

**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 Fax**  
**Web Site – [www.dshoa.com](http://www.dshoa.com)**  
**E-mail: [ksimonovich@sfmtcinc.com](mailto:ksimonovich@sfmtcinc.com)**

November 12, 2010

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 30, 2010 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 one (1) member to the Board of Directors and seek volunteers to serve on the Architectural Review Committee, Shared Facilities Committee, and the Communications Committee. If you are interested in serving on the Board of Directors, we ask that you please complete and return to Service First Management the Candidate Statement previously mailed to you. Any homeowner who sends in his/her Candidate Statement prior to the Annual Meeting will be included on the ballot for the meeting. Nominations will also be solicited the night of the meeting. Currently, the following individual has indicated their intent to run for the Board of Directors: Harry Anderson. Enclosed with this mailing is information about the candidate.

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:

- 2011 Operating Budget – The monthly assessment will remain at \$103.00 per home per month.
- Amendment to Policy Resolution 10-05 (Use of Common Areas – Community Center) – Rental fee increasing to \$150.00, for up to a maximum of six (6) hours.
- Policy and Administrative Resolution No. 05-10 (Assessment Collection Procedures) – Increase the late fee to \$25.00.

The above documents are included 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.

The BOD is happy to report that the new parking regulations have increased the amount of open parking available to the residents. As such, the BOD has voted to re-designate 45 visitor parking spaces on Manning, Guilford Station, Grand Central Square and Iron Horse Terrace to open/overflow parking. The word "visitor" will be removed from the parking spaces that have been re-designated and these spaces will be available on a first come first serve basis. It is expected that homeowners will, in good faith, use their two allotted parking spaces, either the two assigned to non-garage or the garage and driveway of town home with garages. The Board will be monitoring the newly designated open parking spaces to be sure that there is enough parking for our visitors. All other rules in accordance with Policy Resolution No. 2010 – 4.5, Parking Regulations will apply.

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,



Kathy A. Simonovich  
Community Manager

Enclosures

**DOMINION STATION HOMEOWNERS ASSOCIATION, INC.  
ANNUAL MEETING  
TUESDAY, NOVEMBER 30, 2010**

**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



