

University Square Homeowner's Association (USHA)
Board of Directors Meeting Minutes
7:00 PM, 9 February 2023

1. Attendance:

Nine Board Members were present: Leslie Almerino, Alan Bernstein, Kirstyn Blasting, Justin Ginsberg, Leigh Kennedy, Dennis Makurat, Saad Manasterli, Oscar Merida and Jerry Stora.
One board member was absent: Jennifer Caldwell

2. Jerry Stora, USHA President, called the meeting to order at 7:08 PM and the Agenda, Attachment 1, was reviewed.

- Treasurer's Report
- EARC Report
- Old Business
- New Business

3. Treasurer's Report:

The 2022 USHA Expenditures & Income Sheet was presented. Actual Expenses were \$60,295.10, actual income was \$69,602.03, resulting in a total net gain of \$9,306.93 for calendar year 2022. The Sheet is provided to our Tax Accountant for submission of our tax return. The summary table will be presented at the USHA General Meeting on 9 March. Leigh Kennedy made the motion to approve the Sheet. Justin Ginsberg seconded the motion. All nine attending board members vote for the motion. Attachment 2 is the approved 2022 USHA Expenditures & Income Sheet.

As of 02/09/23, 117 Lots have paid the annual assessment in full (71%); 40 Lots have paid the first half (24%); and 8 Lots have yet to make any payment (5%). A Another copy of the Third Notice was hand delivered last week to the 15 Lots that did not pay. 7 Lots paid and 3 contacted President to indicated check was in the mail. A Fourth and Final Notice Letter was presented to the Board for review and comment. Alan Bernstein made the motion to approve the letter to be sent to the Lot Owners that have yet to make a payment. Leigh Kennedy seconded the motion. All nine attending board members vote for the motion. Attachment 3 is the approved Fourth and Final Notice Letter.

The 2023 Expenditure/Income Sheet, Attachment 4, for 10/01/22 through 01/31/23 was present. Actuals to date are reasonable. The data will be presented at the 9 March USHA General Meeting.

4. EARC Report:

Leigh Kennedy stated the property evaluation is ongoing. The six two-member teams will input their findings electronically by 15 February. The EARC will review the data and provide recommendations to the board on how best to notify homeowners.

5. Old Business:

(1) Community Sign:

Jennifer Caldwell reported she is working to contact the county to determine if the county will allow a community sign to be installed near the retaining pond. Once that determinization is made the Board can discuss further actions.

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(2) By-Law Revision

The proposed new By-Laws is ready for review by Lot Owners. A Letter to the homeowners was presented to the Board for review and comment. Changes were made to the Letter. Leslie Almerino made the motion to approve the letter as amended to be sent to all Lot Owners. Dennis Makurat seconded the motion. All nine attending board members vote for the motion. Attachment 5 is the approved Letter.

(3) Welcoming Committee

Jennifer Caldwell lead, Kirstyn Blasting and Leslie Almerino to assist. No new homeowners, no new action.

(4) Paint addresses on curbs:

Jerry Stora and Alan Bernstein will be coordinating the effort with the Troop 1524, Olde Creek Elementary School. The Troop Committee Chair is Tony Stirk, 703-582-6293, anthony.h.stirk@gmail.com and Scout Derek Hanson will be the lead scout.

Cost is \$25 per house; Jerry Stora provided a \$500 check on 01/25/23 for up front material; monthly payments for work completed; no more than six months to complete. The house numbers will be painted on the same side of the driveway that has the mailbox, painting over any existing numbers.

Flyers were delivered to all homeowners in November. Jerry Stora posted an update last week on the USHA Facebook Page. Jennifer Caldwell will also post a notice on the USHA website. Leigh Kennedy recommend we provide the Scouts with a flyer to provide a homeowner if the scout is questioned.

(5) Google Workspace Business Starter Plan:

Jerry Stora is preparing a hand guide for board members with information on the USHA Drive file structure and address file management for the drives.

