

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

**SEPTEMBER 2008 BOARD MEETING**

The September 2008 SHHA Board Meeting was held on September 18 at Sharon Bulova's Office.

**BOARD MEMBERS & COMMITTEE CHAIRS**

Pete Seigman - President

Robert Hicks - VP

Linda Wirth - Secretary

Carol Cannava -  
Welcoming

Tom Kehoe - Webmaster

Anita Amini - HGA

**I. CALL TO ORDER OF BOARD MEETING** – Pete called the Meeting to order at 7:30.

**II. APPROVAL OF MINUTES** – The August minutes have been electronically approved and posted.

**III. OPEN FORUM FOR HOMEOWNERS**

A. Ray Antosh read from House Bill 516 concerning provisions for HOAs. Linda assured him that she had researched this information and that the fees he had mentioned at the August meeting are to be paid by Property Managers, not HOAs. Anita was able to assure Ray that SHHA has been providing the Homeowner Packets mentioned in the bill for years and that SHHA also has a procedure in place for CCR violations.

*[At this point the meeting was suspended for 10 minutes so a Hearing could be held. The Hearing was scheduled for 7 PM but the homeowner did not show up until after the meeting had started. After the Hearing ended the meeting resumed.]*

**IV. HGA PROPERTY MANAGEMENT REPORT** – Anita Amini

**A. Delinquencies** – 5<sup>th</sup> delinquency notices have been sent.

**B. Stamp problem** – Because of a misunderstanding of postal regulations the post cards mailed to alert homeowners of the Fall yard sale had \$ .42 postage. Once Anita learned that this was an error and that the standard rate for post cards should have been used she immediately calculated the difference, \$73.93, and will credit this amount to SHHA on her next bill. In an email discussing this problem Ed commended her for the prompt acknowledgement of her error and her refund to SHHA. Pete also thanked Anita for her firm's

accountability. And Linda commended both Anita and Tom for quickly printing and mailing the post cards when she had been late in sending them the necessary information. Anita and Tom then had a discussion about the mockup of the post cards.

**C. Inspection sheet** - Pete asked about the inspection sheet as it was missing from the HGA report. Anita said it had been omitted by error and she would email it to the Board. Anita commented that there were 3 or 4 that remain uncompiled. Pete inquired when the next neighborhood walkthrough would be. Anita responded that it is scheduled for early October.

**V. TREASURER'S REPORT** – Ed was not able to attend but had emailed his report to the Board

**A. Budget** –SHHA is 67% through the fiscal year and has only spent 50% of our 2008 budget.

**B. Delinquency Status** – Delinquencies are coming down and we currently have 18 total with 6 of them mult-year.

**C. Dues** – Since it looks as though we will be able to make a significant contribution to reserves, Ed recommends maintaining the dues at \$100 per lot for 2009.

**D. Proposed 2009 budget** – The Board discussed the proposed 2009 budget that Ed had attached to his email. It seemed that the amount for landscaping was inadequate. Pete will check with Ed about increasing this amount. Bob explained that no new money would be added to the budget but funds would be shifted from other categories.

## **VI COMMITTEE REPORTS**

**A. ACC** – Marc was not in attendance but no new requests have been received by him.

**1. 5409 Point Longstreet** – The homeowners have submitted a request for work already done on their front walk. They did not realize they needed such a request. On the advice of Pete and Anita the Board unanimously approved. Anita will let them know in the approval letter that they must request approval prior to any work as such in the future.

**B. Welcoming Committee** - Carol Cannava

1. Carol prefaced her report with a comment that homeowners who make changes without Board permission should be penalized in some way. She doesn't think it fair to the homeowners that follow the rules and submit requests before doing work. Pete explained that our process doesn't allow such a penalty. Pete did suggest that the letter that Anita sends to these homeowners contain a statement about their failure to

follow the rules.

2. Carol reported that she has 4 out of 8 or 10 homes left to visit and is moving forward as her health allows. She requested more money for baskets. There was some discussion of the best way to establish a routine way for Carol to obtain funds for baskets. All receipts will be provided to Anita for baskets. The Board will ask Ed if a petty cash fund can be established. For now Carol can request funds directly from Anita and will provide Anita with receipts which are needed for the annual audit.

