

SPRINGFIELD STATION HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S QUARTERLY MEETING
Minutes
January 17, 2024
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 7:35 pm on January 17, 2024 at 8733 Arley Drive.

1) Attendance

John Giuliani (President)
Geoffrey Ballou (Treasurer, by phone)
Vicky Johnson (Secretary)
Dan Germain (Member at Large-Registered Agent, by phone)
Jim Klein (Member at Large)
Trudy Stellar (Member at Large)
Anwar Zzaman (Member at Large)
Debbie Dosch (Member at Large)
Louanna Dorazio (Member at Large)
Gail Simpson (Resident)
Martha Kiene (Resident)
Ashley Karnilowicz (Resident)
Megan Caprio (Resident)

Taylor Chasteen (Member at Large) was not present.

The Board notes the sudden and sad passing of Board Member Manny Pablo on 12/23/2023. He was a member of the Board early on and rejoined in recent years. During his latter service he was instrumental in setting up a meeting with the Fairfax County Springfield Supervisor to address the SSHOA request of drainage pipe through the street curb for the area by the Sport Court.

2) Welcome

Welcome to SSHOA members in attendance of this Board Meeting with an invitation to join the Board. Also, a welcome to Gail Simpson and Martha Kiene who will review their report on suggested changes/improvements to the SSHOA By-Laws and Covenants. The Board welcomed the residents who attended and look forward to working with them in the future.

3) Approval of Minutes from November 14, 2023 Q3 Board Meeting

Motion: Moved by Jim Klein to approve and seconded by Anwar Zzaman, followed by unanimous approval of the minutes of the previous Q4 SSHOA Board meeting on November 14, 2023.

RECURING BUSINESS

4) Financial Report

3a) Expenditures since last meeting from Geoffrey Ballou:

- \$365.00 Premium Lawn and Landscape Service invoice #229817 for fall landscape work around the gazebo and entrance by Sydenstriker Rd. and Arley Drive. Service included: clean-up and mulching; minor trimming and shaping of shrubs; cutting back perennials and ornamental grasses; redefining landscape beds; and laying down double shredded hardwood mulch.
- \$285.00 Premium Lawn and Landscape Service invoice #231778 for leaf clean-up around the Sport Court.
- \$25.00 Virginia State Corporate Commission Annual Fee paid by Dan Germain. This is for the Registered Agent, which is Dan Germain. It is due by Jan. 31 of each year.
- \$1,785.00 +\$15.00 fee for Directors & Officers HOA Insurance paid by Dan Germain on 12/12/23.

3b) Dan Germain received Certificate of Liability Insurance dated 12/14/2023. Coverage 12/08/2023 to 12/08/2024.

Agency: The Hilb Group of Maryland, LLC, 3601 MacCorkle Ave, Ste 50, WV 25304

Policy Number: ACP BP01 3211151961

Carrier: Nationwide General Insurance Company

Dan Germain noted that the sent invoice was dated Nov 30 with a due date of Dec 8th. This is a tight window and need to be aware of these dates each year.

John Giuliani has an Insurance Policy Statement for 12/2022. Presumably this policy statement is the one in effect and to which the Certificate of Liability Insurance applies. The full policy is about 400 pages. Dan Germain will establish a link to it on the SSHOA website.

5) Assessments

Dan Germain gave an update on dues paid and not paid. As the last meeting Nov. 14, 2023 there were 5 unpaid units. Two of those lots are having mail sent to them returned. These lots are over 4 years behind. These houses cannot be sold until the dues are paid, to include the 6% late fee. This is all handled at closing. Once Dan Germain reviews current status, he will send out to everyone.

6) Board Meeting Location

6a) Vicky Johnson looked into having Board Meetings at Hunt Valley School as was done many times in the past. Fairfax County has imposed a new insurance condition on the use of schools for community meetings. After several emails with the school system, it appears that not only is Directors and Officers HOA insurance but the insurance must also cover any liability the school may have on the use of the school rooms.

