

University Square Homeowners Association

General Meeting Minutes 7:30 PM, September 9, 2021

The University Square Homeowners Association General Meeting was conducted on-line at 7:30 PM on 9 September 2021. The following homeowners called into the meeting. A quorum was present of 17 or more homeowners

	Lot #	House #	Street	Owners
1	2	4627	University Drive	Oscar & Staci Merida
2	8	10831	Santa Clara Drive	Sarala & Seema Kumari
3	9	10829	Santa Clara Drive	Teddy & Henrietta Karefa-Smart
4	15	10817	Santa Clara Drive	Yogesh & Chandni Shah
5	21	10826	Santa Clara Drive	Patrick J. Kennedy Jr
6	24	10836	Santa Clara Drive	Suzanne & Brian Thomas
7	36	10803	Verde Vista Drive	ChunWen & Hui-chen Fang
8	52	10832	Verde Vista Drive	Joseph & Kirstyn Blasting
9	56	10816	Verde Vista Drive	Dennis & Joan Makurat
10	57	10814	Verde Vista Drive	Richard Van Doren
11	59	10810	Verde Vista Drive	Jerry & Sue Stora
12	78	10807	Santa Clara Drive	James & Jennifer Caldwell
13	97	10800	Santa Clara Drive	John and Rebecca Forgy
14	108	10855	Santa Clara Drive	Walter P. Weigle
15	122	10915	Santa Clara Drive	Charles & Claudia Caridi
16	138	4300	Bellavia Drive	Mary M. King
17	156	4321	San Juan Drive	Antony & Mary Hammerquist
18	160	4313	San Juan Drive	Paul & Virginia Cronin
19				Monica Montgomery

Jerry Stora, USHA President call the meeting to order. The agenda was reviewed (Slide 2).

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Agenda

- Current Board Members
- Exterior Architectural Review Committee (EARC) Members
- Election of Board Members
- Treasurer's Report
- EARC Report
- Old Business
- New Business
- Closing Remarks

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*General Meeting Agenda
7:30 PM, September 9, 2021*

The University Square Homeowners Association General Meeting will be conducted on-line at 7:30 PM on 9 September 2021. To join the video meeting, click this link: <https://meet.google.com/xf-fmne-wyt>. Otherwise, to join by phone, dial +1 347-704-2968 and enter this PIN: 439 638 987#

At log-in please ensure your name includes your last name and lot number.

Current Board Members:

President	Jerry Stora	Fairfax County Liaison	Dennis Makurat
Vice President	Alan Bernstein	Neighborhood Liaison	Justin Ginsberg
Secretary	Jennifer Caldwell	Community Liaison	Kirstyn Blasting
Treasurer	Leslie Almerino	IT Administrator	Oscar Merida
EARC Chair	Leigh Kennedy	Member At-Large	Saad Manasterli

Exterior Architectural Review Committee Members

- Chair: Leigh Kennedy; Members: Mary King, Patricia Garcia, Dennis Makurat

Election of Board Members

- Jennifer Caldwell, Dennis Makurat, Oscar Merida, and Saad Manasterli

Treasurer's Report

- 2021 Expenditures
- 2022 Budget & Assessment Fee

EARC Report

Old Business

- Fairfax Villa Civic Association Traffic Calming Study.
- Update on One University Development Project
- University Square Community sign

New Business

- Update of USHA By-Laws & EAG&R
- Discussions from the Floor

Closing Remarks

- Next USHA General Meeting: 10 March 2022

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Current Board Members. Jerry Stora reviewed the current board membership (Slide 3).

Current Board Members

- Given the need to maintain adequate staffing, currently there are ten board members

President	Jerry Stora
Vice President	Alan Bernstein
Secretary	Jennifer Caldwell
Treasurer	Leslie Almerino
EARC Chair	Leigh Kennedy

Fairfax County Liaison	Dennis Makurat
Neighborhood Liaison	Justin Ginsberg
Community Liaison	Kirstyn Blasting
IT Administrator	Oscar Merida
Member At-Large	Saad Manasterli

Exterior Architectural Review Committee Members. Jerry Stora reviewed the EARC membership (Slide 4).

