

**DOMINION STATION HOMEOWNERS ASSOCIATION, INC.**

C/o Service First Management & Consulting, Inc.

12084 Cadet Court

Manassas, Virginia 20109

(703) 392-6006 Office – (703) 392-5039

Web Site – [www.dshoa.com](http://www.dshoa.com)

E-mail: [Ksimonovich@sfmtcinc.com](mailto:Ksimonovich@sfmtcinc.com)

TO: All Residents  
FROM: Board of Directors  
DATE: November 2, 2012  
SUBJECT: Community Reminders

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The Board would like to remind residents of the following:

- Trash Pick-up is on Tuesday and Friday. All trash must be in secure containers and placed at the curb the night before pick-up. For Christmas and New Year's Day there will be no services. Trash will be picked up on the next regularly scheduled day. The recycling services will occur on the Saturday after the Holiday.
- Pet owners should always pick up after their pets and abide by the leash laws.
- Visitor parking is intended for visitors only. Parking is strictly enforced. Please be sure to fully read and understand the parking regulations which can be found on the website.
- Private property trees are the responsibility of each owner. The trees need to be trimmed on a regular basis to ensure limbs are not hanging over sidewalks, etc.

The Board wishes to thank each resident for their cooperation. If there are any questions or concerns regarding the above or the Association in general, please do not hesitate to contact Kathy Simonovich, Community Manager, at the above numbers.

Thank you.

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**C/o Service First Management & Consulting, Inc.**  
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**Manassas, Virginia 20109**  
**(703) 392-6006 Office • (703) 392-5039 Fax**  
**Web Site – [www.dshoa.com](http://www.dshoa.com)**  
**E-mail: [ksimonovich@sfmtcinc.com](mailto:ksimonovich@sfmtcinc.com)**

November 2, 2012

Dear Dominion Station Homeowner:

In accordance with the By-laws, please be advised that the Annual Meeting of the Dominion Station Homeowners Association will be held on Tuesday, November 27, 2012 at 7:00 p.m. (sign-in begins at 6:45 p.m.) at the Dominion Station Clubhouse, 21910 Elkins Terrace, Sterling, Virginia 20166.

The purpose of the Annual Meeting is to elect two (2) members to the Board of Directors and seek volunteers to serve on the Architectural Review Committee, Shared Facilities Committee, and the Communications Committee. Currently, the following individuals have indicated their intent to run for the Board of Directors: Jason Hall, David Robinette and Sarah Kahn Turner. Enclosed with this mailing is information about the candidates.

If you are unable to attend the meeting, **please mail the proxy form to the Management Office, or give it to a neighbor who is attending.** It is vital that we have a quorum of owners in order to conduct Association business. Therefore, your presence at the meeting, either in person or by proxy, is extremely important. Please use your proxy so that the meeting may be held in proper order.

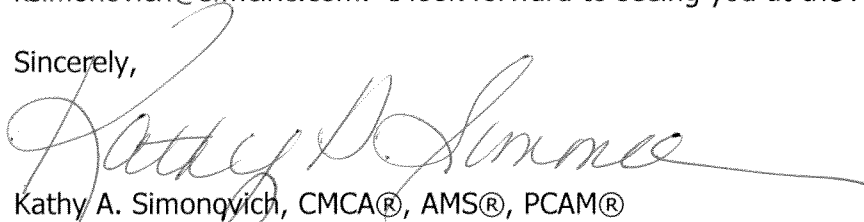
Additionally, the Board of Directors (BOD) recently met and adopted the following:

- 2013 Operating Budget – The monthly assessment will increase to \$110.00 per home per month. The Adopted Budget is enclosed for your information.

Please remember that the regular monthly assessments are due on the 1<sup>st</sup> of each month and are subject to a late penalty of \$25.00 if not received within ten (10) days from the due date. Assessment coupons and envelopes will be mailed shortly.

Should you have any questions concerning the Annual Meeting or the information enclosed, please do not hesitate to contact me at (703) 392-6006, extension 202 or [ksimonovich@sfmtcinc.com](mailto:ksimonovich@sfmtcinc.com). I look forward to seeing you at the Annual Meeting!

Sincerely,

A handwritten signature in black ink, appearing to read "Kathy A. Simonovich", with a long horizontal flourish extending to the right.

