

**SIGNAL HILL HOMEOWNERS ASSOCIATION
P.O. BOX 2457, SPRINGFIELD, VIRGINIA 22152**

MINUTES OF SHHA 2003 ANNUAL MEETING

BOARD MEMBERS & COMMITTEE CHAIRS

Miriam Longo -	President	Ed Rahme -	
VP			
Linda Wirth -	Secretary	Karen Orsini -	At-
Large			
Pat Hamel -	ACC	Vince Cannova -	
Security			
Glen Woods -	Grounds	Tom Kehoe -	
Webmaster			
Ruth Ungelieder -	Welcoming	Tom Markel -	
JCMC			

I. CALL TO ORDER – Miriam called the meeting to order at 7:30.

II. INTRODUCTION OF BOARD MEMBERS – Miriam introduced herself and the Board and Committee Chairs

III. QUORUM – With 24 homeowners in attendance and 162 proxies, a quorum was established.

IV. PRESIDENT’S REPORT

A. Achievements of 2002

1. Retention of legal counsel – SHHA has hired the law firm of Chadwick, Washington, Otters, Moriarty & Lynn, a law firm in Fairfax that specializes in homeowner associations. SHHA has issues that need legal advice and actions, such as placing liens, which require a lawyer. The Board needs to be fair and consistent with all residents and having legal advice will help avoid any future inconsistencies. Also, sometimes SHHA needs legal counsel when dealing with homeowners.

2. Covenant enforcement has gone well although this is a continuing issue, especially with new homeowners. The semi-annual inspections are working well. The law firm will help in dealing with violations.

3. Virtual yard sale – This is a portion of SHHA’s website where homeowners can list items for sale. The Board has developed a set of rules that govern the use of this site by homeowners. Pete Seigman will manage it.

B. Goals and objectives for 2004

1. Outreach to newcomers – Ruth Ungelieder delivers material but it is very hard to find people at home. She tries to visit on Saturday afternoons.

2. Electronic record-keeping of SHHA data – Many records and minutes from the

past are missing and SHHA has never had an archive. A recent problem with fences along Rolling Road highlighted the importance of retaining information and decisions from the past. Tom and Ed are working on establishing an electronic archive.

3. Recruitment of Board & Committee members – Miriam gave a general plea for more volunteers for the Board and the various committees. ACC needs a new Chair.

V. TREASURER'S REPORT – Ed reported for David

A. 2003 Budget Report – All attendees had copies of the budget and Ed Rahme went over the various categories and explained its details as David Black was working.

1. Lighting – Glen is trying to get permanent lights for the Oaks sign.
2. Grounds – Due to above average rainfall, mowing was more than usual. Landscaping included cleaning up a number of trees in the Commons knocked down by storms.
3. Law fees – For counsel.
4. Publications – The Board is trying to get out more newsletters. Also there were some extra mailings and a directory was published and mailed.
5. Questions about management company's role in SHHA finances. The management company keeps the books but checks require 2 signatures, the President's and another Board member's.
6. Dues – It was unanimously voted to raise the dues from \$67 a year to \$70 a year.
7. Delinquent money – Money from delinquent homeowners goes into Reserves.

VI Jeffrey Charles Management Company – Tom Markell, SHHA's representative from Jeffrey Charles Management Company introduced himself and described the daily functions of the company. These are paying invoices, semi-annual inspections, sending notices, etc.

VII. COMMITTEE REPORTS

A. ACC – Pat Hamel described the workings of ACC. The Board's goal is for immediate response to homeowner requests. Pat gave some examples of requests. Pat then answered two questions from homeowners.

1. How much consideration of the architecture of their homes is given when homeowners request fundamental changes.
2. How long can a homeowner keep working on their home? The Board is working on this issue and now all approvals have a timeframe.

B. NEIGHBORHOOD WATCH – Vince Cannova – Without a chair the Neighborhood Watch is in caretaker status. Vince listed the characteristics needed for a Chairperson. Vince reported that so far our neighborhood has been fairly safe.

C. TRAFFIC CALMING – No issues.

D. GROUNDS – Glen Woods praised Frank Kyle whose company, "The Outdoor Man", takes care of landscaping for SHHA. He responds immediately to emergencies such as fallen or dangerous trees. He also repaired SHHA's brick sign

for \$300 when the bid Glen had solicited was \$1500. Once a quarter Glen walks the Commons. He has discovered that someone is cutting down trees in the Commons. Also people are dumping brush and bricks and concrete blocks in the Commons. He will write an article in the newsletter about this. Also SHHA should check with our lawyers about adapting and publishing rules about the Commons.

E. WEB SITE – Tom Kehoe described SHHA’s website. Its basic purpose is providing information to the homeowners. The website has all documents, ACC forms, etc. It is also set up for feedback. Tom is now archiving all current SHHA documents; minutes, newsletters, reports, etc. Tom also is the editor for SHHA’s newsletter which he tries to publish 4 times a year. Tom writes the column, “Where we live”. Tom was praised for his excellent work on the website and the newsletter.

F. BRADDOCK DISTRICT REPRESENTATIVE - Gene Ackermann goes to monthly meetings and reports at the Board Meetings.

VII. OLD BUSINESS

A. Painting of electrical boxes – Mary Beth Austin is painting the electrical boxes to cover graffiti.

B. Ray Antosh – Miriam thanked Ray for putting out signs for Board meetings and the annual meeting.

C. Restrictive Parking District – Ed Rahame reported on establishing a restrictive parking district in SHHA. It would prevent the parking of motor homes, boats, trailers, and water craft in the streets. 8 petitions for these Districts are active in Braddock District, one of which is Burke Center. Establishment a Restrictive Parking District requires the signatures of 75% of the residents. There was a general discussion of this topic by the homeowners. Miriam called for a vote on whether or not SHHA should try to establish a Restrictive Parking District. There were 16 yeses and 8 nos so the Board will continue this process.

D. Survey of new trash collection - 90 % or responses were positive, 11% were neutral or dissatisfied. The number of people dissatisfied was 4. Ed asked the County to do two pickups a week but Fairfax won’t. The County will sell a 2nd trash can for \$45.00

E. Lights at Oaks – When Burke Lake Rd was widened a streetlight at the corner of Signal Hill Dr. and Burke Lake Rd. was removed. We’re on a waiting list with the County to replace this light. When it is replaced SHHA can hook up to that electrical box for electricity for the lights. Bringing electricity to sign in any other manner is prohibitively expensive.

VIII. NEW BUSINESS

A. Paving is behind schedule because of the budget shortfall. SHHA is on a waiting list but paving is still 2-3 years out. Miriam suggested homeowners call Sharon Bulova’s office about this.

IX. COMMENTS & QUESTIONS OF HOMEOWNERS

There has been an improvement in commercial vehicles parked in our area. Portable basket ball hoops were discussed. A homeowner stated that the police think that the rule is that they're all right in a cu-de-sac but not in a street. Miriam was thanked for all she is doing.

X. ADJOURNMENT - Meeting was adjourned at 9:15 P.M.

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