

*University Square  
Homeowners Association*

General Meeting

7:00PM, 7 September 2023

# Agenda

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

- Attendance
- General USHA Information
- USHA By-Laws Approval
- Board of Directors Election
- Treasurer's Report
- EARC Report
- Old Business
- New Business
- Closing Remarks

Dear USHA Homeowners,

Please join us on-line for the Semi-Annual University Square Homeowners Association General Meeting at 7:00 PM on 7 September 2023.

To join the video meeting, go to: <https://meet.google.com/cvb-ddrk-veu>. At log-in please includes your last name and lot number.

To join by phone, dial (US) +1 470-222-8520 PIN: 674 097 293#.

If you are unable to join us on-line or by phone, please contact Leslie Almerino, [treasurer@universitysquareha.com](mailto:treasurer@universitysquareha.com) by 4 September for alternative arrangements.

## **USHA General Meeting Agenda**

7:00 PM, 7 September 2023

### **Attendance**

### **General USHA Information**

### **USHA By-Laws of 10 August 2023 Approval**

### **Board of Directors Election**

### **Treasurer's Report**

- 2023 Income & Expenditures
- 2024 Budget & Annual Assessment Fee

### **EARC Report**

- EAG&R Improvement/Modification Requests
- EAG&R Property Evaluation Status

### **Old Business**

- University Square Community Sign
- Painting House Numbers on Curb

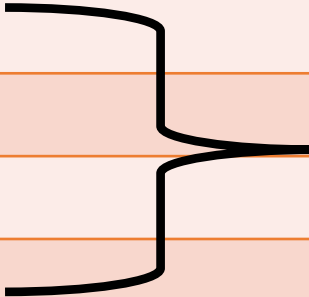
### **New Business**

- Common Area Trails
- USHA Reserve Studies for Capital Components
- Open Discussions from the Floor

### **Closing Remarks**

- Next USHA General Meeting:
  - 7PM, 14 March 2024
  - 7PM, 12 September 2024
- Next USHA Board of Directors Meetings:
  - 7PM, 9 November 2023
  - 7PM, 8 February 2024
  - 7PM, 9 May 2024
  - 7PM, 8 August 2024
  - 7PM, 14 November 2024

# Current USHA Board Members

<b>President</b>	<b>Jerry Stora</b>	<b>president@universitysquareha.com</b>
<b>Vice President</b>	<b>Alan Bernstein</b>	<b>vp@universitysquareha.com</b>
<b>Secretary</b>	<b>Jennifer Caldwell</b>	<b>secretary@universitysquareha.com</b>
<b>Treasurer</b>	<b>Leslie Almerino</b>	<b>treasurer@universitysquareha.com</b>
<b>EARC Chair</b>	<b>Leigh Kennedy</b>	<b>earc@universitysquareha.com</b>
<b>Fairfax County Liaison</b>	<b>Dennis Makurat</b>	
<b>Neighborhood Liaison</b>	<b>Justin Ginsberg</b>	 <b>board@universitysquareha.com</b>
<b>Community Liaison</b>	<b>Kirstyn Blasting</b>	
<b>IT Administrator</b>	<b>Oscar Merida</b>	
<b>Member At-Large</b>	<b>Saad Manasterli</b>	

- We welcome any Homeowner that wishes to be a USHA Board Member

# Stay Connected

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- Website: <https://universitysquareha.com>
  - Basic info on USHA and neighborhood
  - Board of Directors info
  - Exterior Architectural Guidelines & Regulations & Request Form
  - Meeting Minutes & Upcoming Meeting Notices
- Face Book Sites
  - Public: <https://www.facebook.com/UniversitySquareHOA/>
  - Group: <https://www.facebook.com/groups/1991274774419035>
- Fairfax County Braddock District Supervisor: James R Walkinshaw,  
<https://www.fairfaxcounty.gov/braddock/>




# *Republic Trash Service*

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- Trash Pickup on Mondays and Thursdays
- Recycling and Yard Waste Pickups on Wednesdays
- Republic Customer Service: (703) 818-8222; Account Name: University Square; Account #: 3-0803-1601416
  - Use to report missed pickups
  - Use to request free replacement of damaged Republic or AAA 96-gal trash container or 18-gal recycle bin
  - Use to request special pickup of large items at homeowner's expense
- If you call customer service, please ensure you provide them with your specific house address.
  - If you do not provide your address, they will come to the address on record, the USHA President's home.