Kathy A. Simonovich, CMCA®, AMS®, PCAM®  
Community Manager

Enclosures

**DOMINION STATION HOMEOWNERS ASSOCIATION, INC.  
ANNUAL MEETING  
TUESDAY, NOVEMBER 27, 2012**

**DOMINION STATION CLUBHOUSE  
STERLING, VIRGINIA  
7:00 P.M.**

**AGENDA**

- I INTRODUCTION
- II ROLL CALL (PROOF OF QUORUM)
- III PROOF OF NOTICE OF MEETING
- IV READING OF MINUTES OF PRECEDING MEETING
- V REPORTS OF OFFICERS
  - A. President's Report
  - B. Treasurer's Report
- VI REPORTS OF COMMITTEES
  - A. Architectural Review Committee
  - B. Shared Facilities Committee
  - C. Communications Committee
- VII REPORT OF NEIGHBORHOOD WATCH PROGRAM
- VIII APPOINTMENT OF INSPECTORS OF ELECTION
- IX ELECTION OF DIRECTORS
- X OLD BUSINESS
- XI NEW BUSINESS
- XII ADJOURNMENT

**DOMINION STATION HOMEOWNERS ASSOCIATION, INC.**  
**ANNUAL MEETING**  
**TUESDAY, NOVEMBER 27, 2012**

**PROXY**

**SECTION I – Select one and follow the instructions indicated next to your selection.**

\_\_\_\_\_ **INSTRUCTED PROXY** - Register my proxy and vote as indicated in Section III below.  
***MUST COMPLETE SECTION III AND IV ONLY.***

\_\_\_\_\_ **UNINSTRUCTED PROXY** - The person named in this proxy may cast (my) (our) votes for any two (2) candidates for the Board of Directors he or she chooses. ***MUST COMPLETE SECTION II AND IV ONLY.***

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**SECTION II**

I (We) \_\_\_\_\_ and \_\_\_\_\_ Owner(s) of \_\_\_\_\_, Sterling, Virginia, being a Member (s) in good standing of the Dominion Station Homeowners Association, under the provisions of the By-laws, do hereby grant my (our) proxy to \_\_\_\_\_, for the purpose of voting at the Annual Meeting, Tuesday, November 27, 2012 or any continuances thereof.

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**SECTION III**

There are two (2) open Board of Director positions. Please indicate your vote by checking the box next to the candidate's name. ***Please vote for ONLY TWO (2).***

\_\_\_\_\_ Jason Hall

\_\_\_\_\_ Sarah Kahn Turner

\_\_\_\_\_ David Robinette

\_\_\_\_\_

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**SECTION IV (Must be completed for both Instructed and Uninstructed Proxies)**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Address

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Address

**PLEASE MAIL TO THE ADDRESS SHOWN ON THE BACK OF THIS PROXY**

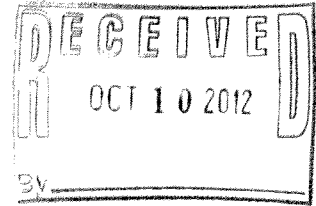
**Postage**

Dominion Station Homeowners Association, Inc.  
c/o Service First Management & Consulting, Inc.  
12084 Cadet Court  
Manassas, VA 20109


DOMINION STATION HOMEOWNERS ASSOCIATION, INC.

CANDIDATE STATEMENT

ANNUAL MEETING  
TUESDAY, NOVEMBER 27, 2012



PLEASE PRINT OR TYPE ALL INFORMATION:

NOMINEE: Jason Hall  
NAME  
45603 Grand Central Sq.  
ADDRESS  
301-661-0077  
HOME/BUSINESS PHONE  
SIGNATURE OF NOMINEE 

QUALIFICATIONS: (Pertinent Biographical Information):

I moved into Dominion Station in 2010, and have served as the webmaster  
and Communications Committee sole member since. I am currently acting as Director  
on the Board, after the previous member moved out of the community, I look forward  
to raising Community awareness and participation at events, and to improve  
this community for owners, residents and guests.

Please forward completed Candidate Statement to:  
Dominion Station Homeowners Association, Inc.  
c/o Service First Management & Consulting, Inc.  
12084 Cadet Court  
Manassas, VA 20109

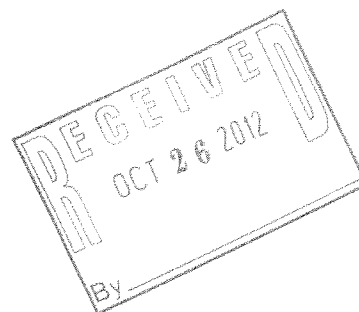
**DOMINION STATION HOMEOWNERS ASSOCIATION, INC.**

**CANDIDATE STATEMENT**

**ANNUAL MEETING  
TUESDAY, NOVEMBER 27, 2012**

**PLEASE PRINT OR TYPE ALL INFORMATION:**

NOMINEE: David Robinette  
NAME  
45642 Whitcomb Sq  
ADDRESS  
804 721 0960  
HOME/BUSINESS PHONE  
Electronic signature provided  
SIGNATURE OF NOMINEE



**QUALIFICATIONS: (Pertinent Biographical Information):**

I have lived in the community for over 8 years. I previously served on the DSHOA Board of Directors (BoD) as President over 2 terms for a total of 4 years. I have also volunteered for various DSHOA BoD committees including the Parking, Website and Architectural Review committees as well as the Neighborhood Watch during my time in the community.

