

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

The November 2003 SHHA Board Meeting was held on Nov. 24 at Sharon Bulova's Office.

**BOARD MEMBERS & COMMITTEE CHAIRS**

Miriam Longo	-	President	Linda Wirth	-	Secretary
Karen Orsini	-	At-Large	Tom Kehoe	-	Webmaster
Ed Rahme	-	Vice-President	David Black	-	Treasurer

**HEARINGS & LETTERS**

Frank & Debra Han of 8919 Lake Braddock Rd were sent a Hearing letter in Sept. but failed to come to their scheduled Hearing. They have ignored two warning letters. A motion was made for Karen to call JCM and have another letter sent to them stating they have 7 days from the date it was sent (Dec. 3, 2003) to remove the items stored next to their garage. If not, fines of \$10 a day up to \$900 will start accruing. A copy of this letter is to be emailed to Miriam. This motion was seconded and unanimously approved by the Board.

Marilyn Miller Everett sent a letter with her payment of back dues stating she would not pay any fines because the Board sent the assessment letter to her renter and he did not send it on to her. David pointed out that she is a homeowner of long standing and knows that she owes dues. Also no fewer than 3 delinquency notices are mailed to the home and to the owners last know address each year. Furthermore the Covenants do not obligate the Board to send out notices of the dues. David will draft a letter for Miriam to sign as he knows the long history of Ms Everett's nonpayment of dues to SHHA.

**NOVEMBER 2003 BOARD MEETING**

Before formally calling the meeting to order, Miriam asked the homeowners present if they had any questions for the Board. Mr. Rutler of Home Guard then addressed the Board about the dumping of debris and trash in the Commons behind Ft. Craig and Home Guard. Not just leaves are being dumped there but some homeowners are leaving construction materials. They are also cutting down trees that are in the Commons. Mr. Rutler suggested using some SHHA resources to clean up the Commons and going after the people who are doing the dumping and stop them. The Board agreed that this is a serious matter and discussed possible solutions. Miriam will talk with our lawyer about drafting the most effective letter possible to be sent to residents on Ft. Craig and Home Guard. She will also ask him what legal recourse SHHA has in this matter.

Sabrina Bello of 9114 Parliament was recognized as a new homeowner.

I. CALL TO ORDER OF BOARD MEETING - At 7:25 Miriam called the Board Meeting to order

II. APPROVAL OF MINUTES – The October minutes had been approved electronically.

III. . TREASURER'S REPORT – David distributed copies of; the November 2003 Treasurer's report, the proposed 2004 budget for the annual meeting, and a letter to Douglas Corey & Associates, SHHA's auditor's with questions about several statements in their letter concerning the audit.

- A. Audit – David has received a letter from Douglas Corey & Associates that answers all the questions the Board asked. SHHA's audit is complete and approved. Miriam and Ed signed the report and David will mail it.
- B. Assessments – 98.6% of current year assessments paid. 3 homeowners haven't paid for the current year and 4 are in arrears for multi-years.
- C. Budget – David went over the 2003 budget and the proposed 2004 budget. The Board unanimously approved the Treasurer's report. David will send the proposed 2004 budget to Tom and he will print copies for the annual meeting.
- D. Transfer of funds –David will write instructions for transferring funds from one account to the other and email it to Miriam.
- E. P.O.Box - David will write a check to renew box at Springfield and then try and switch to a box at the Burke PO later this year.

**IV. COMMITTEE REPORTS**

A. Webmaster – Tom Kehoe discussed archiving SHHA data electronically. He suggests doing it on our server using Adobe Acrobat. Until he knows the magnitude and quality of the documents to be archived he can't estimate the cost. He feels SHHA should archive all documents; minutes, newsletters, etc. He thinks one person should act as the co-coordinator of this project. After his report Miriam read a letter commending Tom for his services and the software he has purchased. She then presented him with a check from SHHA in gratitude for all his services.

B. Grounds – Glen had a dinner meeting and could not attend. Frank Kyle, The Outdoor Man, was present. Acting

for the Board and all the homeowners Miriam commended Frank for the outstanding work he does for SHHA and presented him with a \$500 bonus.

Miriam asked Frank if he and Glen could do a report on the condition of the Commons for the annual meeting. Frank suggested doing a quick inspection every February and October. It has been several years since the last annual clean-up. The Board needs a list of what needs to be done so we can give Frank the authority to proceed with the things on the list. Frank reported on the debris behind Jim Babb's home on Herbert's Crossings. The debris behind the sign on Lake Braddock Dr. is gone. Frank is trying to get a price for the repair of the brick sign. The board authorized Frank to decorate the signs for Christmas with the same budget as last year but to add some American flags to the decorations. Frank is sending his bills to JCMC and sending copies to Miriam. Miriam needs a report on the condition of the Commons.

C. ACC – Pat Hamel wasn't present so Miriam gave her report. .

1. Stephen & Sabrina Bello – Add storm door same brown color as door. Unanimously approved.

2. Bruce Park, 5420 Mt. Lookout Ct – Build a room over garage. Miriam showed plans to the Board. It will have the same siding and same roof shingles as the house. The plan is similar to others that have been approved. Unanimously approved.

D. WELCOMING – Ruth Ungelieder is getting names of new homeowners but can't find them at home, even when she visits on the weekends. She also needs more material.

V. JEFFREY CHARLES & ASSOCIATES REPORT

A. Inspection – 2 letters were left off.

B. Signal Pt. Ct – Dealing with homeowners who have cars parked on their lawn; a letter has been sent.

C. Violations – Most of old violations have been corrected.

VI. OLD BUSINESS – Miriam has sent letters to two management companies but has not received any written replies.

VII. NEW BUSINESS

A. Minutes – Minutes of 2002 annual meeting needed for distribution at 2003 annual meeting.

B. Newsletter – Deadline for articles is February 15, 2004.

VIII. DATE & TIME OF JANUARY MEETING – Next meeting is January 29 and Karen has reserved to room for Feb.19 for the February Board Meeting. Board will try and meet on 3<sup>rd</sup> or 4<sup>th</sup> Thursdays of each month.

Meeting adjourned at 8:47