

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

The March 2012 SHHA Board Meeting was held on March 26 in the Braddock District Hall

BOARD MEMBERS & COMMITTEE CHAIRS					
Kevin Martin	-	President	Ed Rahme	-	Treasurer
Pete Seigman	-	VP	Linda Wirth	-	Secretary
Dave Masterman	-	At-Large			

- I. CALL TO ORDER OF BOARD MEETING** – Kevin called the Meeting to order at 7:02.
- II. APPROVAL OF MINUTES** – The February minutes had been approved and will be posted tonight
- III. OPEN FORUM FOR HOMEOWNERS** – Ray Antosh - No questions.
- IV. HGA PROPERTY MANAGEMENT REPORT** – Open Invoices missing from HGA report. Ed will ask Anita for them.
- V. TREASURER'S REPORT**
- A.** Dues – 404 homeowners have paid their dues. 88 are still delinquent and 6 are multi-year. One payment from new absentee owner who did not receive assessment letter is in the mail.
 - B.** Delinquents – Ed will check with Anita to see if 2nd letters have been sent.
 - C.** Budget – Expenses have been low.
 - D.** Reserve – Ed is not going to fund Reserves until a new management company has been hired and the financial picture has been settled.
 - E.** Management Company – The Board unanimously agreed that HGA's final payment not be made until all handovers have been made.
- VI. COMMITTEE REPORTS**
- A.** ACC - Vacant
 - B.** WELCOMING – Carole is still interested but is not getting names of new owners. The Board discussed how to insure she gets the names of new owners in a timely manner. On the topic of home sales Kevin raised the issue of insuring that homes pass inspection before the HOA packet is sold. Whoever has charge of the area needs to do the inspection. The Board tried to list the contents of the HOA packet but could only list CCRs, By-Laws, and Articles of Incorporation. Dave will check his packet and report to the Board what the contents are.
 - C.** NEIGHBORHOOD WATCH – Vacant
 - D.** GROUNDS – Glen reported that Frank and J&L have inspected the dead tree at 5602 General Banks Ct. The Board unanimously approved \$1850.00 to cut it flush, chop up the wood and remove it.

- E. WEBMASTER – No report.
- F. BDR – Ray reported that the meeting presented the budget for the Fairfax County School System. The next two meetings will have people from the legislature to field questions.
- G. YAHOO GROUP & VOICE MAIL – No report on Yahoo Group. Pete has been emailing requests and questions received via voice mail to the appropriate person.

VII. OLD BUSINESS

- A. Hearings – 13 Hearings scheduled for tonight. Hearing letters were sent out certified on March 1. Kevin has checked on all the violations today to make sure they had not been fixed. One hearing was postponed because of extenuating circumstances.
- B. Lien paperwork & process for 9021 Fort Craig, 9016 Lake Braddock and 9107 Lyon Park Ct. – Lien letters mailed 3/26; assuming no response, the liens can be filed 4/13.
- C. 9023 Fort Craig Dr. – Sherman of Leaders Homes LLC will give Kevin a list of dates his crew will be in the neighborhood. Kevin will contact the homeowner and have her pick a date for the painting.
- D. 9018 Fort Craig Dr. – Homeowner was told in letter that fines for rotting chimney would start December 15, 2011. As of March 15th, 2012 the maximum fine of \$900 has accrued. Another letter has been sent stating that SHHA will pay for painting the white door but that the \$900 in fines for the rotting chimney are now due. Kevin will include the painting of the white doors when asking Sherman for a quote. (The white doors were a pre-existing condition when present owner bought the property.)
- E. 9010 Home Guard - Painting still needs fixing. Letter discussed at last meeting never sent. Kevin will redraft letter giving the homeowner until May 1 to fix the problem or fines will start accruing as of that date.
- F. 9016 Parliament – Homeowner complaint received about this property; Pete inspected and found no problem.
- G. 9109 Lyon Park Ct. – Windows approved and Anita asked to send letter. Letter not yet sent.

VIII. NEW BUSINESS

- A. Lake Braddock & Ft. Corloran – Complaint about rowdy kids playing street and basketball hoop in street. The Board recommends that complainant contact non-emergency Springfield Police as SHHA has no jurisdiction over the streets. The property also has debris in the back and in the car port that is visible from the street. Letters have been sent about this condition previously and some improvement was made. However, the issue has never been completely resolved so this is a continuing violation.
- B. 5413 Flint Tavern Place – Requested document signing for closure by email on March 9th from Anita. Kevin said we need an acknowledgement that the new owners have received the CCRs.
- C. 9111 Parliament – Painting ARC request approved electronically; letter needed
- D. 9102 Lyon Park Ct – Roof request approved electronically; letter needed.
- E. 5637 Ft. Corloran - Request for HOA packet for closing. Pete emailed request to Anita. If Anita hasn't sent HOA packet we need to do it.

- F. F. 9016 Lake Braddock – Homeowner has complained. Ed replied. Additional problems not fixed although 4 separate letters sent for 4 separate problems. If no action results from lien Ed suggested filing a complaint with Fairfax County. The County can start proceedings and this solved a previous problem when the homeowner did not respond to letters or lien.
- G. 5627 Herberts Crossing – Request for asphalt drive unanimously approved. Approval letter will be sent.
- H. RFP Responses – Kambiz Khalaji asked questions about the duties involved. Ed explained keeping the ledger and the monthly reports the Board expects. Ed also explained the process for writing checks and said that SHHA has a savings and checking account at BOA and an asset managed account at Smith Barney. Kambzi asked what software Anita is using and the Board does not know. He will contact Anita and ask her and respond to the Board in 24 hours. Kambiz will keep SHHA’s records in non-proprietary software so that the data can be easily transferred to another popular system. The Board emphasized that quick response to the homeowners is essential. The Board also explained the need for records management. After all the discussion the Board agreed to wait for Kambiz’s response.

IX. ADJOURNMENT – The meeting was adjourned at 8:16.

X. DATES FOR UPCOMING MEETINGS

April 12
May 16
June 14
July 12
Aug. 9
Sept. 13
Oct. 11
Nov. 8