During my previous tenure on the BoD, I sponsored and engaged in the following activities, working closely with residents, the BoD officers, Association management as well local and state officials:

- The development of DSHOA's first internet presence and website
- The tot lot renovation project
- The bathhouse and pool renovation project
- The community landscape revitalization plan including; updating and enhancements to the irrigation system and creation of a comprehensive multi-year landscape management plan
- Comprehensive review of all contracts, negotiation and renewal resulting in the aforementioned enhancements without an increase in membership dues
- Comprehensive reform of the previous annual home assessment practices to reflect an updated review process aligning with our community age and building material innovations
- Represented the HOA as a member of the RT. 28 Economic Development committee
- Worked with VDOT and local officials on the Atlantic Blvd. extension project
- Championed continuing fiduciary and fiscal responsibility of the BoD as well as accountability of all contractors working for the Association
- Worked with Loudoun County Sheriff's office to facilitate a closer and on-going relationship to ensure continued safety and awareness for the community

As a member of the community, I have always sought inclusiveness and participation of all residents to resolve the issues we face as families, neighbors and a community association. I feel the primary challenges we face are the security of our single largest investment, our homes, and the continued safety of our community members, guests and assets.



My goal is to effectively support the HOA Board members and home owners, to seek input and be responsive to members of the community and to ensure protection of our current home values and the safety our community members. I support continued fiscal responsibility and effective fiscal oversight of contracts and spending as well as identification and prioritization of projects that both maintain and enhance our community. I will seek to work closely with local and state officials on issues which arise and affect our safety. I will champion the fostering of community inclusiveness and engagement. It takes all of us to make our community the most desirable and safest community in the area. I will do all I can to support that objective.

Thank you for your consideration and have a great day!

Respectfully,

David Robinette

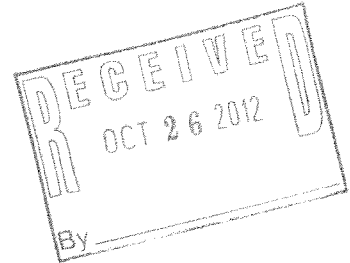
**DOMINION STATION HOMEOWNERS ASSOCIATION, INC.**

**CANDIDATE STATEMENT**

**ANNUAL MEETING  
TUESDAY, NOVEMBER 27, 2012**

**PLEASE PRINT OR TYPE ALL INFORMATION:**

NOMINEE: Sarah Kahn Turner  
45603 Whitcomb Square



**QUALIFICATIONS: (Pertinent Biographical Information):**

My name is Sarah Kahn Turner. I have been a homeowner in Dominion Station for 7 years. I happily live here with my husband and young 3 sons. I have spent my career working as an Interior Architect for a small residential firm in Chevy Chase. This background in architecture, construction and design gave me the experience to re-design and remodel the Dominion Station clubhouse in 2010. This valuable asset, along with our amenities, such as the pool area, are part of what makes Dominion Station a desirable location for Sterling residents. I also participated in the design of the new tot lots that were installed throughout the neighborhood. I worked with the residents and the board to get adequate visitor and open parking for the community. It is my intent to do whatever I can to help us all maintain our property values through community upkeep. I would like to see our community thrive. It has been my honor to serve as a volunteer on the Board of Dominion Station and I would like the opportunity to continue to do so.

Thanks!

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Sarah Kahn Turner

**DOMINION STATION HOMEOWNERS ASSOCIATION, INC.**

**ADOPTED OPERATING BUDGET**

January 1, 2013 - December 31, 2013

Adopted <b>2012</b>	Projected <b>2012</b>	Adopted <b>2013</b>
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HOA FEE = \$74.33  
 REC FEE = \$35.67  
**TOTAL FEE = \$110.00**

**INCOME**

Assessment Income	\$416,671	\$416,669	\$439,753
Late Fee Income	6,000	8,164	5,000
Legal Services Reimbursement	5,000	1,828	1,000
ARC Violation	0	0	0
Interest Income	7,835	5,686	4,000
Parking Income	0	0	0
Miscellaneous Income	1,000	321	500
<b>TOTAL INCOME</b>	<b>\$436,506</b>	<b>\$432,669</b>	<b>\$450,253</b>

**EXPENSES**

**UTILITIES**

Electricity	\$5,000	\$5,369	\$6,000
Water	600	600	600
<b>Total Utilities</b>	<b>\$5,600</b>	<b>\$5,969</b>	<b>\$6,600</b>

