

Springfield Station Homeowners' Association

Annual Membership Meeting

October 10, 2018

7:00 pm

http://www.springfieldstationhoa.org

Agenda

- Review and approval of 2017 General Membership Meeting minutes
- Welcome and Review of 2017-18 Springfield Station Board Activities
- Financial Report
- Capital Improvement Plan Review
- Update on the Tennis and Basketball Courts Project
- Housing Market Update
- Election of 2018-19 Springfield Station Board
- Open Discussion

HOA 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 State and Federal laws.
  - IRS
  - Homeowners Packets
  - Chesapeake Bay Watershed Act & Fairfax County restrictions
- The HOA does not settle disputes between neighbors or enforce Fairfax County's Regulations.

Financial Report

As of September 30, 2018

General Fund Balance	**$17907.96**
Capital Reserve Fund Balance	**$107000.00**
SSHOA Bank Account Balance	**$124,907.96**

Springfield Station Homeowners Association 2018 Budget

Code	Budget Item		2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Actual	2018 Proposed	2018 Actual YTD
1	Insurance		$1,391.00	$1,371.00	$1,520.00	$1,281.00	$1,503.00	$1,500.00	$1,635.00	$1,700.00	$1,443.00
2	Office and Bookkeeping Supplies		$197.08	$150.93	$160.88	$228.37	$221.13	$175.00	$27.01	$225.00	$544.11
3	Legal and Collecting Fees and Audit		$0.00	$12.00	$32.45	$0.00	$0.00	$35.00	$0.00	$25.00	
4	VA Real Estate Board Fee		$91.33	$91.33	$90.92	$20.92	$20.92	$90.00	$20.92	$20.92	$20.92
5	VA State Corporation Commission Fee		$50.00	$0.00	$25.00	$25.00	$50.00	$25.00	$25.00	$25.00	$25.00
6	Taxes and Tax Preparation		$8.74	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
7	Grass Cutting and Leaf Clean-up		$3,165.00	$3,265.00	$3,110.00	$2,822.00	$3,325.00	$3,300.00	$3,141.50	$3,500.00	$2,586.50
8	Common Grounds Maintenance 1		$1,535.00	$2,088.00	$307.11	$2,090.00	$1,510.00	$2,000.00	$2,024.60	$2,000.00	$2,746.34
9	Spring Cleanup		$2,100.00	$2,100.00	$2,080.00	$2,100.00	$2,100.00	$2,100.00	$2,075.00	$2,100.00	$2,060.00
10	Capital Improvements		$4,541.00	$4,185.50	$1,800.00	$299.85	$0.00	$0.00	$0.00		
11	Website		$0.00	$366.08	$0.00	$36.34	$83.88	$100.00	$0.00	$100.00	
12	Annual Meeting		$0.00	$265.41	$0.00	$26.94	$0.00	$50.00	$0.00	$50.00	
13	Bank Service Charge		$2.50	$1.00	$0.00	$12.00	$24.00	$0.00	$0.00	$96.00	$11.50
14	Donation		na	$100.00	$0.00	$0.00	$0.00	$0.00	$0.00		
15	Add to Capital Reserve Fund		na	$10,000.00	$13,216.84	$14,016.78	$13,566.69	$12,865.00	$14,999.69	$12,000.00	
16	Transfer to SSHOA Minicourt Account		na	na	na	$936.00	$936.00	$936.00	$936.00	$936.00	$936.00
	Total		$13,081.65	$23,996.25	$22,343.20	$23,895.20	$23,340.62	$23,176.00	$24,884.72	$22,777.92	$10,373.37

1 Common Grounds Maintenance includes tree removal, landscaping, etc.

Financial Report (cont.)

Capital Improvements for 2018	
none planned	$0.00
Total	$0.00

Budgeted 2018 Income	
Assessments (annual and minicourt)	$22,776.00
Sale of HOA Disclosure Packets	$400.00
Total	$23,176.00

Actual 2018 Income YTD	
Assessments (annual and minicourt)	$22,776.00
Sale of HOA Disclosure Packets	$200.00
Total	$22,976.00

