

SIGNAL HILL HOMEOWNERS ASSOCIATION  
P.O. BOX 2457, SPRINGFIELD, VIRGINIA 22152  
MINUTES OF SHHA 2011 ANNUAL MEETING DECEMBER 9, 2011

**DRAFT – To Be Approved at 2012 Annual Meeting**

BOARD MEMBERS & COMMITTEE CHAIRS

Kevin Martin	- Vice President	Ed Rahme	- Treasurer
Linda Wirth	- Secretary		
Pete Seigman	- At-Large	Glen Woods	- Grounds

- I. CALL TO ORDER** - Kevin called the meeting to order at 7:30. He explained that Bob Hicks, SHHA’s president, resigned in November. He quoted the By-Laws that named the VP, the position he held, as the person to temporarily assume the office of president in case of resignation.

118 proxies were received and 10 homeowners were present. 124 are required for a quorum.

**II. APPROVAL OF 2010 ANNUAL MEETING MINUTES**

Copies of the 2010 Annual Meeting minutes were available for homeowners at the sign-in table and were posted on the website. The minutes were unanimously approved.

**III. RECAP OF 2011**

Kevin gave a brief summation of 2011:

- A. Communication** – SHHA email accounts for the BOD were established to improve communications with a general email account that reaches all BOD, [info@shha-burke.org](mailto:info@shha-burke.org).
- B. ARC** – The Board formalized and documented the inspection and resolution process and the change request/approval process. The Board members are now doing all inspections. During this year 150+ violations have been observed and resolved. Presently there are 39 open violations and 9 hearings are pending.
- C. Fences** – The CCR restrictions for fences, only 48” high and 50% open, seem to be too restrictive and have led to problems for homeowners (wanting fences that are not compliant) and the Board (enforcement of non-compliant fences). In his capacity as a homeowner Kevin is drafting a petition to be circulated in the spring to modify these rules. The petition will recommend 6’ maximum height and delete the 50% open restriction. Approval of 75% of homeowners will be needed in order to change the CCRs. Until this petition is circulated pre-existing fence violations are not being pursued.

- D. Storm damage** – The weather this year caused lots of tree damage and removal. One tree from the Commons demolished a fence and damaged the roof of a homeowner. The overall cost of tree damage in 2011 was very high.
- E. Resignation** – Bob Hicks resigned as president, effective November 2011.
- F. Dues collection** – The Board was very active in pursuing delinquent homeowners, including several multi-year delinquencies. The lien processed used was very effective. (More on this topic in the Treasurer’s report.)
- G. Looking ahead** – Kevin said that SHHA is privileged to have dedicated and active Board members. In 2012 the Board will continue to emphasize resolution of ARC violations and prompt approval of homeowner improvement requests. This activity’s biggest impact is maintaining property values. The Board will also continue the very effective collection procedures used in 2011 (lien proceedings). A 2012 goal for the Board of Directors is to improve communications with, and response time to homeowners.

#### **IV. TREASURER’S REPORT and Forecast – Ed Rahme**

- A. Delinquencies** – 2011 had 25 overdue accounts; 11 of these were for multi-years. As of this date only 4 multi-year and 3 one year delinquencies remain or 1.5%. These delinquent homeowners will soon have liens filed against their properties. One of the problems Ed found was that some absentee owners were not receiving the dues letters. Accessing the County website he was able to find their address and contact them. In most cases these owners were prompt to pay, once contacted.
- B. Budget** – SHHA continued to add to our Reserves in 2011, as we have done every year since raising the dues. This year extensive tree damage was a big expense and limited the amount added to reserves. Next year the annual dues will probably be raised to keep up with inflation. Since the last raise in dues 4 years ago, the CPI has increased 4%. Ed will propose a raise in dues for 2013. The suggested amount will be refined based on 2012 expenses. The 2012 budget is a plan but the Board can deviate from it when it makes sense. This Board is very careful with all expenses and is committed to using our money in a fiscally responsible manner.
- a.** At this point Ray Antosh asked two questions about the budget figures:
- i.** If dues collection is 98.5% why doesn’t the sum under assessments equal the amount it should? Ed will check on these figures and respond at the January meeting.
  - ii.** Why was the audit fee twice as much for 2011 as for previous years? Ed explained that in 2011 the audit fee was paid twice to catch up. For the last three years the fee was paid in January for the previous year.