6b) Dan Germain talked to the Board's insurance agent. We have never listed FCPS as an additional insured on the COI in the past so Dan was hoping that submitting it without would be okay.

Adding FCPS as an additional insured allows them to file claims on our insurance policy. Right now, our policy only covers HOA grounds, which means we can't add FCPS. As Dan Germain understands it, we would have to amend the policy. The alternative the agent suggested is the special events addendum which would need to specific dates for the entire year.

The Board would need to send our agent a list of meeting dates where we plan to use the FCPS facility and an approximate number of people attending. The agent would prepare a proposal for the special events addendum that meets FCPS requirements while limiting our liability to the dates and times we have listed. Hopefully the additional cost is not much.

6c) The above requirement is extreme and not amenable to unplanned changes of date. John Giuliani anticipates headaches trying and using the school. He subsequently talked to people at the Pohick Library. They have no such requirement about insurance and an on-line application. The hours at present are Mon-Wed 10 am to 9 pm, Thursday-Sunday, 10 am to 6 pm. The rules seem much more accommodating.

The Board was very receptive to using Pohick Library for Quarterly Meetings. We can sign up in advance. Location of the General meeting will be addressed at a future date.

7) Sport Court

A new pickle ball net will need to be purchased in the near future. Jim Klein will check into options.

8) Other Common Areas

8a) The present, portable community sign is in poor shape. Initially purchased June 3, 2020. Possibly John Giuliani can slide thin acrylic sheets over each letter board to improve durability. Replacement of the existing signage board would be:
SmartSign 42(h) x 29(w) x 24(d) inch Standard A-Frame Sidewalk Sign and Letter Kit, Heavy Duty Plastic, Red, Black and White, Set of 1. Cost \$269.95.

The Board voted unanimously to approve purchase of a replacement signage board at a cost of \$269.95.

8b) The second toddler bucket swing needs replacement at Tot Lot. Already replaced one and John Giuliani has the special star tool for the installation. Replacement of toddler swing:
Heavy-Duty High Back Full Bucket Toddler Swing Seat | Coated Swing Chains Fully Assembled | Green Swing Set. Cost \$38.99

The Board voted unanimously to approve purchase of a replacement infant swing at a cost of \$38.99.

9) Paths and Stairs

No comments or issues were voiced.

NEW BUSINESS

10) Review of Recommended Changes to the By-Laws and Covenants.

Gail Simpson and Martha Kiene led the lengthy discussion. Indeed, this was a difficult and arduous task, which is much appreciated. To be continued at a future meeting.

Highlights are as follows:

- Minimize description of the residents. There is no Class B. Class C residents reside on the mini-courts. Class A residents are the rest.
- The number of directors on the Board was discussed. There was a leaning toward a minimum of 3 and maximum of 9.
- All Board members must be a member of the Association

- There are no term limits
- There will be no secret ballots
- All bylaws and covenants must comply with Property of Virginia 55.1.180
- Do we want to change it so that to change the by-laws 75% of those attending the meeting is required or do is it kept at 75% of total membership. This may create an incentive for residents to attend the General Meeting.
- Dates for the months the dues covered should be added.
- Do we want to allow solar panels?
- The architecture committee discussion was tabled.
- The idea of allowing residents on nearby courts and streets, not currently a member, from joining the Association was rejected.

OLD BUSINESS (For details see previous meeting minutes)

Reminder of annual HOA requirements:

- Taxes – filed by Dan Germain.
- 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

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: 18 or 16 April 2024 (original schedule).

Q3: 18 or 16 July 2024

General Meeting :16 or 17 September 2024

Q4: 15 or 17 October 2024

ADJOURNMENT

[Motion: Moved by John Giuliani and seconded by Vicky Johnson, followed by unanimous approval to adjourn the meeting at 8:55 pm.](#)

Respectively submitted:

Vicky Johnson

John Giuliani