SSHOA Minicourt Account Balances

2A	$4712.54
2B	$120.44
3A	$2968.32
3B	2261.49
3C	1720.02
4A	4099.45
5A	2503.62
5B	$3240.32

SSHOA Minicourt Bank Account Balance **$21,626.34**

Prepared by Chuck Brackett, Treasurer, SSHOA, 30 Sep 2018

Proposed Budget 2019

Springfield Station Homeowners Association Budget - 2019 PROPOSED											
Code	Budget Item		2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Proposed	2018 Actual YTD	2019 Proposed
1	Insurance		$1,391.00	$1,371.00	$1,520.00	$1,281.00	$1,503.00	$1,635.00	$1,700.00	$1,443.00	$1,500.00
2	Office and Bookkeeping Supplies		$197.08	$150.93	$160.88	$228.37	$221.13	$27.01	$225.00	$544.11	$225.00
3	Legal and Collecting Fees and Audit		$0.00	$12.00	$32.45	$0.00	$0.00	$0.00	$25.00	$0.00	$0.00
4	VA Real Estate Board Fee		$91.33	$91.33	$90.92	$20.92	$20.92	$20.92	$20.92	$20.92	$20.92
5	VA State Corporation Commission Fee		$50.00	$0.00	$25.00	$25.00	$50.00	$25.00	$25.00	$25.00	$25.00
6	Taxes and Tax Preparation		$8.74	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
7	Grass Cutting and Leaf Clean-up		$3,165.00	$3,265.00	$3,110.00	$2,822.00	$3,325.00	$3,141.50	$3,500.00	$2,194.50	$3,200.00
8	Common Grounds Maintenance 1		$1,535.00	$2,088.00	$307.11	$2,090.00	$1,510.00	$2,024.60	$2,000.00	$2,146.34	$2,200.00
9	Spring Cleanup		$2,100.00	$2,100.00	$2,080.00	$2,100.00	$2,100.00	$2,075.00	$2,100.00	$2,060.00	$2,100.00
10	Capital Improvements		$4,541.00	$4,185.50	$1,800.00	$299.85	$0.00	$0.00			
11	Website		$0.00	$366.08	$0.00	$36.34	$83.88	$0.00	$100.00		$0.00
12	Annual Meeting		$0.00	$265.41	$0.00	$26.94	$0.00	$0.00	$50.00		$50.00
13	Bank Service Charge		$2.50	$1.00	$0.00	$12.00	$24.00	$0.00	$96.00	$11.50	$15.00
14	Donation		na	$100.00	$0.00	$0.00	$0.00	$0.00			$0.00
15	Add to Capital Reserve Fund		na	$10,000.00	$13,216.84	$14,016.78	$13,566.69	$14,999.69	$12,005.48		$13,304.08
16	Transfer to SSHOA Minicourt Account		na	na	na	$936.00	$936.00	$936.00	$936.00	$936.00	$936.00
	Total		$13,081.65	$23,996.25	$22,343.20	$23,895.20	$23,340.62	$24,884.72	$22,783.40	$9,381.37	$23,576.00
1 Common Grounds Maintenance includes tree removal, landscaping, etc.											

Capital Improvements Planned for 2018

TBD

Budgeted 2019 Income

Assessments (annual and minicourt)	$22,776.00
Sale of HOA Disclosure Packets	$800.00
Total	$23,576.00

Capital Improvement Plan

Approved at the 2011 - 2012 General Membership Meeting



- Repair the cracks by patching for cost of $4,100 **(Done in 2012).**

- Start an escrow savings account to accrue money to add the Versa Court Alternative with one Tennis Court and one Basketball Court for $50,392.
  - ***Consider*** the Versa Court Alternative in the 2014 – 2015 timeframe.
  - ***Consider*** making the existing Basketball Court into a Tot Lot at that time.

- Report back to the General Membership annually on how the repairs are holding up.
  - ***Do a second patching of cracks if the need arises.***
  - ***When we have sufficient funds accrued reaffirm that you still approve the Versa Court Alternative.***

Capital Reserve Plan Principles

CALCULATION BASICS

- Zero percent annual interest income factor for capital reserve fund.
- Inflation factor has not been included yet (plan is to estimate 2.5% annual inflation factor for costs of improvements).
- Annual assessment per lot remains at $120 per year, with estimated total $10,000 per year added to capital reserve fund.
- The SSHOA annual budget includes funds (or money) for Grass Cutting and Leaf Clean-up and for Common Grounds Maintenance (mostly tree removal and landscaping). The specific dollar amount changes from year to year. These items are not covered in the capital reserve fund.
- Minor Components (value less than $1,000) are not included.
- Cash Flow method is used.
- Cash flow threshold (minimum balance below which the capital reserve fund will not decrease) is $10,000.
- The plan is a work in progress and will be reviewed and updated at least yearly.
- No funds are spent without approval of members at General Membership Meeting.