In 2011 the fee for the past year, 2010, as well as the fee for 2011 was paid in 2011. So the amount under this category was twice as much for previous years. Douglas Corey and Assoc. performs SHHA's audits.

- b. Pete then asked why the printing cost was 0. Ed replied that printing costs were just for printing newsletters and directories. SHHA dropped newsletters and no directory was printed this year.

**C. Contract for Outdoor Man** – Glen Woods presented the Board with a new two year contract with The Outdoor Man. The billing is for 13 different services but only 3 have a price increase. The total increase is \$130. Glen gave several instances of Frank Kyle's (the owner of The Outdoor Man) over and above services to SHHA and several Board members seconded this appraisal. The new contract was unanimously approved. Linda motioned that SHHA give Frank Kyle a bonus and a \$300 bonus was unanimously approved.

**D. Budget Approval** – The 2012 budget was unanimously approved.

**V. COMMITTEES** – Kevin gave an overview of each committee and its status.

**A. ACC - Chair is currently vacant.** This is SHHA's most important committee. The Chair communicates with the homeowners who are requesting changes. There is an average of 3-4 requests a month for architectural changes.

**B. Welcoming** – Carol Cannava is chair but has not been active.

**C. Neighborhood Watch – Chair is currently vacant.** This committee was active in the past and needs a new chair to reactivate it.

**D. Grounds** – Glen reported that Frank has been replacing broken light bulbs in the entrance signs. He has a proposal for redoing the lights so the bulbs wouldn't be as easy to break.

**E. Webmaster** – Kevin Martin is keeping the website up-to-date. The Board is looking for a new hosting company with better security and support resources.

**F. Braddock District Representative – Chair is currently vacant.** Ray Antosh was appointed to fill this position. He will be responsible for attending Braddock District Council meetings and reporting to the Board.

**G. Yahoo Group** – Pete explained that it is a listserv for sending emails for timely issues affecting homeowners.

**H. Voice Mail** – Pete checks weekly. It is mostly complaints from homeowners who can't contact the management company. Pete passes on requests to the management company.

- a. At this point a homeowner complained about the management company's responsiveness, and said that she had heard numerous similar complaints. The Board replied that they are aware of the lack of responsiveness to homeowners and are investigating other management companies. However homeowner management companies charge \$20,000.00+ a year. This amount is beyond the current budget of SHHA and would require raising the dues significantly. Other options are being considered.

## **VI. ELECTIONS**

### **A. Current status of Board Members -**

Bob Hick's resignation opened up a position to be filled through 2012.

Kevin's term also expires in 2012.

Ed and Linda's terms expire in 2013.

Pete is currently up for reelection.

- a. Appointment position – David Masterman was unanimously appointed by the Board of Directors to fill out Bob's position. Kevin quoted the By-Laws, Section 3, which directs the Board to appoint a successor when a vacancy with an unexpired term occurs.
- b. David introduced himself. He lives in The Oaks and is a lawyer with previous experience with homeowner associations. He was welcomed to the Board.

**B. Open position** – Kevin asked Ray A (nomination committee chair) if anyone had applied to run for the open position on the Board. Ray said no. Kevin opened up the nomination to the floor. No one responded. Pete was nominated and unanimously elected for a 3 year term.

## **VII. OPEN FORUM FOR HOMEOWNERS**

**A.** Homeowner asked about status of street lights on Parliament, and traffic light at Parliament and Rolling Rd.

- a. The Board responded that the latest status is: both have been approved but are waiting for funding from the State of Virginia to be implemented.

**VIII. DATES FOR UPCOMING MEETINGS**

- A. Meeting room cannot be scheduled for 2012 until late December/early January.  
Upcoming meetings are TBD.

**IX. ADJOURNMENT - Meeting was adjourned at 8:10 P.M.**