the Mini-Court Account #8139 starting from January 2023.

11) Standard Operating Procedures (SOP)

John Giuliani presented a two-page document entitled “SSHOA Yearly Calendar” that serves to specify required actions by the SSHOA Board and their respective due dates. Changes & corrections? This will be a part of the Board of Director’s Guide.

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

Reminder of annual HOA requirements:

- Taxes – filed by Dan Germain – date?)
- VA SCC (State Corporation Commission) has an annual fee of \$25 and requires an annual report – renew Jan. 31 each year.
- Directors and Officers Liability Insurance with Nationwide– renew Dec. 8 each year.

View/Access to SSHOA Bank Statements.

Board of Director’s (BoD) Guide

Board meeting location

HOA Management by external company.

Revised Disclosure Packets

Architectural Control Committee

Memorial plaque for Donna McCraith, Rich Riodan, Manny Pablo.

MEETING DATES

Q1: 17 January 2024

Q2: 14 May 2024

Q3: 18 July 2024

General Meeting :16 or 17 September 2024

Q4: 15 or 17 October 2024

ADJOURNMENT

Motion: Moved by John Giuliani and seconded by Dan Germain, followed by unanimous approval to adjourn the meeting at 8:59 pm.

Respectively submitted:

John Giuliani