Note: The Capital Reserve Plan was established and approved at the 2011 General Membership Meeting

Capital Reserve Plan (continued)

Major Components

Tennis Courts

- Repair of surface cracks, every 3-6 years, done in 2012 for $2,850.
- Install Versa Court, was estimated to cost $51,000 in 2011, would need replacement every 25 years *(decision to be revisited at a later time when there are sufficient funds)*.
- Replace fencing and gates.
- Replace windscreens, nets and cranks, done in 2009 for $3,100.
- Landscaping.

Basketball Court

- Repair of surface cracks, every 3-6 years, done in 2012 for $1,250.
- Replace posts and backboards.
- *Replace with a 2nd Tot Lot (decision to be revisited at a later time when there are sufficient funds)*.

Paths and Stairs

- Seal the paths, every 5 years, done in 2013 for $4,000.
- Repair and repave the paths, every 20 years, done in 2009 for $37,435.
- Repair or replace the stairs.

Entrance at Arley

- Repair/replace brick wall and lettering.
- Paint/repair Gazebo, every 5 years for $1,000 (includes above item).

Tot Lot

- Replace the play structures and wood borders, every 20 years, done in 2006 for $32,400.

Basketball & Tennis Courts Common Grounds Summary

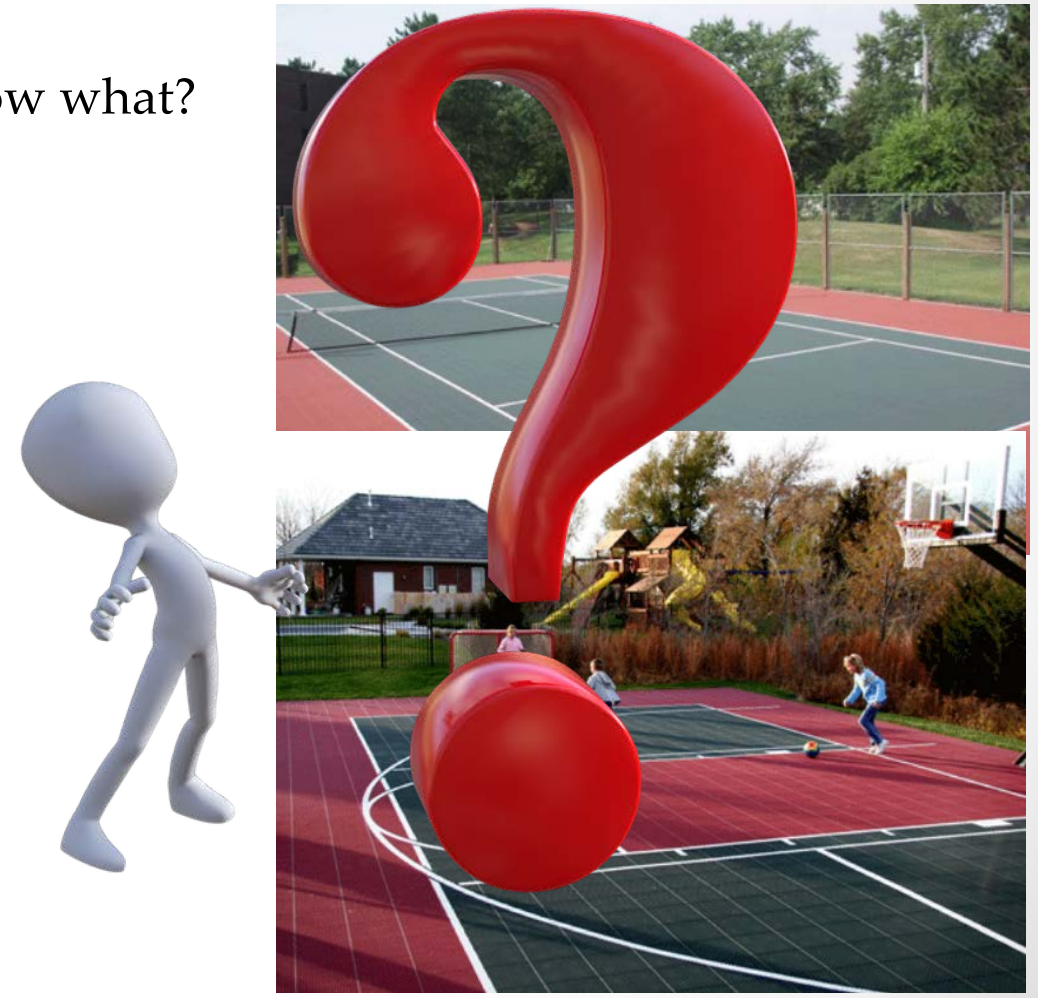
- 2001 – ECS, LTD Engineering Study that there is a water stream that runs under the courts causing the cracks in the surface.
- 2009 Repair cracks and replaced wind screen and nets.
- 2010 – General Membership Survey completed. 52% wanted sports courts; 34% wanted green space (park); 11% other.
- 2010 – Members authorize Board to commission an engineering study of the area.
- 2011 – GEO Engineering Study confirms 2001 findings and estimates the cost to fix the drainage issues and replace courts at $163k; or fix the drainage issue and replace one sports court leaving remaining space grass at $115k; or remove the courts and replace with grass at $72k.
- 2011 – Board prepares alternative solution at $51k (Versa Court); Members approve the Board's recommendation to repair cracks by patching now, start escrow savings account to resurface the courts with an overlay (e.g., Versa Court) with agreement that when sufficient funds have accrued the Members will reaffirm the Versa Court solution.
- 2012 – Board establish a Capital Improvement Plan (CIP) Fund with a 2012 balance of $30k.
- 2013 – CIP Fund has a balance of $43,000 (exceeded expected 2013 contribution by $3,000).
- 2014 – CIP Fund projected to have a balance of $56,300 (exceeding expected 2014 contribution* by $3,300).
- 2015 – CIP Fund projected to have a balance of $71,717 (exceeding expected 2015 contribution* by $6,000).
- 2016– CIP Fund projected to have a balance of $84,976 (exceeding expected 2016 contribution* by $4,841).
- 2017 – CIP Fund projected to have a balance of $99,214 (exceeding expected 2017 contribution* by $5,413).
- 2018 – CIP Fund projected to have a balance of $ (exceeding expected 2018 contribution* by $