(6) University One Development Project:

Braddock District Supervisor Office forwarded our letter requesting parking be prohibited on University Drive to Fairfax County DOT and GMU for investigation. Road work is complete on University Drive and the construction barrier is set back to allow for a sidewalk on the construction side. No parking zone will stay in place on the construction side. No plans by Fairfax County and GMU have no plans to restrict parking on the fieldhouse side of University Drive. Action to track our letter request is considered closed.

(7) Legal Counsel.

USHA President is preparing a hand guide for Board Members that addresses the typical efforts we as a HOA perform. When the guide is completed, the Board can discuss if there is value to pay MercerTrigiani to brief board members on the dos and don'ts.

MercerTrigiani offers free briefing on different HOA subjects. A video briefing on "Board Meetings" was conducted on 28 & 31 Jan. Jerry Stora attended the briefing. Key points: All meetings should follow Roberts Rules of Order. Minute details need to be "just right". Too little or too much can complicate any legal battle. All HOA Meetings (Board, General, EARC, etc.) are open to all members and must have minutes. @universitiesquareha.com Emails are formal HOA documents and must be maintained and made available upon request. A major

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discuss was how to properly conduct Executive Sessions that are closed to members. All info is posted on our Google Drive under the USHA Folders/Meetings/Legal Counsel Meeting Brief.

6. New Business

(1) Braddock District Council (BDC).

USHA is a member of the Braddock District Council which membership consist of HOAs within the Fairfax County Braddock District Supervisor boundary. Mary King volunteered to represent USHA at meetings

The next meeting is scheduled for 15 February 2023, 7 p.m. in Braddock Hall. In response to requests from BDC members, Mr. Bruce Easmunt of Chadwick, Washington, Moriarty, Elmore & Bunn, PC, a Fairfax-based practice devoted to community association law, will make a presentation on the question of liability insurance for homeowners and community/civic associations. Jerry Stora will attend the February Meeting for the HOA insurance brief as well.

(2) Trash Service

At the November Board Meeting there was lengthy discussions regarding whether any compensation should be considered to homeowners on San Juan Drive for the poor trash service. Members were asked to consider the various compensation options that were discussed at the November Board Meeting for a final discussion/decision at this board meeting. All nine Board Members in attendance agreed that no compensation should be considered for any homeowner for the poor trash service.

(3) Bellavia Lane Dead End Sign

Jerry Stora submitted request (Request # 1712278) to VDOT. VDOT Email received 01/25/23, indicated Jimmie Stafford, jimmie.stafford@vdot.virginia.gov , 571-722-9598 is to conduct a field study. On 02/01/23 Jimmie emailed he found that the area in question does not meet the criteria set forth by the State and County DOT. The cul de sac is only 313 feet in length from the closest intersection. The end of the cul de sac can be seen from the closest intersection. The annual average daily travel count of vehicles is low as well. Unfortunately, at this time, the criteria is not being met and a sign is unable to be installed.

(4) 9 March 2023 USHA General Meeting Agenda

The 9 March 2023 USHA General Meeting Agenda, Attachment 6, was presented to the Board. After review, Dennis Makurat made the motion to approve the agenda. Justin Ginsberg seconded the motion. All nine attending board members vote for the motion.

(5) Virginia Department of Professional & Occupational Regulation (DPOR)

DPOR is conducting a Common Interest Communities Structural Integrity and Reserves Study to study the adequacy of current laws addressing standards for structural integrity and for maintaining reserves to repair, replace, or restore capital components in common interest communities. Jerry Stora completed the survey as requested and will keep the board posted on any developments.

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The Code of Virginia 55.1-1826 requires HOAs to conduct at least once every five years a study to determine the necessity and amount of reserves required to repair, replace, and restore the capital components. "Capital components" means those items, whether or not a part of the common area, for which the association has the obligation for repair, replacement, or restoration and for which the board of directors determines funding is necessary.

