

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

The December 2004 SHHA Board Meeting was held on December 15th at Sharon Bulova's Office.

BOARD MEMBERS & COMMITTEE CHAIRS

Miriam Longo - President	Ed Rahme - Vice President
Linda Wirth - Secretary	Pat Hamel - At Large
Becky Woodwood- ACC	Vince Cannova Security
Glen Woods - Grounds	Tom Kehoe - Webmaster
Ruth Ungelieder - Welcoming	Amy Murray - JCMC
Gene Ackerman - Braddock District Rep	

I. CALL TO ORDER – Miriam called the meeting to order at 7:15.

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

III. QUORUM – With homeowners in attendance and 174 proxies, a quorum was established.

IV. APPROVAL OF 2003 ANNUAL MEETING MINUTES – Copies of the 2003 Annual Meeting minutes were available for homeowners at the sign in table. The minutes were approved.

V. PRESIDENT'S REPORT

A. Achievements of 2004

1. Legal counsel – Chadwick, Washington, Otters, Moriarty & Lynn has been very effective in collecting assessments. Number of multiyear unpaid assessments is down from 8 to 2 homeowners and liens have been placed on their homes. The law firm has also proved good legal advice and good support.

2. Violations Decline – Largely due to inspections and good follow-up from the management company, violations found during inspections have dropped from 80 to 8 or 9. Chris Bell, SHHA's project manager at Jeffrey Charles Management Company has resigned for personal reasons. He did a wonderful job. Amy Murray from the Norfolk office is representing JCMC at this meeting and a new person will

be hired to replace Chris. The process for Covenant enforcement is working and our neighborhood is looking good.

3. Newsletter - Newsletter was issued quarterly in 2004

4. Parking District – Ed Rahme will report on this under Old Business.

5. Virtual yard Sale – A place where homeowners can list items for sale has been added to SHHA's website.

B. Goals and objectives for 2005 – Some continue on from last year

1. Outreach to newcomers – Ruth Ungelieder needs new directories and By-Laws.

2. Electronic record-keeping of SHHA data – Many records and minutes from the past are missing so SHHA has established an electronic archive. Minutes of the Board meeting and Annual meetings are posted on SHHA's web site.

3. Recruitment of Board & Committee members – All Committees need members.

4. Task Force – Gene will elaborate on this in his report as this goal came from a District Meeting where the speaker noted that homeowners associations focus on property, civic associations on community. Miriam and Gene will go to a workshop in January on solving community problems. After this meeting Miriam would like to establish a Task Force for SHHA to work on making it more of a community.

5. FAQ – SHHA's website now has a Frequently Asked Questions section. Presently only questions are listed but answers will be added.

VI. TREASURER'S REPORT – Ed reported for David

A. 2004 Budget Report – Figures in report only available through October. SHHA is \$4855 over budget for 2004. More expenses were incurred in Grounds, postage, insurance, and legal than were budgeted for. For the first time an audit, which is required by our By-laws was done. Also, interest income was drastically reduced. Insurance fees increased in 2004. Grounds overage came from extra mowing because of rain, tree removal because of high winds and wet ground, and planting three 6-8' hollies behind the sign at Lake Braddock Dr. and Rolling Road. Since this was the first year for legal fees the estimate from 2003 was \$500 short of monies actually spent. However the Reserve balance is \$52,000.00. A goal set 3 years ago was to keep 1 to 1 ½ times our annual income in Reserves so withdrawal from the Reserves to meet the budget shortfall still meets that goal.

B. Dues – Dues were raised to \$72 to match the rise in inflation as published in the

CPI in July. SHHA will continue to base raises in dues on CPI.

C. Assessments – In 2003 SHHA had 8 unpaid assessments for multi-years. This was reduced to 2

D. Audit – An audit is required in the By-laws. SHHA's first audit was done in 2004 and it was OK.

VII Jeffrey Charles Management Company – Amy Murray asked for questions from homeowners.

A. Inspections question - There are two inspections a year but any reported violation is inspected immediately. The inspection is a 90 day process; an inspection is made and any violations generate a letter from the management company to the homeowner giving him 30 days to comply. After 30 days another inspection is done. If violation not fixed another letter is sent giving 30 more days. After 30 days another inspection is done and if the violations still exists a third letter is sent scheduling a hearing date before the Board of Directors. If the violation is still present at or after the hearing, fines can be levied on the lot. In each letter the homeowner is urged to contact the Management Company if there are any extenuating circumstances that prevent him from correcting the violation.

B. Signal Point Ct – A homeowner brought a complaint about multiple cars parking on Signal Point Ct. SHHA has no jurisdiction over streets. Homeowner was advised to contact Fairfax County Zoning and Health Dept. The Health Dept. has strict rules about how many people are allowed to live in a home. It is based on square footage per person.

C. Community – Amy said that Jeffrey Charles Management has never worked on developing community spirit but she would mention this to Jeffrey Charles.