**GENERAL & ADMINISTRATIVE**

Coupons	\$1,850	\$1,850	\$1,850
Postage & Mail	1,500	1,000	1,000
Property Insurance	6,354	6,450	6,702
Insurance Loss Deductible	0	0	0
Printing & Copying	2,000	981	1,000
Website Expense	100	137	150
Income Taxes	2,000	2,000	2,000
Licenses, Permits & Fees	504	504	504
Miscellaneous Administrative	998	1,871	2,000
Bad Debt Expense	10,000	11,309	4,000
<b>Total General &amp; Administrative</b>	<b>\$25,307</b>	<b>\$26,103</b>	<b>\$19,206</b>

**MAINTENANCE & REPAIRS**

Tennis Court Repairs	\$1,000	\$0	\$1,000
General Maintenance & Repairs	2,000	2,457	2,500
Electrical Repairs	7,000	6,740	7,000
<b>Total Maintenance &amp; Repairs</b>	<b>\$10,000</b>	<b>\$9,197</b>	<b>\$10,500</b>

**DOMINION STATION HOMEOWNERS ASSOCIATION, INC.**

**ADOPTED OPERATING BUDGET**

January 1, 2013 - December 31, 2013

Adopted <b>2012</b>	Projected <b>2012</b>	Adopted <b>2013</b>
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<b>PROFESSIONAL &amp; CONTRACT SERVICES</b>			
Management	\$44,705	\$44,700	\$46,935
Audit Fees	2,200	2,200	2,200
Grounds Upkeep	4,000	4,047	10,000
Grounds Improvement	0	0	19,100
Maintenance Inspection Services	3,000	4,641	3,458
Grounds Maintenance	41,640	41,640	41,640
Trash Removal	63,341	63,516	65,421
Snow Removal	25,000	10,000	25,000
Property Patrol	10,000	7,042	10,000
Legal Services	26,000	13,021	15,000
<b>Total Professional &amp; Contract Services</b>	<b>\$219,886</b>	<b>\$190,806</b>	<b>\$238,754</b>

<b>TOTAL OPERATING EXPENSES</b>	<b>\$260,793</b>	<b>\$232,075</b>	<b>\$275,060</b>
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<b>RESERVE EXPENDITURES</b>			
Reserve Expense	53,303	0	\$0
<b>Total Reserve Expenditures</b>	<b>\$53,303</b>	<b>\$0</b>	<b>\$0</b>

<b>RESERVES CONTRIBUTIONS</b>			
THA Replacement Reserve	167,878	167,878	\$171,193
THA Interest Contributions Reserve	7,835	5,686	4,000
Operating Reserve	0	0	0
Prior Years Surplus	0	0	0
THA Transfer from Reserves	(53,303)	0	0
<b>Sub-total</b>	<b>\$122,410</b>	<b>\$173,565</b>	<b>\$175,193</b>

<b>TOTAL EXPENSES</b>	<b>\$436,506</b>	<b>\$405,639</b>	<b>\$450,253</b>
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<b>SURPLUS / (DEFICIT)</b>	\$0	\$27,030	\$0
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**DOMINION STATION HOMEOWNERS ASSOCIATION, INC.**

**ADOPTED SHARED MAINTENANCE OPERATING BUDGET**

**January 1, 2013 - December 31, 2013**

	Adopted <b>2012</b>	Projected <b>2012</b>	Adopted <b>2013</b>
Rec Security System Monitor	600	615	615
Rec Security System Improvements	0	0	2,000
Rec Bldg Improvements	1,000	1,000	0
Rec Community Events	4,000	4,024	4,000
Rec Miscellaneous Expenses	500	613	500
Rec Insurance	2,082	2,190	2,325
Rec Insurance Loss Deductible	0	5,950	0
Rec Permits and Licenses	577	560	590
<b>TOTAL OPERATING EXPENSES</b>	<b>\$246,760</b>	<b>\$267,387</b>	<b>\$228,371</b>

<b>RESERVE EXPENDITURES</b>			
Rec Reserve Expense	\$14,523	\$26,467	\$66,262
<b>Total Reserve Expenditures</b>	<b>\$14,523</b>	<b>\$26,467</b>	<b>\$66,262</b>

<b>RESERVES CONTRIBUTIONS</b>			
Rec Replacement Reserve	\$75,673	\$75,674	\$76,868
Rec Interest Contributions Reserve	\$4,659	\$3,072	\$2,000
Rec Transfer from Reserves	(14,523)	(26,467)	(\$66,262)
<b>Total Reserve Contributions</b>	<b>\$65,808</b>	<b>\$52,278</b>	<b>\$12,606</b>

<b>TOTAL EXPENSES</b>	<b>\$327,091</b>	<b>\$346,133</b>	<b>\$307,239</b>
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<b>SURPLUS / (DEFICIT)</b>	<b>\$0</b>	<b>(\$21,327.85)</b>	<b>\$0</b>
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