# Republic Trash Service

- Yard Waste collection 1 March to 1 Dec
  - Yard waste must be in paper bags or loosely in a container.
  - DO NOT USE PLASTIC BAGS
  - Tree branches need to be tied into bundles weighing no more than 25 lbs
- Recycling Containers
  - No Glass – Glass items can be recycled at Purple Recycling Containers across from the Page Avenue Post Office
- USHA Website and Republic Website has more detailed



Recycling *Simplified*  
**Know what to throw**

**ONLY** place these items in the recycling container

- Flattened Cardboard
- Paper
- Metal Cans
- Plastic Bottles & Jugs

**Empty. Clean. Dry.™**  
Keep all recyclables free of food and liquid

**Don't bag it**  
Never put recyclables in bags or containers

**NEVER** place these items in the recycling container

- Plastic Bags & Wrappers
- Greasy Pizza Boxes
- Food
- Diapers

**No Glass containers**

Learn more at [RecyclingSimplified.com](https://www.RecyclingSimplified.com)

# General USHA Information

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- If you are planning to selling your Property, please contact the USHA President, [president@universitysquareha.com](mailto:president@universitysquareha.com)
- Commonwealth of Virginia requires by law that all buyers of a home in an Association to receive a Common Interest Community Association Resale Certificate
  - The Association is allowed 14 days to complete the Certificate and charges a \$100 fee at deliver of the Certificate, which comes as electronic files on a memory stick
  - The Certificate has 30 items that must be addressed by the Association and includes all copies of Association Documents
    - An inspection of the property is required and all violations to the EAG&R must be identified to the buyer
    - A statement of our annual assessment fees, special assessment fees and what fees are still owed on the property

# *USHA By-Laws of 10 August 2023*

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- The USHA By-Laws are administrative rules, guidelines and requirements that are derived from and support by: the Articles of Incorporation; the Declaration of Covenants, Conditions and Restrictions; the Commonwealth of Virginia Corporate Law; and the Commonwealth of Virginia Property Owners' Association Act.
- The USHA By-Laws detail the authority and responsibility of the association members (homeowners) and the board of directors.
- The current USHA By-Laws were approved by the members in October 2015.
- Although our Articles of Incorporation and Declaration of Covenants, Conditions and Restrictions have not changed since the establishment of our Association, the Commonwealth of Virginia Laws governing corporations and homeowner associations have evolved driving the need to update our by-laws.

# *USHA By-Laws of 10 August 2023*

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- The Board approved draft By-Laws dated 2023-01-27 and posted for Member review and comment. Only one member provided comments by the 31 May deadline
- The Board approved final By-Laws dated 2023-08-10 and posted on the USHA Website for Member and mailed proxy ballots to Members for voting
- By-Laws may be amended, at a regular or special meeting of the owners, by a vote of a majority of a quorum of at least (17) seventeen owners present in person or by proxy.

# *USHA By-Laws of 10 August 2023*

## *Approval/Disapproval Process*

- Verification of a quorum of at least (17) seventeen owners present in person or by proxy is required before a vote can proceed
  - If a quorum is not achieved the vote will be added to the agenda of the next general meeting
- Recording of each present Members who did not submit a proxy ballot vote of FOR or AGAINST the approval of the By-Laws
- Recording of each Member who submit a proxy ballot vote of FOR or AGAINST the approval of the By-Laws
- Recording of the total number of votes FOR the approval of the By-Laws
- Recording of the total number of votes AGAINST the approval of the By-Laws
- The recorded majority total number of votes is:

	FOR the approval of the By-Law
	AGAINST the approval of the By-Laws

# *Board of Directors Election Results*

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- Three board member terms are ending on 1 October, and all agreed to be run for re-election
- xx homeowners casted votes. The votes casted for each candidate is as follows:
  - Xx Leslie Almerino, 10821 Verde Vista Drive
  - Xx Justin Ginsburg, 4628 University Drive
  - Xx Jerry Stora, 10810 Verde Vista Drive
  - x Write-in Nomination:
- In accordance with our By-Laws, Leslie, Justin, and Jerry are re-elected to the Board of Directors for a three-year term
- In accordance with our By-Laws, the Board of Directors will elect one-year term Board Officers (President, Vice-President, Secretary and Treasurer) at the next Board Meeting on 9 November

