SPRINGFIELD STATION HOMEOWNERS' ASSOCIATION
ANNUAL GENERAL MEMBERSHIP MEETING
September 21, 2024
MINUTES OF THE MEETING - DRAFT
www.springfieldstationhoa.org

CALL TO ORDER

The annual meeting of the Springfield Station Homeowners' Association (SSHOA) was called to order at 10:10 am at the Sport Court on September 21, 2024.

ATTENDANCE

The SSHOA Board Members in attendance introduced themselves: John Giuliani (Vice President/Acting President); Dan Germain (Agent) and at-large members: Jim Klein, Ian Hutchins, Louanna Dorazio, Anwar Zzaman, Andrew Segerman.

The full list of members in attendance is recorded in Appendix A.

> Motion: Moved by David Simpson and seconded by Myrna Meling, followed by unanimous approval of the Minutes for the 2023 General Meeting held on October 21, 2023.

AGENDA

- Sign in (including email address)
- Approval of Minutes from last year's SSHOA General Meeting
- Review of 2023-24 Board and Community activities
- Financial Report
    - Overview
    - 2024 Summary expenditures and income
    - Mini-court funds
    - Projected 2025 Budget
- 10 Year Capital Improvement Plan and Dues
- Housing Market
- Open Discussion (Neighborhood Gatherings, ….)
- Election of 2024-25 SSHOA Board members

WELCOME AND INTRODUCTIONS

John Giuliani reviewed the history of the Common Area designations and locations. There are 182 units and 8 mini courts. He then had the attending Board members introduce themselves.

Next he summarized the agenda for the meeting.

The HOA's Board Primary Activities:

- Maintain and upgrade all common areas and grounds.

- Collect regular and additional mini-court dues on an annual basis.
  (Online payment is available for convenience of members.)
- Carry liability insurance on all Common Property.
- Enforce the Bylaws and Covenants.
- Resolve HOA issues brought to the attention of the Board.
- The Board does not settle disputes between neighbors or enforce Fairfax County's Regulations.
- Comply with State and Federal laws:
  - o IRS (taxes);
  - o Homeowners' Disclosure Packets;
  - o Chesapeake Bay Watershed Act & Fairfax County restrictions.
  (These laws take priority over out-dated HOA by-laws where applicable.)

Recurring Board Actions:

- SSSHOA Board meets quarterly to conduct business
- Annual Membership Dues
  - o Period: June 1st - May 31st
  - o 182 members
- Mowing of & leaf removal from common areas.
- Maintenance and upgrade of all common areas and grounds including: paths, stairs, and sport court.
- Removed dead/downed trees in common areas.
- Updating SSHOA Message Board.

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Volunteer Actions: (Thanks to all)

- Maintain SSHOA web site and database (Dan Germain)
- Sport court Iphone Access code technology (Dan Germain)
- Cut back foliage and clean stairs to Langsford court (Dan Germain)
- Remove leaves from Sport Court (Nov 23' and Aug 24', Jim Klein)
- Replace tot lot swing and carabiners (John Giuliani)
- New Message Board with acrylic sheets over letters
- Repair Basketball rim (Taylor Chasteen)
- Weed and Power wash monument wall Gazebo (Joe Caprio, Jim Klein, John Giuliani)

FINANCIAL REPORT

John Giuliani Presented overview of 2024 financials.

- SSHOA accounts are with Truist Bank.

- The association manages two accounts:
  i) Checking: normal operations such as deposits for HOA dues and expenses such as lawn service.
  ii) Savings: Mini-court funds.

• There are two sources of revenue: annual dues and HOA disclosure documents for new owners.

- Reserve $10,000 above yearly operating costs in checking account, remainder intended as a Capital Improvement Fund.
- Accounting reconciles income and expenses with Truist Bank statements.
- Each expense and income item is coded.
- Income dues checks are scanned for online deposit.
- Outgoing expense check get email approval (i.e countersign), then payment sent.
- Reviewed balance sheet accounting thru August 2025.
- If Access to your driveway is on a mini court you are considered part of mini court.
- It was recommended that the Boards explore some high-yield accounts, e.g., CDs, to invest its capital funds. This will be explored by the board this year.

Total Cash balance in the General Fund as of end of month August 2024:

= $94,706.61

Total Cash balance in the combined Mini-court fund balance as of end of month August 2024

= $19,236.53

2025 Operating Budget

It is the tradition of the board to present to members a proposed operating budget for the next calendar year. For 2025 the estimated operating expenses is $9,986.00. The estimated total Capital Improvement projects planned for 2025 cost $8,525.00. These projects are: (i) sealing the sport court ($5,700.00); (ii) repainting the basketball ($1,850.00) and pickle ball court ($475.00) lines; and (iii) repairing stairs to the sport court ($500.00). Total estimated expenditures for 2025 are $18,511.00.