There is no record of a study in the USHA file. Currently our Association has no capital components and the Common Area is undeveloped. As an undeveloped common area, the Association is still responsible for maintaining the grounds in a safe condition, free of any known hazards. Our annual budget includes an estimate for tree maintenance. The only recent large expenditure was in 2020 where we spent \$25,000 to cut down a significant number of rotten trees and to trim numerous trees along homeowner property lines.

The Board discussed the need to conduct a study. Alan Bernstein agreed to research the Virginia Code further and the assess the depth of the study for our Association.

(6) Open Discussions

There was discuss regarding Google Calendar Invites and the Links to the scheduled meetings. The Board agreed that Google Calendar invites for all meeting scheduled for year be sent out now and the dates, times, and links identified in the minutes. Jerry Stora will send out the invites in the next few days. Board Members were requested to reply to each when received. Jerry will contact any board member that has yet to reply to confirm they received the invite.

(7) Upcoming Calendar Events

Event	Link Information
9 March 2023, 7PM USHA General Meeting	https:// meet.google.com/mat-herv-mpp or dial (US) +1 321-866-6547 PIN: 959 007 917#.
10 May 2023, 7PM USHA BoD Meeting	https://meet.google.com/atv-snxr-qvn or dail (US) +1 615-787-8817 PIN: 976 411 875#
10 August 2023, 7PM USHA BoD Meeting	https://meet.google.com/ura-ganu-nmz or dial (US) +1 662-912-6103 PIN: 655 887 114#
7 September 2023, 7PM USHA General Meeting	https://meet.google.com/cvb-ddrk-veu or dial (US) +1 470-222-8520 PIN: 674 097 293#
9 November 2023, 7PM USHA BoD Meeting	https://meet.google.com/ouk-qmkv-ism or dial (US) +1 219-803-1668 PIN: 180 438 764#

University Square Homeowner's Association (USHA) Board of Directors Meeting Minutes 7:00 PM, 9 February 2023

Attachment 1

University Square Homeowner's Association (USHA) Board of Directors Meeting Agenda 7:00 PM, 9 February 2023

To join the video meeting: meet.google.com/mtf-wooi-ayf

To join the video meeting by phone: (US) +1 260-286-0318, PIN: 615 346 675#

1. Attendance:

___ Leslie Almerino

___ Kirstyn Blasting

___ Justin Ginsberg

___ Dennis Makurat

___ Oscar Merida

___ Alan Bernstein

___ Jennifer Caldwell

___ Leigh Kennedy

___ Saad Manasterli

___ Jerry Stora

2. Agenda

- Treasurer's Report
- EARC Report
- Old Business
- New Business

3. Treasurer's Report:

Treasurer to provide update Treasurer's Report.

For calendar 2022 Actual Expenses were \$60,295.10, actual income was \$69,602.03, resulting in a total net gain of \$9,306.93. Board to review and make a motion to approve. Approved report will be presented at the General Meeting and provide our tax account for submission of our 2022 taxes.

2023 Annual Assessment status as of 02/09/23:

117 Lots have paid in full (71%)

40 Lots have paid half (24%)

8 Lots have yet to make any payment (5%)

Another copy of the Third Notice was hand delivered last week to the 15 Lots that did not pay. 7 Lots paid and 3 contacted President to indicated check was in the mail. Fourth and Final Notice Letter drafted, Board to review and make a motion to approve. Will mail out 02/15/23 to the Lots that did not pay with the General Meeting Package.

4. EARC Report:

EARC Chairperson to provide update.