** CIP expected contribution is $10,000 annually*

Basketball & Tennis Courts Common Grounds

We met our initial savings goal, now what?





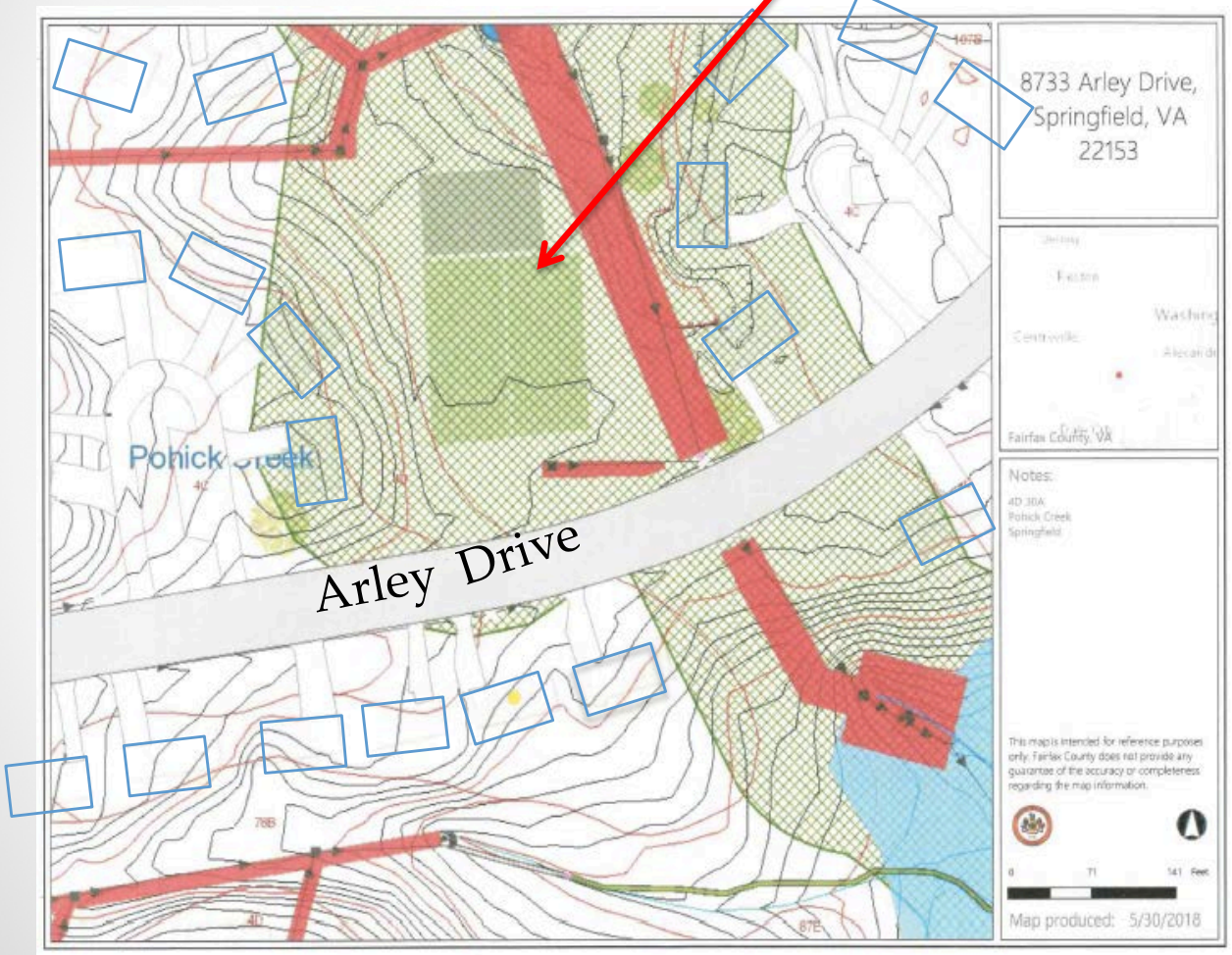
Basketball & Tennis Court Common Grounds

