

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

AUGUST 2007 BOARD MEETING

The August 2007 SHHA Board Meeting was held on August 22 at Sharon Bulova's Office.

BOARD MEMBERS & COMMITTEE CHAIRS

Pete Seigman - President

Ed Rahme - Treasurer

Linda Wirth - Secretary

Marc Bickoff - ACC

Chair

Anita Amini -
HGA

I. CALL TO ORDER OF BOARD MEETING – Pete called the Meeting to order at 7:35.

II. APPROVAL OF MINUTES – The July minutes have been corrected and approved electronically and posted.

III. OPEN FORUM FOR HOMEOWNERS – Following SHHA's meeting policy Ray

Antosh had submitted 7 questions concerning the budget two weeks previous to the meeting. With this lead time Treasurer Ed Rahme was able to answer every question at this meeting. Ray's questions and Ed's answers are below with answers in italics

- 1. General expenses:** Why has \$2,000 been budgeted for general expenses for 2007 when only \$325 was used in 2006? *The General Expenses is nominally a placeholder and any money put on that line is usually spent elsewhere.*
- 2. Insurance:** The 2006 budget was for \$2,650 and \$4,115 was spent. The 2007 budget estimate is for \$2,700 - wouldn't it make sense to budget \$4,100 for this item because I'm sure the cost of insurance isn't declining? *Insurance did go up in 2006 (significantly) and we chose not to renew (in 2007) a liability policy that covers assets such as pools, clubhouses, etc since we, as an association, do not hold these types of assets. We expect cost savings in 2007 from this decision.*
- 3. Postage:** For 2006 \$1,500 was budgeted and \$0 was spent. Where in the 2006 budget is the cost of postage located? I'm sure the Post Office charged somebody for mailing the newsletters and proxy forms for the annual board meeting in 2006. *Correct, the USPS did charge us. That is included in the fees paid to the Management Company since Anita paid for it and we reimbursed her for her expenses.*
- 4. Management company:** The 2006 budget was for \$9,000 and \$12,510 was paid. What was the additional \$3,510 for? *Postage, bonus, and for reimbursement for additional expenses incurred.*
- 5. Landscaping:** \$2,500 was budgeted in 2006 and \$10,140 was spent. I would like a breakout of this line item; i.e., \$xxx was for landscaping, \$xxx was for tree removal, etc.

Approximately \$1,600 was for landscaping and the remainder for tree removal and cleanup.

6. Maintenance: The 2006 budget was for \$2,750 and only \$500 was spent. Why is \$2,750 being budgeted again as opposed to \$1,500 or \$2,000 and exactly what is included in the "maintenance" category? *The "maintenance" category includes fixing the entrances as required, repair or replacement of lighting fixtures, etc. The amount allocated in the budget is based on historical norms.*

7. In what line are the bonus checks totaling \$1,000 for Anita, Frank and Tom shown? *Bonus checks for Anita and Frank are included in the Management Company, Maintenance, and Administrative lines. Tom's check was mislabeled a bonus and included with the other two; it is actually reimbursement for expenses he incurred and paid for as Webmaster and will be in another category in the next budget.*

Ed also mentioned that he and Anita are working on changing the budget so that some charges that Ray asked about are broken out and not lumped with an overall figure. Ed also discussed how the budget categories are set up and mentioned how the amounts spent vary from year to year. He would like to set up a realistic budget based on historic norms and keeping the reserves at the level that is needed. Raising the dues to \$100 will accomplish this.

IV. HGA Property Management Report – Anita Amini

1. Audit – All 2006 financial information has been sent to Douglas Corey for the audit. A draft should be ready by mid-September and the Board will receive copies of the final report. Ed spoke in favor of an annual audit; it reassures the homeowners that SHHA's finances are in order.

V. TREASURER'S REPORT – Ed Rahme

1. Budget – Ed reported that, as of July when we're through 56% of year, 53% of the budget has been spent.

2. Delinquencies – Down to 29 from 90 in February. As per SHHA's procedure, administrative fees will be added to dues for those still delinquent.

3. Procedure for dues collection – Ed will get a copy of the procedure from Tom so the Board can review it along with the Assessment Letters sent to all Homeowners for possible revision.

VI. COMMITTEE REPORTS

A. ACC – Marc had no requests for this month.

B. Welcoming – Pete still has the packets at his front door.

C. Grounds – Pete read Glen's report which he had emailed to the Board as he could not attend. Frank has completed cleaning out the creek in the commons area. That should take care of the flooding problem

D. BDC - No meeting in August as BDC is in recess.

E. Neighborhood Watch – Marc has contacted the new Chair; he is extremely busy at work but will restart the Watch when he has time.

VII. OLD BUSINESS

- 1. Day care business** at 9109 Lyon Park Court – No additional update. Anita sent the letter but hasn't received a response. The next step is a vote at the Annual Meeting to explore the possibility of changing the Covenants to allow Day Care and Music instruction. If the homeowners present vote to change the Covenants to allow these businesses with several prudent restrictions then a petition will have to be circulated and 75% of the homeowners must sign in favor of the change. It will be up to the homeowners who favor this change to take charge of the petition drive. Ed will be able to provide the necessary petition document and describe the process that needs to be followed.
- 2. Dues increase/meeting announcement** – Ed suggested that we post all responses from homeowners on our website. Just the letter will be sent to the homeowners. The Oct. 25 meeting will start at 7:00 for the discussion/vote on the dues increase. The meeting for usual Board business will start at 7:30. Any hearing scheduled for that date will be held after the 7:30 meeting ends
- 3. CPD signs** – Ray asked about the new guidelines. Pete said the guidelines he received about the new sign policy only applied to new districts, not established districts like SHHA's. He suggested Ray call and check further if he is interested. The new guidelines have a large sign at the entrance to the district and do not require small signs every 200 feet.
- 4. Voice mail** – 2 calls about the raise in dues. One caller wanted more information which Ed supplied. The other caller was against the raise because of the signs. One call concerned the damage done to property by Verizon. It is the responsibility of the individual homeowner to pursue any claim by dealing directly with Verizon.

VIII NEW BUSINESS

- 1. Yard sale** – Fall yard sale will be Sept. 15 with Sept 22 as rain date. Sept 22 is Yom Kippur but SHHA has hardly ever needed a rain date. A flyer with the information about the yard sale will be added to the letter sent to the homeowners.

ADJOURNMENT – Meeting was adjourned at 8:22.

VII. DATES FOR UPCOMING MEETINGS –When scheduling of the room allows, all meetings, except for Annual Meeting, will be on Wednesdays in 2007. Room has been reserved for: Sept. 20, (Thursday), Oct 25, (Thursday), and Nov. 28. The annual meeting is Dec. 3.