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Attachment 2

2022 USHA EXPENDITURES / INCOME

Starting Balance Checkng 01/01/2022			\$ 51,200.35
Expenses	Bank Fee	\$ (24.50)	
Expenses	Business Expense - Envelopes	\$ (99.84)	
Expenses	Business Expense - Google Workspace	\$ (432.00)	
Expenses	Business Expense - Mailbox	\$ (216.00)	
Expenses	Business Expense - Postage	\$ (357.36)	
Expenses	Business Expense - Printer Paper	\$ (30.31)	
Expenses	Business Expense - Printing	\$ (432.57)	
Expenses	Community Affairs	\$ (816.12)	
Expenses	Insurance	\$ (1,978.00)	
Expenses	Lawn	\$ (3,600.00)	
Expenses	Professional/Legal Fees	\$ (230.00)	
Expenses	Trash	\$ (50,078.40)	
Expenses	Tree Removal	\$ (2,000.00)	
Total Expenses			\$ (60,295.10)
Income	Dues	\$ 69,594.73	
Total Income			\$ 69,594.73
Ending Balance Checking 12/31/2022			\$ 60,499.98
		2022 Net Gains	\$ 9,299.63

Starting Balance Money Market 01/01/2022			\$ 73,081.93
Interest		\$ 7.30	
Ending Balance Money Market 12/31/2022			\$ 73,089.23
		2022 Net Gains	\$ 7.30

		2022 Total Net Gain	\$ 9,306.93
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Attachment 3

*****FOURTH AND FINAL NOTICE*****

10 February 2023

Lot #:

Dear Homeowner(s),

The USHA Semi-Annual General Meeting will be held online on 9 March 2023 at 7:00 PM. Enclosed is the agenda with the information for joining online.

Our records indicate you have not made any payment of the \$396 due for the 2023 Annual Assessment Fee. We hope this is just an oversight. The USHA By-Laws Article XI allows late fee charges to be applied for non-payment and a fee of \$12.03 has been applied to your account. Please provide payment in full of \$408.03 before April 1, 2023, using the pay slip below, to avoid having your account turned over to a collection agency. The collection agency will charge you a \$150 collection fee in addition to the assessment fee with late fees. If that is not paid within 30 days of their notice to you, they will move forward with a lien against your property. They will also charge you an additional \$350 for processing that lien. The board hopes this is not the path necessary so please send us payment of \$408.03 before April 1, 2023. If you have any questions concerning your account balance, or need to discuss a possible payment plan, please contact Leslie Almerino, USHA Treasurer, treasurer@universitysquareha.com and copy Jerry Stora, USHA President, president@universitysquareha.com. Thank you.

Cut Here

By 1 April 2023 return this portion with your half payment of \$408.03 to University Square Homeowners' Association, P.O. Box 16, Fairfax, VA 22038-0016

Payment from:

University Square Homeowner's Association (USHA)

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Attachment 4

UNIVERSITY SQUARE HOMEOWNERS ASSOCIATION 2023 Expenditures / Income

10/01/2022 to 01/31/2023

EXPENSES	Total Budget	% of Budget	Actual Expense	% of Budget
Trash	\$ 53,000.00	80.0%	\$ 17,362.95	32.8%
Maintenance-Tree	\$ 4,000.00	6.0%		0.0%
Maintenance-Lawn	\$ 3,780.00	5.7%	\$ 1,200.00	31.7%
Insurance	\$ 2,500.00	3.8%	\$ 2,307.00	92.3%
Internet Service	\$ 600.00	0.9%	\$ 144.00	24.0%
Printing/Repro	\$ 500.00	0.8%	\$ 135.68	27.1%
Legal Fees	\$ 200.00	0.3%		0.0%
National Night Out	\$ 250.00	0.4%		0.0%
Postage	\$ 200.00	0.3%	\$ 180.00	90.0%
Post Office Box	\$ 180.00	0.3%	\$ 216.00	120.0%
Business Supplies	\$ 500.00	0.8%	\$ 81.40	16.3%
Tax Prep Fees	\$ 100.00	0.2%		0.0%
Licenses & Permits	\$ 110.00	0.2%	\$ 80.00	72.7%
Bank Fee	\$ 25.00	0.0%		0.0%
New Homeowner Gift cards	\$ 300.00	0.5%		0.0%
Total Expense	\$ 66,245.00	100.0%	\$ 21,707.03	32.8%