3. Carol requested more directories with a better map. She also commented on her neighbor depositing trees into the common area and blocking the drainage. Carol will send this complaint in writing to Anita.

**C. Grounds** – Glen had emailed the Board with a request from Frank. He recommends plugging, over seeding and putting down some compro around each entrance. Although this may run as high as \$1,000 it will save money on mowings. He will skip about 3 mowings to let the grass grow once the seeds and compro are down. Ed recommended approval as saving on the 3 mowings will keep from upsetting the budget. The Board then unanimously approved Frank's request.

**D. Webmaster** – Tom Kehoe

**1. Website** – Tom gave a yearly appraisal of the website and gave the Board printouts of the index page.

(a) Tom thinks there is a need for a periodic update of the budget actuals on the webpage.

(b). Stale FAQs – Tom pointed out that FAQs # 4 (EWOM), #5 The question, "Why is it needed?" (Restrict Parking District), and #. 9 "What was the feedback from the dues letter?" are stale and should be deleted.

(c). FAQ # 3 (CCRs) – Tom thinks it may not be complete.

Tom then asked the Board to visit the website and decide on any needed local links that should be added. The Board members will do this and then discuss their decisions via email. Once a consensus has been reached Pete will notify Tom via email.

**2. Directory** – The information from the form on the dues letter will be used to generate a new directory. Tom and Anita discussed how this would be done. It was

decided that Anita will email Tom an Excel spreadsheet that Tom will use as the basis of his data. Tom asked for this around March 2009 once the updates have been included. He will check any homes not in the spreadsheet in the property records on the County's website. The Board is lucky to have someone like Tom who dedicates so much time and effort to our community.

**3. Newsletter** - Tom passed out a sheet of suggested topics for the next newsletter. The cutoff for articles is October 24 so that the newsletter can be received by homeowners by Nov. 8. The topics are:

- (1) Annual Meeting – purpose, urge to attend; include proxy, provide agenda.
- (2) President's letter – Pete will write.
- (3) Budget status – project assessment (status on website?) Ed will write.
- (4) Yard sale photos/ write up – Linda will write
- (5) Traffic situation – Light approved at Rolling Rd. – Pete will write.
- (6) Change to CCRs – status; how to participate –Ed, Pete, & Mrs. Ries
- (7) FAQ – how to submit (thru feedback) - tendency to go "stale"
- (8) Directory – developed from data submitted with dues

## **VII. OLD BUSINESS**

**A. Status of Potential changes to CCRs** – Ongoing; will be evaluated at October meeting so a report can be made at the Annual Meeting.

**B. 9010 Home Guard** – A Hearing was held and it the Board decided that fines will be held in abeyance until September 30, 2008. If the necessary information is not provided by then fines will commence.

**C. 8905 Lake Braddock** – Pete commented that Ed had emailed that he is still waiting for the County's response.

**D. 5256 Signal Hill** – More storage under plastic alongside garage. Anita will mention this in the next letter she sends.

**E. Post card issue** – Already discussed under HGA PROPERTY MANAGEMENT REPORT

## **VIII. NEW BUSINESS**

**A. Moment of silence for SHHA resident Luke Saunders** – Pete had the information on the arrangements for this 15 year old who died of liver failure; a moment of silence was observed.

**B. SHHA Yahoo Group** – Pete has created this as a "push" mechanism for the Board to communicate with homeowners. Posting to it by members (other than the Board) was discussed and was decided against. Pete could send out an email invitation to join and Tom could post the information about it on the website. Anita said a form asking for email addresses for it could be added to the HOA packet that new homeowners receive.

**IX. ADJOURNMENT** – Meeting was adjourned at 8:47.

**X. DATES FOR UPCOMING MEETINGS –**

When scheduling of the room allows, all meetings, except for Annual Meeting, will be on Wednesdays in 2008. Room has been reserved for 2008:

October 23

November 12

December 8 (Annual Meeting)

January 21, 2009

February 18, 2009

March 18, 2009

April 15, 2009

May 20, 2009

June 17, 2009