Every year since 2011 we have committed to the members of SSHOA that when we had met our financial goal we would review options and updated costs and the members would vote to decide on the final solution.

Update on where we are…

Resource Protection Area (RPA)

SSHOA basketball
& tennis courts



basketball surface
51′ x 86′ = 4,386 sq ft

tennis courts
110′ x 123 ‘ = 13,530 sq ft

Summary of 2010 Report by GeoEnv Engineers, Fairfax VA

- "At least five feet of uncontrolled fill exists under the sport courts." "… suspect to **excessive differential settlements** and damages caused by repeated frost-heave processes"
- "We believe that **any surficial repair of the existing sport courts without improving the base and subgrade would not improve the long-term** performance of the subject sport facilities."
- "… recommend that at least the **upper two feet of the uncontrolled fills must be removed** and replaced …" with stones and "The surface layer can consist of either a 4-inch of concrete/asphalt or a grid of VersaCourt"

- **Option I** = one tennis and one general purpose court, landscape existing basketball court. $163,000.
- **Option II** = one general purpose court, landscape the rest $115,000.
- **Option III** = landscape everything $72,000.

- Requires a Rough Grading Plan (RGP)
- Need engineering firm to guide process.

SSHOA did vote in favor of a sport court area.

Repaving & "stone as necessary" (avoid RGP)

Eddy Pleytez
President & Lead Estimator
Gossom & Costello Paving, Inc.
(did SSHOA paths in 2010)

$41,000 for repaving & some stone removal, packing
replace 10' high fence $19,700.
(proposal in 2017)

Danielle George, Site Application Center
Land Development Services, Fairfax County

"**If you were to just repave** the courts, there would be **no plan required**. The asphalt is already there & you would just be taking off the top layer & repaving. **If you were to demo the courts down to the dirt** to relay them or to install grass/landscaping **a Rough Grading Plan (RGP)** is required. There would also be a WRPA that is needed. This would be a Waiver to allow there to be work done in the Resource Protection Area … the exact amount [of a **bond**] will be calculated within the first few days that we [Site Engineering Technicians)] have the plan.

2018 –Virginia Conservation Assistance Program (VCAP)

April 2018
program at Fairfax County that may provide financial assistance
to particular landscaping or development projects
https://www.fairfaxcounty.gov/soil-water-conservation/conservation-assistance-progra

May 2018 Site Visit
Kristina Clarin
Urban Conservation Specialist
Northern Virginia Soil and Water Conservation District
https://www.fairfaxcounty.gov/soil-water-conservation/

2017-2018 Reimbursement Amounts

Practice	Lifespan	Reimbursement Rate	Max per application
Conservation Landscaping * Meadow * Mulched Bed * Tree Planting	10 years	75% of actual costs	$3,500.00
Rain Garden	10 years	75% of actual costs	$3,500.00
Dry Well	10 years	75% of actual costs	$3,500.00
Constructed Wetland	10 years	75% of actual costs	$5,000.00
Impervious Surface Removal	10 years	$2.50 per sq. ft.	$10,000.00
Vegetated Stormwater Conveyance * Dry Swale * Step Pools * Wet Swale	10 years	75% of actual costs	$10,000.00
Rain Barrel/Cistern	10 years	$2.00 per gal. treated volume	$10,000.00