Exterior Architectural Review Committee (EARC) Members

- Chair:
 - Leigh Kennedy
- Members:
 - Mary King
 - Patricia Garcia
 - Dennis Makurat
 - Jennifer Caldwell

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Election of Board Members. Jerry Stora presented the result from the USHA voting (Slide 5). 28 homeowners returned ballots. Jennifer Caldwell received 23 vote, Dennis Makurat received 19 votes, Oscar Merida received 17 votes and Saad Manasterli received 13 vote. Given the need to ensure adequate staffing, all four volunteers will be appointed to the board.

Election of Board Members

- Four Board Members have completed a one-year term and all four have volunteered to serve a three-year term
 - Jennifer Caldwell
 - Dennis Makurat
 - Oscar Merida
 - Saad Manasterli
- Given the need to ensure adequate staffing, all four volunteers will be appointed to the board.

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Treasurer's Report. Jerry Stora presented the actual income and expenses for 2021 (Slide 6) and the 2022 Budget (Slide 7). Several questions were raised regarding individual items that were clarified by Jerry Stora.

Treasurer's Report – 2021 Expenditures/ Income

- Total expenditures are \$266.32 less than what was budgeted
- Actual total Income is \$680.00 above what was estimated
- All homeowners are paid in full, except as noted for Lot 120 & 154

UNIVERSITY SQUARE HOMEOWNERS ASSOCIATION 2021 TREASURER'S REPORT			
From 10/01/2020 to 09/30/2021			
EXPENSES	Budget	%	Actual Expense
Trash	\$ 47,000.00	100.3%	\$ 47,130.60
Maintenance-Trees	\$ 6,000.00	94.6%	\$ 5,675.00
Maintenance-Lawn	\$ 2,500.00	89.0%	\$ 2,225.00
Insurance	\$ 2,500.00	91.9%	\$ 2,298.00
Community Affairs	\$ 500.00	67.0%	\$ 335.14
Legal/Prof Fees	\$ 200.00	37.5%	\$ 75.00
Printing/Repro	\$ 200.00	150.6%	\$ 301.26
Business Supplies	\$ 200.00	271.8%	\$ 543.66
Postage (440)			\$ 220.00
Post Office Box	\$ 150.00	100.0%	\$ 150.00
Licenses & Permits	\$ 50.00	210.0%	\$ 105.00
Bank Fee	\$ 25.00	0.0%	
Total Expense	\$ 59,325.00	99.6%	\$ 59,058.66
INCOME	Budget		Received To Date
Assessment (\$360/home)	\$ 59,400.00		\$ 59,080.00
Disclosure Package	\$ -		\$ 1,000.00
Total Income	\$ 59,400.00		\$ 60,080.00
BALANCE	Budget		To Date
	\$ 75.00		\$ 1,021.32

ASSESSMENT PAID	Description	# of Lots	Dues Paid
	Paid in Full	163	\$ 59,080.00
	Paid Half Year	0	\$ -
	Disclosure Package	10	\$ 1,000.00
	Total Paid		\$ 60,080.00

ASSESSMENT OWED	Description	# of Lots	Dues Owed
Lot 120 (Note 1)	2021 Payment Due	1	\$ 316.00
Lot 154 (Note 2)	Collection Agent	1	\$ 1,517.00
	Total Dues Owed		\$ 1,833.00

ASSETS	Description	Amount
	Money Market (Reserve)	\$ 73,078.87
	Business Checking	\$ 22,511.77
	Total Assets	\$ 95,590.64

Note 1: 10911 Santa Clara Drive, Lot 120. Owner owed for 2020 & 2021 (\$716). Notified owner that if payment in full is not received by 1 Oct for 2020/2021 account will be turned over to collection agency. Received \$400 Check 3 Aug with the promise for the remaining \$316 by 30 Sep 21.

Note 2: 4320 San Juan Drive, Lot 154. Late payments date back to 2012. Dues owed through 30 Sept 2021 is \$1,517. Total owed to collection agency with fee and interest is \$747. A payment of \$515.30 was received on 16 Jan 2020 with no commitment from owner on

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Treasurer's Report – 2022 Budget & Assessment Fee

- New item is establishing Google Workspace Business Account
 - Supports virtual General Meetings and Board Meetings
 - Secure cloud storage drive for all USHA files
- Annual Assessment Fee increased by \$18 (5%) from \$360 to \$378 per home