VIII. COMMITTEE REPORTS

A. Grounds – Glen Woods introduced Frank Kyle whose company, The Outdoor Man, cares for SHHA's grounds. He does an outstanding job. His contract includes mowing, landscaping and maintenance. This year Frank added maintaining the strip along Rolling Road to his mowing duties. Landscaping is maintaining and updating all the signs at the entrances. This year when lights at two signs were vandalized Frank located an electrician and handled all the repairs saving SHHA money and Glen a lot of time. He handles fallen and dangerous trees in the Commons. He is extremely prompt in dealing with emergencies with trees. If any homeowner sees a problem with a tree in the Commons they should call Glen at home.

After Glen's report Miriam also praised Frank for his promptness and outstanding

service.

Glen will contact the Boy Scouts this Spring about doing a clean-up of the Commons.

Glen reported on a problem with homeowners dumping yard debris in the Commons. Another problem was a homeowner who cut down trees in the Commons that bordered his lot. This has been stopped.

B. ACC – Becky Woodward explained the ACC process. She handles all requests for changes. She goes to the homes, takes pictures, and relays the request to the Board. She is digitizing and storing electronically all requests and pictures.

C. SAFETY & SECURITY - Vince Cannova – No change since last year; a volunteer is still need to run Neighborhood Watch. Vince suggested the Burke Volunteer Fire Station as a place for community social events. This led to a discussion of possible community projects. Vince suggested that security could be part of the Task Force.

D. TRAFFIC CALMING – Betty Morgan reported that the 3rd stop sign at Point Longstreet had been approved by the State. However VDOT ran out of funds before it could be done. SHHA had done a survey on a stop sign on Parliament but almost no interest was shown by the community. SHHA is on a list to replace the street light at the corner of Burke Lake Road & Signal Hill Dr. Once a street light is there SHHA will hook up to the electricity provided for the light and install the lights on the Oaks sign.

E. WEB SITE & Newsletter – Tom Kehoe

1. Feedback form on the website is an active way to communicate with the Board.
2. The website has a hot link to Board Members' email.
3. Virtual Garage has been activated but needs more sale items.
4. FAQ has 4 questions listed but no answers. The answers are being worked out.
5. The Neighborhood Watch section has hot link to the Fairfax County Blotter which has Police reports for our area.
6. Newsletter always needs filler articles.

F. WELCOMING – Ruth Ungleider need new material and help on her Committee.

G. BRADDOCK DISTRICT REPRESENTATIVE - Gene Ackermann gave a short history and purposes of the Braddock District Council. It is now changing directions from speakers at meetings to having member communities involved in solving their problems. Gene and Miriam will go to a Workshop on this topic in January. Gene will bring back a report on the workshop.

IX. OLD BUSINESS

A Community Parking District– Ed Rahme reported on establishing a Community Parking District in SHHA. 220 homeowners mailed back petitions. Volunteers canvassed the remaining homeowners and 345 total signatures on petitions were obtained. This exceeds the number needed, which was 307. Ed then answered questions from homeowners. Signs will be posted every 200 feet. Ed could ask the County if they could just be posted at the entrances instead. The process establishing the District will take several months. Ed will return the petitions to Sharon Bulova's office in the next few weeks. Then they go the County where the signatures are checked. Next a hearing is publicized and held. At the hearing the Board votes on the request. Ed is sure they will vote in favor as 60% of SHHA homeowners have signed the petition. Offenders will have to be reported to the police. SHHA is paying the filing fee; the money is coming out of Reserve funds.

B. Trash – County has been collecting trash for two years. A survey done 6 months after this started had 90% of homeowners who responded indicating satisfaction with County trash collection. Ed asked homeowners to vote on holding another survey. No one voted for another survey.

XI. NEW BUSINESS

A. Sidewalk Obstructions – In some areas hedges, tree branches, and shrubs are obstructing the sidewalk. This is illegal and will be added to the next inspection. Homeowners who notice sidewalk obstructions should call VDOT. Becky suggested, based on her experience, that it would be better to have SHHA report obstructions or have several homeowners do it as a group. Miriam will investigate the legal issues involved.

B. Cul-de-sac Parking - A homeowner complained about crowded parking in his cul-de-sac. This is a problem in 3-4 cul-de-sacs in SHHA. Unfortunately there is nothing illegal about parking like this. However, if the number of parked cars is because of too many people living in a house, Zoning or Health Dept. of Fairfax County can be called. There must be so many square feet per person living in a house in Fairfax County and the Health Dept. investigates overcrowding. Zoning will also investigate if called by a homeowner.

C. New Directory – SHHA needs to publish a new directory. The 2005 assessment

letter will ask for directory information. Homeowners should fill out the form exactly as they wish their name(s) to appear in the directory and return it to the management company.

XII. COMMENTS & QUESTIONS OF HOMEOWNERS

Mrs. Badger described the Board's activity. She had attended the November Board meeting. She praised the Board for all the hard work they do. She said that every Board member left the meeting with a list of things to do. She also said that all the Board's decisions were based on what was best for our community.

Another homeowner asked about repaving our streets. Ed suggested calling Sharon Bulova.

X. ADJOURNMENT - Meeting was adjourned at 9:00 P.M.