



**SIGNAL HILL HOMEOWNERS ASSOCIATION  
P.O. BOX 2457, SPRINGFIELD, VIRGINIA 22152  
MINUTES OF SHHA BOARD OF DIRECTORS' MEETING**

The February 28, 2003 SHHA Board Meeting was held at Sharon Bulova's Office.

**BOARD MEMBERS & COMMITTEE CHAIRS**

Miriam Longo - President  
Karen Orsini - At-Large  
Pat Hamel - ACC  
Tom Kehoe - Webmaster

Ed Rahme - VP  
Linda Wirth - Secretary  
David Black - Treasurer  
Gene Ackermann - Council Rep

**I. CALL TO ORDER OF BOARD MEETING** - At 7:00 Miriam called the Feb. 28 Board Meeting to order.

**II. APPROVAL OF MINUTES** – The January minutes were unanimously approved

**III. TREASURER'S REPORT**

1. Assessments – 83% of the assessments for 2003 have already been collected.

2. Budget report – David led a discussion of missing information in the General Ledger of the JCM budget report. It was agreed that David should tell JCM that the Board wants a date and an explanation for every invoice posted in the General Ledger. David will also remind JCM to follow the Board's established procedure for 2<sup>nd</sup> notices, final notices, liens, etc. Ed had previously given JCM a copy of the procedure and it was discussed with Jeff Turner at that time. Ed has also notified JCM to work with Greg Harney to place liens of homes whose owners are more than \$300 in arrears. David needs to remind JCM that Luan Nguyen at 5248 Signal Hill Dr. had his dues waived in perpetuity in return for letting SHHA build the Oaks sign on his property. JCM needs to make a note of this in the assessment process so Mr. Nguyen is never billed again. David will tell JCM to write a letter to Mr. Nguyen apologizing for sending him an assessment letter. David also pointed out a problem with Safety and Security monies being added to the Reserves. He will also discuss this with JCM.

3. Investments – David led a discussion on SHHA's investment policy. The Board unanimously approved closing the unused Smith, Barney account, establishing a money market account with Bank of America, and linking it to SHHA's existing checking account. The bulk of SHHA's money will be kept in the money market account earning interest and shifted to the checking as needed to

cover bills. After this decision the Treasurer's Report was unanimously approved

#### **IV. COMMITTEE REPORTS**

##### **A. ACC – Pat Hamel**

###### **1. Sheds**

a. Mr. Rey – Pat presented and summarized Mr. Rey's letter to the Board. It was decided to postpone any further action until spring

b. Shed on Marshall House Ct. – In December the Board decided to have the County Zoning check on this. Miriam will see if Jeff has notified the Zoning Board.

###### **2. Requests**

a. 5612 Herberts Crossings – Mr. Wood's request to paint was too vague. Pat asked him to resubmit it with a specific color and an example of it.

b. 5608 Ft. Coloran Dr – Mr. Smith's request was not detailed enough for the Board to form an opinion. Pat asked him to resubmit the request with more detail.

c. 9108 Blue Jug Landing – Mr. Workman – The Board examined Mr. Workman's architect drawings and plans for his new addition. After discussing the issue his request was approved because it was similar to other additions and was in keeping with his home and the neighborhood.

d. Mr. Sheffield – Pat presented pictures of an unauthorized lattice fence in his yard. There is also a problem with the planting of trees, lattice work on the deck and a boarded window. Greg Harney has already informed the Board that we cannot do anything about the trees, lattice work on the deck and the boarded window. The Board will ask Greg to communicate this legal opinion to Mrs. Falkenstorm. The Board will direct JCM to write Mr. Sheffield telling him to take down the unauthorized fence.

**B. Welcoming** – Ruth Ungelieder still not being supplied with names of new residents. Miriam will tell JCM to give her the names of new SHHA residents.

**C. Grounds** – Glen Woods needs the SHHA tax ID number for Virginia Power. David will give it to him.

**D. Webmaster** – Tom says the newsletter was submitted to JCM 3 ½ weeks ago and corrected a week and half ago. Karen said they were waiting for labels. Tom posts the minutes to the Website and some new EWOM information. Tom suggested that Linda email him the draft copy of the minutes and that it be posted, clearly marked draft, until replaced by the corrected minutes. The Board agreed and also decided to take out the Neighborhood Watch section as it was out-of-date. Archiving the newsletters was discussed. Tom had been deleting them and the Board asked him to create an archive for them instead. David is scanning past newsletters into a tif file. Linda has digital copies of several years of newsletters in a document format. David and Linda will communicate on this issue so David does not scan newsletters already digitized.

**E. Braddock District Representative** – Gene Ackermann reported on the topics at the last

meeting, Cox Cable and local parks. Cox will be installing fiber optic cable in Signal Hill in April. A Consumer Protection Group gave Cox a bad report. Cox will be communicating with SHHA residents through a letter and doorhanger. The presentation on status of local parks wasn't completed so a needs assessment and a future action plan could not be done. The next meeting, March 11, will be a budget presentation.

**V. JEFFREY CHARLES MANAGEMENT COMPANY** – The report had already been discussed during the budget report and the ACC report. The Board discussed JCM's overall performance. They are not handling the inspection process in a timely manner. Letters are not being sent on time, follow-up is not done, bills are not paid on time, Ed showed Miriam requests not answered. The Board discussed finding another management company although this is a very time consuming, labor intensive project. It was suggested that Miriam tell JCM that SHHA will start taking bids from other companies. However, the contract comes up for renewal this March so it is too late to change anything this year. Miriam will check on the exact date of the expiration of the contract. and that information will be added to the minutes.

## **VI. OLD BUSINESS**

**A. Directory** – Tom said it should be out in March

**B. Newsletter ads** – There was a general discussion. Ed will rough out a policy and will distribute it to the Board for discussion.

**C. Status of liens** – In the budget report. Tom has told Miriam that the list has been sent to Greg and the liens will be placed by March 1. The Board should get cc of the liens, not JCM.

## **VII NEW BUSINESS**

**A. Spring yard sale** – Since the newsletter has not gone out with the article asking homeowners for help and to vote on a date, no date has been set. Pat suggested informing the community of the date by using our signs.

**B. Snow removal** – Linda will draft two letters for the Board's approval. One is for the homeowners and details SHHA's efforts to get our roads plowed during the President's Day snow storm and also to make sure all SHHA streets are plowed in a timely fashion in future snow storms.. It will have the numbers for residents to call about snow plowing, (703) 383-8368 & 2765. The other letter will be to the agency responsible for plowing. It will list the streets not plowed and the number of residents trapped in their homes several days after neighboring streets were plowed. It will inquire as to why this inequitable situation occurred and what can be done in the future to make sure all SHHA streets are plowed in a timely fashion in all snow storms.

**VIII. OPEN FORUM FOR HOMEOWNERS** – Miriam reported on a situation with trash removal in a pipe stem. After a discussion it was decided that this is not within the purview of the Board. The County is investigating and the Board will have to accept its findings.

The meeting was adjourned at 9: 15. The next meeting is tentatively scheduled for Wednesday, March 27 at 7:00 at the meeting room in Sharon Bulova's office in King's Park Library.

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Signal Hill Homeowners Association is responsible for maintaining the common areas and enforcing the restrictive covenants that ensure the continued property values of our homes. If you have questions or comments please provide the Association your [feedback](#).