USHA 2022 Budget 1 Oct 2021 to 30 Sep 2022

Category	Budget
Trash	
12 Months @ \$4220/Mo	\$ 50,640.00
Maintenance Trees	
12 trees @ \$500/tree	\$ 6,000.00
Insurance	
Chubb, HOA Board Liability	\$ 1,500.00
Liberty, Common Ground Liability	\$ 575.00
Traveller, HOA Criminal Liability	\$ 350.00
Maintenance Lawn	
16 cuts @ \$150/cut	\$ 2,400.00
Postage & Delivery	
P.O. Box Rental	\$ 150.00
Stamps (450 x \$.55)	\$ 247.50
Misc	
Website	\$ 150.00
Google Share Drive & Meetings	\$ 432.00
Printing/Repro	
Community Bulletin (2)	\$ 300.00
Community Affairs	
National Night Out	\$ 200.00
Licenses & Permits	
VA DPOR HOA Registration	\$ 80.00
VA DPOR Corp Membership	\$ 25.00
Legal/Prof Fees	
Tax Filing	\$ 75.00
Business Supplies	
Printer Paper (2 Reams)	\$ 10.00
Envelopes (500)	\$ 40.00
Bank Fee	
Bounce Check Fee (1)	\$ 25.00
Total Expense	\$ 63,199.50
Per Home Annual Assessment	
(5% Increase from 2021)	\$ 378.00
Total Dues (\$378x165)	\$ 62,370.00

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EARC Report. Leigh Kennedy presented the EARC Status (Slide 8). Homeowners were reminded that in selling their home an EARC Inspection is conducted as part of the Disclosure Package. Any non-compliance with EAG&R requires correction by the homeowner prior to settlement. Homeowners were encouraged to complete the SurveyMonkey for proposed changes to the Exterior Architecture Guidelines and Restrictions.

EARC Report

- EARC approvals this Spring/Summer
 - roofs, decks, screened porch, windows, driveway extension
- Property Sale Inspections (for disclosure packets)
 - Homeowners must bring property into compliance with EAG&R before settlement
- Updating the EAG&R:
 - Highlights: Clarifying confusing wording, addressing common neighborhood complaints, modernizing permissible materials, clarifying HOA ability to fine homeowners for non-compliance (in accordance w/ law)
 - Survey: www.surveymonkey.com/r/USHA-EAGRs
- EARC will conduct neighborhood-wide EAG&R assessment after new EAG&Rs have passed

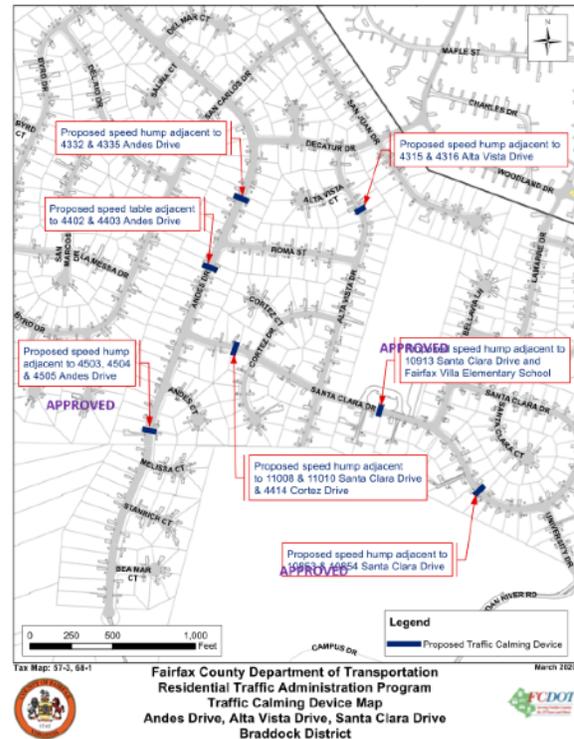
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Old Business. Jerry Stora provided old business updates to the Fairfax Villa Civic Association Traffic Calming Study (Slides 9 & 10);

Old Business – Fairfax Villa Civic Association Traffic Calming Study

- Villa Association requested the county to study traffic flow through the community.
- County proposed seven speed humps.
- Step 1 is to obtain approval from homeowners adjacent to each speed hump
 - Only 3 of 7 Approved by Homeowners
 - Villa discussing options with County Supervisor's Staff Aide



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Old Business – Fairfax Villa Civic Association Traffic Calming Study

- Step 2 would require 50% of all homeowners on the impacted street to approve the speed bumps
- USHA Board will continue to monitor progress and report out at General Meetings



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Updates to the One University Development Project (Slides 11 & 12);

