SPRINGFIELD STATION HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
October 28, 2025
www.springfieldstationhoa.org

CALL TO ORDER
The Third quarterly (Q3) meeting of the Springfield Station Homeowners Association (SSHOA) Board of Directors (BOD) meeting was called to order at 7:35 pm on October 28, 2025 at 8737 Cuttermill Place.

1) Attendance

Louanna Dorazio (President)
Megan Caprio (Vice President)
Anwar Zzaman (Member-at-Large)
Jim Klein (Member-at-Large)
Dan Germain (Registered Agent)
Emily Segerman (Member-at-Large)
Samantha Sullivan (Member-at-Large)

Not in Attendance

Gail Simpson (Secretary)
Taylor Chasteen (Member-at-Large)

2) Approval of Minutes from August 20, 2025 Q2 Board Meeting

Motion to approve the minutes of the previous Q2 SSHOA Board meeting on August 20th, 2025. Moved by Jim Klein and seconded by Samantha Sullivan followed by unanimous approval of the SSHOA Board.

RECURRING BUSINESS

3) Financial Report

3a) Overview

	General Checking Account #7684	Mini-Court Checking Account #8139
08/20/2025	$98,180.78	$19,238.28

3b) Expenses Estimated 2025

D&O plus liability HOA insurance	$1850
Premium for lawn mowing & leaf clean up	$5300
Common area maintenance	$390
TOTAL	$7540

3c) Check for $101 that John has what is it for? Dan will follow up on this.????

3d) Bank Account Updates

- Going with business checking and savings account from Capital one 3.7APY no fees with minimum 3000 balance.
- Need documentation EIN (Tax Number), Articles of Incorporation, and By laws to open account.

4) Assessments

- HOA Dues report
- Delinquent account??
- Do we want to send certified letters to multi year delinquent houses?
- Did we want to send letters to house on path with fence in HOA property?

5) SPORT COURT

5a) Tree trimming

- Greg Milanovich trimmed Cypress around Sport court.
- Crepe myrtles to be trimmed in December.

5b) Need volunteers to clean the court of any debris and weeds around fence area prior to having court sealed.

- How do we want to approach maintenance, clean up day, add to email when sending out meeting notice for general meeting?

6) OTHER COMMON AREAS

6a) Make a to do list and use Facebook or Sign Up Genius for residents to be aware of common area clean-up/repair needs. Areas of concern:

- Clean up steps on Langford
- Help with replacing stairs leading to Sport Court, possibly in the fall of 2025.
- Paths from Langford, Arley, Aquary and steps at tot lot need weeding

6b) Asphalt breaking away near Arley path. Estimated cost should be added to the CIP for future repairs.

- County says it’s our problem
- Estimates received from Premium and elite landscaping

Motion to approve up to $6,000 for path maintenance facilitated by Jim Klein. Moved by Dan Germain, and seconded by Samantha Sullivan followed by unanimous approval from SSHOA board.

7) OLD BUSINESS

- Replacement of no dumping sign, purchased by Jim Klein

Motion to approve Jim Klein to purchase no dumping signs for path. Moved by Ed Gramp, seconded by Dan Germain, followed by unanimous approval from SSHOA board.

- Path maintenance day
- Tot lot mulching and weeding.

8) NEW BUSINESS

8a) Review of HOA documents and procedures (Dan Germain)

- Review of HOA email, access, organization
- Review of Financials updating to hand off to Ed

8a) **Election of Officers**

- President Louanna Dorazio
- Vice President Megan Caprio
- Registered Agent Dan Germain
- Treasurer Ed Gramp
- Secretary Gail Simpson

Motion to approve Slate of officers, Moved By Louanna Dorazio, and seconded by Samantha Sullivan, followed by Unanimous approval from the SSHOA Board.

TENTATIVE MEETING DATES

General Meeting: 19 Sept 2026; rain date 26 Sep 2026

Q1 Jan 13, 2026

Q2 April 14th 2026

Q3 July 14th 2026

Q4 October 13, 2026

ADJOURNMENT

Motion to adjourn the meeting at 9:14 p.m.. Moved by Louanna Dorazio and seconded by Samantha Sullivan, followed by unanimous approval from SSHOA Board.