# Treasurer's Report

## 2023 Expenses / Income

10/01/2022 – 09/31/2023

- Total expenses is \$76,332.80
- All annual dues were paid, collected \$65,867.44
- \$10,087.80 (15%) over budget; \$10,455.36 over collected income
- Tree removal of 17 large trees in the common area behind University Drive was \$7,000 over budget
- \$3,975 donation to Boy Scouts for painting the house numbers on the curb was not originally budgeted
- Shortfall in revenue was covered by our Reserve Funds

### UNIVERSITY SQUARE HOMEOWNERS ASSOCIATION 2023 BUDGET vs. ACTUALS

From 10/01/2022 to 09/30/2023

Expenses	Budget	Actuals	Remarks
Trash	\$ 53,000.00	\$ 53,549.10	
Maintenance-Tree	\$ 4,000.00	\$ 11,000.00	17 large trees removed on common area
Maintenance-Lawn	\$ 3,780.00	\$ 3,600.00	
Insurance	\$ 2,500.00	\$ 2,307.00	
Internet Service	\$ 600.00	\$ 432.00	
Printing/Repro	\$ 500.00	\$ 385.00	
Legal Fees	\$ 200.00	\$ -	
Community Affairs	\$ 250.00	\$ 212.30	National Nite Out
Community Affairs	\$ -	\$ 3,975.00	Curb Number Painting
Postage	\$ 200.00	\$ 378.00	
Post Office Box	\$ 180.00	\$ 216.00	
Business Supplies	\$ 500.00	\$ 81.40	
Tax Prep Fees	\$ 100.00	\$ 80.00	
Licenses & Permits	\$ 110.00	\$ 105.00	
Bank Fee	\$ 25.00	\$ 12.00	
New Homeowner Gift Cards	\$ 300.00	\$ -	
<b>Total Projected Expenses</b>	<b>\$ 66,245.00</b>	<b>\$ 76,332.80</b>	<b>Actuals \$10,087.80 Over Budget</b>

Income	Collected	Remarks
2023 Dues	\$ 65,867.44	Actuals \$10,455.36 Over Income

Assets	Description	Amount as of 08/31/23
	Money Market	\$ 73,094.09
	Business Checking	\$ 27,107.11
	Total Assets (Reserve)	\$ 100,201.20



# Treasurer's Report

## 2024 Budget & Assessment Fee

10/01/2023 – 09/30/2024

- Total projected expenses **\$72,020**
  - 8.7% increase over 2023
- Total projected income **\$68,310**
  - Annual Assessment Fee of \$414 per home is the 5% maximum allowed by the Board
- Total projected net loss **\$3,710**
  - Any funding shortfalls will be taken out of reserve funds
- Total Reserve Funds **\$98,353**
  - Total assets on hand at the start of the year
- Under New Business, USHA Reserve Study for Capital Components will address projected expenditures and income over the next ten years

### UNIVERSITY SQUARE HOMEOWNERS ASSOCIATION 2024 BUDGET

From 10/01/2023 to 09/30/2024

Expenses	Budget	% of Budget	Remarks
Trash	\$ 57,400.00	79.7%	
Maintenance-Tree	\$ 5,500.00	7.6%	Estimate 2 Large Trees
Maintenance-Lawn	\$ 3,600.00	5.0%	
Insurance	\$ 2,500.00	3.5%	
Internet Service	\$ 550.00	0.8%	USHA Website & Google Workspace
Printing/Repro	\$ 550.00	0.8%	Two general meetings and dues notices
Legal Fees	\$ 250.00	0.3%	If legal Counsel is needed
Community Affairs	\$ 250.00	0.3%	includes National Nite Out
Postage	\$ 265.00	0.4%	Annual invoice mailings, EARC mailings etc
Post Office Box	\$ 200.00	0.3%	
Business Supplies	\$ 550.00	0.8%	Envelopes, Paper
Tax Prep Fees	\$ 100.00	0.1%	Filing Fee
Licenses & Permits	\$ 125.00	0.2%	State Corp & HOA Fees
Bank Fee	\$ 30.00	0.0%	Assuming 2 bounced checks
New Homeowner Gift Cards	\$ 150.00	0.2%	Assuming 2 homes are purchased in 2024.
<b>Total Projected Expenses</b>	<b>\$ 72,020.00</b>	<b>100%</b>	<b>8.7% over 2023 Total Budget</b>

Assessment Owed	Description	Dues Owed
2024 Dues	=165 Homes x \$414	\$ 68,310.00
	Total Dues Owed	\$ 68,310.00

Assets	Description	Amount as of 07/31/23
	Money Market	\$ 73,093.47
	Business Checking	\$ 25,259.79
	Total Assets (Reserve)	\$ 98,353.26

The maximum 5% increase allowed by the By-Laws over the 2023 fee is \$415.80. Reducing to the next lowest even dollar is \$414 or two payments of \$207.