Old Business – One University Development Project

- The One University Development will include:
 - 120 Affordable Senior Independent Housing Units
 - 120 Affordable Multifamily Units
 - 333 Student Housing Units
 - Meeting/Office Space for the Fairfax County Redevelopment and Housing Authority

- Timeline

Demolition	Aug 2021 – Dec 2021
Excavation	Oct 2021 – Summer 2022
Concrete	Oct 2021 – Summer 2022
Wood Framing	Spring 2022 – Fall 2023
Exterior/Landscaping	Summer 2022 Fall 2022
Estimated Occupancy	Fall 2023

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Old Business – One University Development Project

Link: <https://www.fairfaxcounty.gov/housing/community-development/one-university>

- Although plans do not call for the complete closing of University Drive, some lane closes are expected
- County Task Force will be formed this fall to study vehicle and pedestrian traffic improvements at the University Drive and Rte 123 Ox Road Intersection
 - Made the request to Supervisor Walkinshaw to include USHA Rep on the Task Force
- Fairfax County Board Supervisor James R. Walkinshaw is holding quarterly virtual One University Development meeting

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and updates to the University Square Community Sign (Slide 13).

Old Business – University Square Community Sign

- Design options are driven by the available funding for the project
- The Community Sign is a Capital Improvement and in accordance with the USHA Declaration of Covenants, Article IV, Section 4 the cost is to be covered by a special assessment approved by 2/3rds of the 165 members (or 110 members)
- The special assessment will include all construction cost and any increases in the annual assessment cost for maintaining the sign
- The special assessment could be a one-time payment from each homeowner and/or a portion of our reserve (\$73,000)
- The board will establish estimated cost for several sign options and conduct a SurveyMonkey® of the HOA regarding what cost range is consider acceptable
- If the survey indicates about 2/3rd of the members are interested in support a sign option, then a more detailed proposal can be prepared.

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There was lengthy discussion regarding Republic Trash Service (Slide 14). San Juan Drive continues to be missed 2-3 times a month. In short Republic provides varies excuses and promises to do better. We receive no compensation for missed services. Although Fairfax County must approve the operations of private trash services, they offer very little help to us. Jerry Stora indicated he has asked for a volunteers to seek out cost estimated from other trash service provider at previous meetings with no success. Walt Weigle, Lot 108, stated he would volunteer for the effort. Jerry Stora will provide Walt Weigle with all the necessary trash information.

Old Business – Republic Trash Service

- Service continues to be spotty
 - Missed pickups of the 15 homes on San Juan Drive occurs once or twice a month
- Republic Customer Service: (703) 818-8222; Account Name: University Square; Account #: 3-0803-1601416
 - Use to report missed pickups
 - Use to request container replacement
 - Use to request special pickup of large items
- Recycle papers and plastics, NO GLASS items
- Yard waste will not be collected if in plastic bags and branches need to be tied with string

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New Business. Jerry Stora presented the status of updating the USHA By-Laws & EAG&R (Slide 15). Both documents were last updated in September 2015. Drafts will be provided to homeowners for review and comment. The final versions will require approval by 124 (75%) of all homeowners before they can be enacted. Jennifer Caldwell asked about maintenance of streetlights. Further research is required to determine who is responsible for maintaining streetlights. Rick Van Doren informed the group that the county is considering a five-cent tax on plastic bags.

New Business – Update of USHA By-Laws & EAG&R

- Board is updating USHA By-Laws to align with USHA Articles of Incorporation and USHA Declaration of Covenants
 - SurveyMonkey® request will be sent out with a draft seeking feedback.
- EARC is updating Exterior Architecture Guidelines and Restrictions (EAG&R)
 - SurveyMonkey® request sent out in mailing and posted on Facebook page. Please respond by September 30.
- Approval Process:
 - Once updates are approved by the Board, a petition will be prepared and sent to homeowners to record their approval/disapproval of the new By-Laws and EAG&R.
 - Approval from 124 (75%) of the homeowners is required to amend the By-Laws and EAG&R.

Closing Remarks. Next USHA General Meeting: 10 March 2022 (Slide 17). Meeting was adjourned at 9:xx PM.

Closing Remarks

- Next General Meeting is scheduled for 7:30PM, 10 March 2022
 - Agenda with Video Conference Link will be mailed in advance
- Adjournment

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Actions:

1. Walt Weigle volunteered to obtain trash collection estimates from companies approved to operate in Fairfax County
2. The Board will research what agency is responsible for maintaining the streetlights.