Budget Presented

Motion: Moved by Brian Sands and seconded by Ed Grant, followed by unanimous approval to “Accept the proposed 2025 budget is $18,511.00.

CAPITAL IMPROVEMENT PLAN

Discussion on how to keep Capital Improvement Plan (CIP) solvent:

- Add more than $10,000/yr to CIP fund, as long as normal operating activities are not affected.
- After accounting for estimated 2025 operating expenses and maintaining a $10,000.00 reserve, funds available for Capital Improvements are $67,186.00 at the beginning of 2025.

- Continue to increase dues per Restrictive covenants.
- Motion was presented to double dues

- John Giuliani explained restriction on this per bylaws.
- More discussion on investing current funds and explore possibilities and tax implications on doing this.

HOUSING REPORT

Dan Germain provided a housing report. Only 2 houses were on the market in 2024 average selling price of $842, 500.

OPEN DISCUSSION

- Sport Court access has a new data base to try to control non-members from using court.

- Volunteers needed for community projects
  - Sport court steps, benches, path maintenance, flowers at monument near Gazebo
    - Suggested we have a community work day or provide a list or point of contact on website where people can go to, to sign up to help with needed tasks.

  - Neighborhood fall or spring gathering
    - Want to get community engaged possible potluck, chili cook off, food truck event.
    - Looking into ways to get waiver from county for bulk pick up day.
    - Yard sale event for the community

- Special thank you do John Gulianni and Dan Germain for all of their hard work on the HOA board.

BOARD ELECTIONS

- Slate for 2024/2025 Board of Directors
  - Jim Klein
  - Megan Caprio
  - Louanna Dorazio
  - Andrew Segerman
  - Martha Kiene
  - Juan Osorio
  - Gail Simpson
  - Anwar Zzaman
  - Ian hutchins
  - Taylor Chasteen
  - Debbie Dosch

Motion: Moved by Joyce Giuliani and seconded by Dan Germain, followed by unanimous approval to “Approve Above slate of SSHOA Board Members.”

- Boards positions will be determined at the next Board meeting, likely to be held in November.

ADJOURNMENT

Motion: Moved by Ian Hutchins and seconded by Arlene Norell, followed by unanimous approval to “Adjourn the 2024 SSHOA Annual General Membership Meeting”.

APPENDIX A MEMBERS SIGN-IN

ATTENDEES AT SSHOA 2024 GENERAL MEETING SEPTEMBER 21, 2024

Lot#	name(s)	Address	email
52	Kennith & Louisa Quesenberry	8725 Arley Dr	kbques@gmail.com
54	John & Joyce Giuiani	8733 Arley Dr	jngiuliani@cox.net
55	Jim and Patti Klein	8735 Arley Dr	jimeklein@gmail.com
	Ian and Patti Hutchens	8803 Aquary Ct	ianmhutchens@gmail.com
	Chris Umberger	8801 Cuttermill Pl	pjumberger@aol.com
92	Greg Milonovich	7307 Skibbereen Pl	gmmilon@yahoo.com
95	Ed Gramp	8726 Cuttermill Pl	betedgramp@yaoo.com
	Louanna Dorazio	8737 Cuttermill Pl	Dldorazio@gmail.com
117	David & Gail Simpson	8811 Arley Dr	gdunc14@gmail com
	Andrew Segerman	7306 Redbridge Ct	andrew.segerman@gmail.com
137	Myrna and John Meling	8740 Arley Dr	momeling@hotmail.com
145	Martha Kiene	8714 Arley Dr	kienebee@yahoo.com
	Brian Sands	8807 Arley Dr	bsands@briansands.com
	Charles & Mary Anne Mclallard	7119 Bridgeport Ct	mcclellands8@yahoo.com
	Arlene Norrell	7121 Brideport Ct	Arlenenorrell@gmail.com
	Taha Farid	8724 Arley Dr.	tahabfarid@gmail.com
	Oscar & Alexandra Cerne	7303 Redridge Ct.	oacerna@gmail.com
	Bruce Irvine	Cuttermill Pl	Irvine.bruce@gmail.com
	Mohammad Zzaman	8738 Arley Dr	zamann@gmail.com
	Juan Osorio	8814 Aquary ct	osorio23@gmail.com
222	Dan Germain	8811 Aquary Ct	djgermain@gmail.com