

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

The August 2009 SHHA Board Meeting was held on August 20 in the Braddock District Meeting Room.

BOARD MEMBERS & COMMITTEE CHAIRS

Bob Hicks	-	President	Linda Wirth	-	Secretary
Pete Seig man	-	At-Large	Kevin Mart in	-	At-Large
Ed Rahme	-	VP	Anita Amini	-	HGA

HOMEOWNERS PRESENT

H. David O'Malie, Ray Antosh

AUGUST 2009 BOARD MEETING

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

II. APPROVAL OF MINUTES – The July minutes have been approved but not yet posted.

III. OPEN FORUM FOR HOMEOWNERS

A. Ray Antosh - Ray asked what is the difference between a Member of the Board and an Officer of the Board. Bob said it is spelled out in the By-laws and will email Ray an explanation of what he thinks the By-Laws say.

B. H. David O'Malie – Mr. Malie mentioned a pod that has been outside a home for several months.

IV. HGA PROPERTY MANAGEMENT REPORT Anita Amini

A. 8907 Lake Braddock – Chain link fence will be taken down and replaced. Anita will ask the homeowners to fill out a request for the new fence so it will be in compliance. The boat is gone; it was only there temporarily.

B. 9001 Ft. Craig – No communication from the owners; windows are still white.

V. TREASURER'S REPORT – Ed Rahme

A. Resignation – Brian O'Malie has resigned and Ed Rahme is acting Treasurer. Ed has been Treasurer before and is on the signature card at Bank of America.

B. Budget – 45% of budget monies spent at 50% through the year. Legal expenses have been greater than usual because of day care center. Also grounds costs are increasing due to summer weather.

C. Delinquencies – 4th notices have been sent; Anita will send 5th notices. There was a discussion of using a collection agency. Ed will contact the county before we file with a credit agency. A letter mentioning that dues outstanding will be sent to a collection agency should get better response. Only homeowners owing for multiple years will get liens.

VI COMMITTEE REPORTS

A. ACC - Marc Bickoff wasn't present but had emailed all the requests approved since the last meeting.

3 requests approved electronically; 1 new request

1. 5604 Mt. Burnside Way - Home and deck addition approved. Roof over deck not approved. Bob mentioned that, although the Board tries to be responsive, approval of requests is not guaranteed to be automatic nor to be done in a few days.

2. 9011 Home Guard - Sliding glass doors/windows replacement approved. Window frames will be dark brown.

3. 9122 Lake Braddock Dr. - Patio/step replacement, stone wall and stone benches addition.

4. 9004 Ft. Craig - pending request for a deck. Marc will inspect and notify the Board.

B. WELCOMING - Carole Cannava was not able to attend.

C. NEIGHBORHOOD WATCH - Still vacant.

D. GROUNDS - Glen has been in contact with Frank concerning several problems.

1. 5629 Herberts Crossing - Downed tree removed promptly.

2. Clean-up of creek in Commons behind Home Guard - Frank estimates the cost at \$12,000-15,000. This was approved with an upper limit of \$22,000. Frank is to tell Glen once he gets to \$12,000 and the work can be assessed. Ed has read Frank's proposal and said it was well done. The Board voted unanimously to approve the proposal as stated above.

E. WEBMASTER - Kevin has taken over for Brian and has had the passwords changed. He has made updates and the Forum is up and running. He would like the Board members to try out the Forum. Pete has posted to the Forum. Support from Vinnie is for the Board as the Board is the other party to his contract.

F. YAHOO GROUP - Pete said there are 45 members. He and Kevin will try to establish links and explanations between the Yahoo Group and the Website. Bob will double-check with John Cook about his September meeting visit. This information could be sent out to the Yahoo Group.

G. BDR - No July meeting.

VII. OLD BUSINESS – An Executive session was held to deal with several urgent problems.

A. Executive session

1. Resignation of Brian O'Malie – Ed was appointed interim Treasurer. Kevin was given charge of the Website. It was agreed to restructure the Board members' positions at the August meeting. Conflict of interest issues kept the Board from accepting Brian's offer to work for SHHA as a collection agent.

2. Management company – It was agreed to ask two management companies recommended by Anita and one recommended by Kevin to submit proposals. They are Community Management Corp, Howser & Associates, and Sequoia Management Company.

3. 9152 Ft. Fisher – The Board agreed to accept the painted brick.

4. 5604 Mt. Burnside – Approved ACC request without covered deck.

5. 9001 Ft. Craig – Since the windows have not been painted as per the agreement and the homeowners have not responded to a letter a violation notice will be sent. It will establish a reasonable deadline for the painting to be done.

6. Management companies – Each member of the Board should suggest a question that we need to ask the prospective companies.

7. 5628 Signal Point Ct. - Determined that the Board does not need to respond to the request that we inform the homeowner as to who complained about the possibility of a business being run at their home. It is Board policy that all communications between a homeowner and the Board are private and are not to be divulged. As the Board is not a government agency the FOI Act does not apply.

B. 8907 Lake Braddock – Letter to be sent; satisfactory response covered in HGA report, IV A.

C. 8927 Lake Braddock – Homeowner says that no pool cleaning business is being run from his home. Anita will contact the Fairfax County Licensing Dept and check on this. Bob mentioned that we should change the tone and wording of our initial violation letter. A phrase such as, "The Board has reason to believe that a business is being run from your home ...". Or the first sentence could be made into a question.

D. 5256 Signal Hill Dr. – Business activity in the morning is still continuing. Anita will send a letter.

VIII. NEW BUSINESS

A. BOD Officers – The Board voted for Pete to be Vice-President, Ed to be Treasurer and Kevin will be At-Large and also be in charge of the website. Bob will be added to the signature card at Bank of American. Anita will send Ed a letter for BOA.

B. Newsletter and yard sale – Kevin will try and format the newsletter. Anita will email him her format. The newsletter should be finalized by the September meeting. The yard sale will be October 17 with a rain date of Oct. 24.

C. Management company proposals

1. Howser & Associates only wants to handle financial details.

2. Community Management Corp – No response.

3. Sequoia – Sequoia has sent an extensive proposal. SHHA cannot afford their full service. There is a possibility of taking their basic service and adding some duties ala carte. The Board will look at this package and compare it to the services provided by Anita. The Board will have an executive session on this subject before the next monthly meeting.

IX. ADJOURNMENT – Meeting was adjourned at 8:20.

X. DATES FOR UPCOMING MEETINGS –

Scheduling of meetings has changed. When scheduling of the room allows, all meetings, except for Annual Meeting, will be on Thursdays in 2009. This change is effective with the June meeting.

Sept. 17, 2009 [New date]

Oct. 22, 2009 [New date]

Nov. 19, 2009 [New date]

Dec. 2, 2009 (Annual meeting)

HEARING

0910 Home Guard Mr. & Mrs. Chang – Bernard Change, the son of the owners, attended. He explained that his parents have been too busy to respond to the Board's requests to remove the debris from their yard and finish the front of the house and paint their front door. The Board responded that the debris and unfinished construction violate the Covenants and must be removed and fixed. Bernard agreed that it will be done. Hearing was adjourned at 8:28.