ASSESSMENT INCOME		# of Lots	Amount
Dues Paid - In Full	\$396 per Lot	117	\$ 46,332.00
Dues Paid - 1st Payment	\$198 per Lot	40	\$ 7,920.00
Dues Owed - 2nd Payment	\$198 per Lot	40	\$ 7,920.00
Due Owed - In Full	\$408 per Lot	8	\$ 3,264.00
	Total Dues Owed		\$ 65,436.00

ASSETS	Description	Amount
	Money Market (Reserve)	\$ 73,089.85
	Business Checking	\$ 57,128.99
	Total Assets	\$ 130,218.84

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Attachment 5

University Square Homeowners' Association (USHA)
P.O. Box 16 Fairfax, VA 22038-0016

<http://universitysquareha.com>

board@universitysquareha.com

10 February 2023

Dear USHA Homeowner,

The University Square Homeowners Association, Inc., was established in 1978 under the Articles of Incorporation of University Square Homeowners Association, Inc., as recorded with the Commonwealth of Virginia Corporation Commission. The Declaration of Covenants, Conditions and Restrictions is recorded with each Lot's land record and legally binds the relationship of the Lot Owners and the USHA.

The USHA By-Laws are administrative rules, guidelines and requirements that are based upon and support the Articles of Incorporation and the Declaration of Covenants, Conditions and Restrictions. The USHA By-Laws detail the authority and responsibility of the association members and the board of directors. The current USHA By-Laws were approved by the members in October 2015.

Our Articles of Incorporation and Declaration of Covenants, Conditions and Restrictions have not changed since the establishment of our Association. However, the Commonwealth of Virginia Laws governing corporations and homeowner associations have evolved driving the need to update our by-laws.

The draft By-Law is posted on our USHA Website <https://universitysquareha.com/> for your review and comments. If you are unable to access the website, please contact president@universitysquareha.com for other arrangements. Comments should be submitted using the format below. Comments may be emailed to: president@universitysquareha.com or mailed to P.O. Box 16, Fairfax, VA 22038-0016 no later than 31 May 2023. A final is expected in July in support of an approval vote at our next USHA General Meeting on 7 September 2023.

Review Comments

Homeowner's Name:
Address:
Contact Info (Telephone or email):

By-Law Line #: _____, Comment:
By-Law Line #: _____, Comment:

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Attachment 6

University Square Homeowners' Association
P.O. Box 16 Fairfax, VA 22038-0016
<http://universitiesquareha.com> board@universitiesquareha.com

USHA General Meeting Agenda
7:00 PM, 9 March 2023

Dear USHA Homeowners,

Please join us on-line for the Semi-Annual University Square Homeowners Association General Meeting at 7:00 PM on 9 March 2023. To join the video meeting, go to: <https://meet.google.com/mat-herv-mpp>. Otherwise, to join by phone, dial (US) +1 321-866-6547 PIN: 959 007 917#. At log-in please ensure your name includes your last name and lot number. The agenda is as follows:

Your 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

Your Current Exterior Architectural Review Committee Members

- Chair: Leigh Kennedy; Members: Jennifer Caldwell, Mary King, Dennis Makurat

Treasurer's Report

EARC Report

Old Business

- Fairfax Villa Civic Association Traffic Calming Study.
- One University Development Project Update
- University Square Community Sign Proposals
- USHA By-Laws Revisions
- Trash Service
- Painting House #s on Curb
- Bellavia Lane Dead End Sign

New Business

- Discussions from the Floor

Closing Remarks

- Next USHA General Meeting: 7PM, 7 September 2023
- Next USHA Board of Directors Meetings: 7PM on 10 May 2023 and 10 August 2023