The anticipated \$3,710 shortfall in income to expenses will come out of the reserve funds.

# Exterior Architecture Review Committee (EARC) Report

## EARC Neighborhood Property Evaluation – UPDATE

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- All properties were evaluated by two volunteers from the Board and EARC in February 2023. Homeowners received letters asking them to address any areas of non-compliance.
- We have seen lots of progress as a result of these letters being sent out.
- We have received some clarification questions, and have answered those.
- There are processes to appeal an evaluation result, and a process to apply for an exception to the guideline if you have a special circumstance. Three property owners have asked for exceptions, and the Board is addressing those.
- A recheck will be conducted by the Board and EARC in early November.

# Exterior Architecture Review Committee (EARC) Report

## Ongoing and Upcoming EARC Activities

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- Approving requests for modifications
- Trying to stay on top of “problem” properties

**We need at least one more volunteer for EARC! Please email us at [earc@universitysquareha.com](mailto:earc@universitysquareha.com) if you can serve your community!**

# *Old Business*

## *University Square Community Sign*

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- The Board verified with the County that the area where the sign is to be located is within a Resource Protection Area around the Stormwater Management Facility (retention pond), Facility ID 0148DP that is part of the County's Popes Head Creek Watershed
- As such, any changes to the area requires the landowner to submit a "Removal of Vegetation in a Resource Protection Area Application Form" to the county to seek approval
- The least impact to the natural land condition, the greater the chance of approval
- Design options are being reassessed based on this information and will be presented to members at the next General Meeting on 14 March 2024

# *Old Business*

## *Painting House Numbers on Curb*

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- The Board donated \$3,975 to Scout Troop 1524, Olde Creek Elementary School for painting house numbers on the curb for 159 homes
- Added repainting curb numbers every five years as part of the USHA Reserve Study for Capital Components to be discussed later in this meeting under new business

# New Business

## Common Area Trails

- Several homeowners asked about adding simple dirt/mulched trails to our common area to tie into the Providence Park Paths
- With the help of a volunteer a simple phased layout was proposed
- The phases were proposed going from the easiest to accomplish to the hardest
- The work would be performed by volunteers
- County approval is required before work can start
- Need volunteer to contact county to discuss approval process. No volunteer, no further action



# *New Business*

## *USHA Reserve Study for Capital Components*

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- The Commonwealth of Virginia Common Interest Community Board requires Associations to prepare a Reserve Study and issued Guidelines for Development of Reserve Study for Capital Components
  - The Association is required to review the study annually and updated as needed or at least every five years
- A Reserve Study is a capital budget planning tool used to document the necessity and amount of reserve funds required to maintain, repair, and replace capital components and to plan accordingly with their membership to cover that cost
- The Board is in the process of approving the USHA Reserve Study for Capital Components by 1 November 2023, to satisfy this legal requirement
- The Board approved Study will be posted on the USHA Website: <https://universitysquareha.com/news/>

# *New Business*

## *USHA Reserve Study for Capital Components*

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- The Study identified six items as capital components
  1. Curbside painting of house numbers of all 165 homes every five years
  2. Private Drive Signs for the three stem pipe lanes on Santa Clara Drive every fifteen years
  3. Common Area Parcel C Sidewalk between Lots 133 & 134 that runs from the sidewalk on Bellavia Lane to the Fairfax Villa Elementary School Playfield every 50 years
  4. Community Sign at University Drive entrance with cost still to be determined
  5. Common Area A, B, D Major Tree Maintenance every three years
    - Note: General lawn maintenance and minor tree maintenance of the Common Areas are covered by our annual assessment fee.
  6. Common Area Parcel A & D Fairfax County Storm Water Management Maintenance, which requires the Association to maintain certain aspects of the land every ten years
- The Study includes details of the scope, frequency, and cost of each item and a ten-year funding summary



# New Business

## USHA Reserve Study for Capital Components

- Applied the Congressional Budget Office Inflation Rates of 1 June 2023
- Inflated 2023 annual expenses for out year annual expenses
- Capital Expenses based on actuals inflated or estimates from contractors
- Assumed max Board allowed 5% increase in annual assessment fees
- Assumed \$127,186 reserve funding balance at the start of 2023
- Based on these assumptions, USHA can operate on our annual assessment fee and reserve funds until 2023 without the need for a special assessment