= 4,000 sq ft
a little smaller
than basketball
court

Recommendations & Next Steps

Plant Recommendations, Site Considerations

- There are elements of the overall plan that the CAP program can pay for and certain elements that we cannot. Some of the non-reimbursable elements include: impervious surface removal (ISR) beyond the scope of a conservation landscaping (CL project), permitting fees, replacement of old asphalt with new asphalt.

- HOA needs to get in contact with Land Development Services to determine what is feasible in the RPA and what their limits of disturbance is. During site visit, it was advised to phase out the project or stay under 2,500 SF. A rough grading plan will be required if the area disturbed is over 2,500 SF. Given the large area that is to be replaced, it is likely a rough grading plan will be needed. A waiver for native plant landscaping will be needed, however, there is no fee for this waiver.

Next Steps

Infiltration test? Soils test? MISS Utility?

- Contact LDS to determine disturbance and RPA guidelines (https://www.fairfaxcounty.gov/contact/AgencyDetail.aspx?agId=100354 and https://www.fairfaxcounty.gov/contact/ProgramDetail.aspx?agId=100604).

- Prioritize projects and hammer down what the goals are of the community and of the HOA board. It's important to figure out which portion of the tennis court project you all would like to take on first.

- Other grant sources may be used, but you cannot make money off the program.

Send Form 1, Form 2, Budget, Contractor Bid, and Volunteer Hour Estimate to Kristina.Clarin@fairfaxcounty.gov

questions for discussion at General Meeting:

1) pursue laying new asphalt over tennis courts +new fence,
remove basketball court and replace with native plants (partial reimbursement).

2) return to engineering options – need professional help here.

Points for Discussion

1. Do nothing - too expensive and too complicated. Tiling over existing asphalt rejected by VersaCourt.

2. If go with any of the Engineering solutions (2 courts, 1 court, grass) will need to first obtain an RGP for the chosen plan from a civil or engineering firm specializing in Fairfax County regulations –.

a) Need professional engineering firm to manage project.
b) If choose any of the previous options from the engineering study (2 courts, 1 sport court, grass,) will need to obtain new estimates. (will be a fee for this).
c) Drop VersaCourt and use less expensive asphalt top layer.

3. Obtain County opinion whether Gossum & Costello's repaving plan for the tennis courts, with some stone replacement and a fence, needs a RGP?

a) If NO, have $$, maybe courts last years (>20 acc.E. Pleytez), maybe not – just scape off top layer (no RGP) and repave (like paths), lifetime ? – check again with Land Development Services.
b) Removing the existing basketball court itself will require an RGP – Here use VCAP .

4. Any work on existing tennis courts (repaving or demo) need to remove at least some part of existing fence. This would be the time to address the existing basketball court, if to be removed, because of heavy machinery. Any solution (repave, demo, grass) needs to consider the yearly maintenance cost (hairline cracks, cutting, mulch, etc.).

2017-18 Accomplishments

- Collected ALL dues and passed audit
- Upkeep of neighborhood:
  - Tree/leaf removal from common areas and trail maintenance.
  - Maintenance on path rails and bridge.
  - Removed dead/downed trees in common areas.
  - Cleaned up and added wood chips to playground/tot lot
  - Arley front entrance cleanup, power washed gazebo and wall, planted flowers.
- Spring neighborhood cleanup day



Housing Market Update

- In accordance with the Code of VA HOA regulations, we prepared and distributed two resale disclosure documents to sellers for their new homeowners ($200 in revenue).
- This year, two properties have closed; one is under contract and one is on the market.
  - One colonial homes sold for $631,000.
  - One split-foyer home sold for $610,000.
  - The one for sale include a colonial for $670,000; and a split level for $620,000 (under contract).

Elections

Nominees

- ❑ Stephen Buckner
- ❑ Geoff Ballou
- ❑ Dan Germain
- ❑ John Giuliani
- ❑ Donna McCraith
- ❑ Rich Riordan
- ❑ Jon Carlo Trujillo
- ❑ Patrick Mazzei

Open Discussion

- Question and answers
- General membership issues
- Considerations for new business

Springfield Station Homeowners Association



Thank you for coming out tonight.