USHA Reserve Study Financial Summary Sheet

Annual Inflation Indices	0.0%	4.8%	4.8%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
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Annual Expenditures	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Trash	53,000	55,544	58,210	60,539	62,960	65,478	68,098	70,822	73,654	76,601
Maintenance-Tree	4,000	4,192	4,393	4,569	4,752	4,942	5,139	5,345	5,559	5,781
Maintenance-Lawn	3,780	3,961	4,152	4,318	4,490	4,670	4,857	5,051	5,253	5,463
Insurance	2,500	2,620	2,746	2,856	2,970	3,089	3,212	3,341	3,474	3,613
Internet Service/Google Business	600	629	659	685	713	741	771	802	834	867
Printing/Repro	500	524	549	571	594	618	642	668	695	723
Legal Fees	200	210	220	228	238	247	257	267	278	289
Community Affairs - National Night Out	250	262	275	286	297	309	321	334	347	361
Postage	200	210	220	228	238	247	257	267	278	289
Post Office Box	180	189	198	206	214	222	231	241	250	260
Business Supplies	500	524	549	571	594	618	642	668	695	723
Tax Prep Fees	100	105	110	114	119	124	128	134	139	145
Licenses & Permits	110	115	121	126	131	136	141	147	153	159
Bank Fee	25	26	27	29	30	31	32	33	35	36
New Homeowner Gift Cards	100	105	110	114	119	124	128	134	139	145
<b>Total Annual Expenditures</b>	<b>66,045</b>	<b>69,215</b>	<b>72,537</b>	<b>75,439</b>	<b>78,457</b>	<b>81,595</b>	<b>84,859</b>	<b>88,253</b>	<b>91,783</b>	<b>95,454</b>

Capital Expenditures	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Curbside House Numbers Maintenance	4,125					5,016				
Private Drive Signs Maintenance										
Common Area C Sidewalk Maintenance										
Community Entrance Sign	Options still being investigated, when completed Reserve Study will be updated									
Common Area Major Tree Maintenance	11,000			12,496			13,816			15,136
Common Area A & D Storm Water Maintenance										
<b>Total Capital Expenditures</b>	<b>15,125</b>	<b>0</b>	<b>0</b>	<b>12,496</b>	<b>0</b>	<b>5,016</b>	<b>13,816</b>	<b>0</b>	<b>0</b>	<b>15,136</b>

<b>Total Expenditures</b>	<b>81,170</b>	<b>69,215</b>	<b>72,537</b>	<b>87,935</b>	<b>78,457</b>	<b>86,611</b>	<b>98,675</b>	<b>88,253</b>	<b>91,783</b>	<b>110,590</b>
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	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Annual Assessment Fee per Home	396	416	437	458	481	505	531	557	585	614
Total Annual Assessment Fee	65,340	68,607	72,037	75,639	79,421	83,392	87,562	91,940	96,537	101,364
Special Assessment Fee per Home	0	0	0	0	0	0	0	0	0	0
Total Special Assessment Fee	0	0	0	0	0	0	0	0	0	0
<b>Total Assessment Fee</b>	<b>65,340</b>	<b>68,607</b>	<b>72,037</b>	<b>75,639</b>	<b>79,421</b>	<b>83,392</b>	<b>87,562</b>	<b>91,940</b>	<b>96,537</b>	<b>101,364</b>

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Annual Balance (Assess Fee - Expenditures)	-15,830	-608	-500	-12,296	965	-3,219	-11,113	3,687	4,754	-9,227
Reserve Balance (at year's start)	127,186	111,356	110,747	110,247	97,952	98,916	95,698	84,585	88,272	93,026

# *New Business*

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- Open Discussions from the floor

# Closing Remarks

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- USHA General Meeting Schedule
  - 14 March 2024, Thursday, 7PM, General Meeting
  - 12 September 2024, Thursday, 7PM, General Meeting
- USHA Board of Directors Meetings
  - Homeowner wishing to attend must contact [president@universitysquareha.com](mailto:president@universitysquareha.com) in advance of the meeting.
  - 9 November 2023, Thursday, 7PM, USHA BoD Meeting
  - 8 February 2024, Thursday, 7PM, Board of Directors Meeting
  - 9 May 2024, Thursday, 7PM, Board of Directors Meeting
  - 8 August 2024, Thursday, 7PM, Board of Directors Meeting
  - 14 November 2024, Thursday, 7PM, Board of Directors Meeting
- Adjournment