

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall
May14th, 2012 - 7:30 pm

Kevin Martin - President
Pete Seigman - VP
Linda Wirth - Secretary

David Masterson - At-Large
Ed Rahme - Treasurer

- I. **CALL TO ORDER** - Kevin called the meeting to order at 7:30.
- II. **APPROVAL OF MINUTES** – April Minutes were approved electronically and posted. Website is serviceable; minutes back to 2002 are currently available to view or download.
- III. **OPEN FORUM FOR HOMEOWNERS** - No homeowners present
- IV. **PROPERTY MANAGEMENT REPORT**
We welcomed Metropolis MCI as our new management company, represented by Ben Colbert.
- V. **TREASURER'S REPORT** – Ed Rahme
 - A. Delinquency status - 3rd notices were sent May 1. Since that mailing single year delinquents are at 34 homeowners; down from 70. There are 4 multi-year delinquents and Ed has lien letters prepared for two of them. One of the multi-year homeowners pledged to make partial payments but has not done so.
 1. A discussion of how the mail would be handled by Metropolis took place. Metropolis personnel will handle all correspondence and will notify the Board if any letters come back as undeliverable. Ed then explained the dues process to Ben.
 - B. Funding of reserves – Expenses have been high because of corrections done in The Oaks, but finances are in reasonably good shape. Ed is dealing with the issues created when Barney-Smith changed our account number, and we were not informed by them or Anita.
 - C. Annual audit reposts – Although annual audits have been done for the past several years none of the Board members have copies of the last two year's audits. Ben will ask Douglas Corey for copies.

VI. COMMITTEE REPORTS

- A. **ACC** – *vacant* - There are appropriately 120 outstanding violations; over 400 have been written and resolved since the BOD began inspections.
- B. **WELCOMING** – Carol Cannava will need addresses of new homeowners in order to perform welcoming duties. We will provide Ben with her contact information, and he will make sure she is notified of new owners.
- C. **NEIGHBORHOOD WATCH** – *vacant*
- D. **FOUNDATIONS** – Glen Woods
- E. **WEBMASTER** – **Error! Reference source not found.**
- F. **BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh
- G. **Yahoo Group** - Pete Seigman

VII. OLD BUSINESS

A. Resale Packages

- a. The Board of Directors has created an up to date HOA re-sale package. Ben mentioned that HUD forms need to be part of the packet and suggested charging \$25 per page. He also mentioned that we could charge more for the packets than we currently do (by VA Law). The Board will continue to provide packages to our homeowners, and will deposit the fees charged to the HOA account as supplemental. Kevin will put up a section on the website with instructions for agents or homeowners seeking resale information and packets.
- b. So far, we have provided package to 5 homeowners
 - i. \$200 fee for packages is collected by SHHA BOD, not our management company

B. 9021 Fort Craig Dr.

- a. Lien letter sent 3/26 – can file 4/10
- b. Despite discussion at the April Meeting, no obvious work is underway, and no partial payments have been received (as agreed to at the April meeting). Deadline is May 20th to resolve issues – or else fines and late fees will NOT be suspended. Kevin will check on the property after the 20th and send additional correspondence if no progress had been made.
- c. A discussion of possible foreclosure ensued. Ben said a lot of the success of collecting depended on how much equity was in the house. Ben also pointed out that the HOA could contract out necessary repairs, bill the homeowners, and place additional liens on the property to recover the repair costs.

- C. 9016 Lake Braddock Dr.**
- a. House is being sold.
 - b. All fines for violations and overdue dues paid + late fees
 - c. Significant pre-sale repairs were done; property looks great now (except for paint / oil stains on driveway, noted in resale package).
 - d. New owners contacted us about installing a fence once they close in June. The fence request has been approved.
- D. 9107 Lyon Park Ct.**
- a. Lien letter sent 3/26 – can file 4/10
 - b. Homeowner agreed at last meeting to have all work at property done by May 15th in order to waive / avoid accrued fines. Kevin will re-inspect property and proceed as appropriate.
- E. 9023 Fort Craig Drive – repainting red accents**
- a. Work completed by Transforming Your Home on 5/11/12.
 - b. Home is now compliant with SHHA / The Oaks approved color scheme.
- F. 9018 Fort Craig Dr.**
- a. We told the homeowner in a letter that fines started December 15th.
As of March 15th, the max of \$900 has accrued.
Letter sent 3/26/2012 stating that we will pay for white door painting – but the \$900 in fines for chimney rot is now due.
 - b. Notice of Lien sent to homeowner on May 4th (certified) for the \$900 in fines that were due on March 15th.
 - c. White entry and deck doors were painted by Transforming your Home on 5/11/12.
 - d. Chimney repair work remains undone; this is the homeowner's maintenance responsibility.
 - e. SHHA will be forced go forward with the lien for the accrued fines.
- G. 9015 fort Craig Dr.**
- a. Red door – promised to correct by May 15th at last BOD meeting. Doors have been painted brown.
- H. 9017 fort Craig Dr.**
- a. Red door – promised to correct by May 15th at last BOD meeting. Kevin will check.
- I. ARC Approval Letters**
- a. Anita failed to send the last few we requested
 - b. List of approved items is in ARC spreadsheet.
 - c. The BOD agreed that we will re-create and send out approvals going back to 1 January 2012.
- J. 9104 Home Guard Dr**
- a. Mailbox has been replaced and re-posted as of May 4th. A thank letter will be sent.
 - b. \$190 in fines accrued due to delay of resolution (and total non-response to issue).
The BOD agreed to waive the fines, since the needed repairs are completed.

K. Website re-hosting

- a. New website is up – rebuilt from scratch
 - i. Key functionality / info is all there.
 - ii. Homeowner suggestions on design updates / additional content are welcome.
 - iii. Addition of Forums to the website was discussed. BOD agreed that we will table that idea for now until other, more pressing issues are resolved and stable.
- b. Vintech Hosting offered no further help or contact regarding back-up recovery, even after we requested and agreed to pay for the help.

L. 9102 Lyon Park Court

- a. Pending ARC request for trash can screen
- b. Discussion about whether fence rules apply or not.
Application approved unanimously if structure will be painted to match the house.

M. 9121 Home Guard Dr.

- a. Green Entry / storm door in The Oaks
- b. Received e-mail after hearing result letter sent; homeowners don't understand why they have to correct the issue, which has existed since 2004 when they purchased.
- c. The homeowners think BOD should pay to repaint. The Board voted unanimously to offer to split the cost of painting the door or to buy the paint if the homeowner will do it himself.

N. 9002 Fort Craig Dr

- a. Installed black architectural shingles without ARC request
- b. Black roof would not have been approved for The Oaks
- c. First violation letter was sent (certified) 4/23/12. A 2nd certified letter will be sent, along with a copy via regular mail.

O. 9110 Lyon Park Court

- a. ARC request submitted for several items.
- b. Kevin will scan the entire request so the Board can examine all the requests.
- c. In addition to the submitted requests, the homeowners asked about using vinyl siding replacement in The Oaks
- d. Kevin will check with company providing vinyl and ask for address of house with the same vinyl siding so the Board can compare its appearance to wood and Hardie plank.

VIII. NEW BUSINESS

- A. Selected Metropolis CMI as new management company for Signal Hill
 - a. Contract signed / effective May 1st, 2012.
 - b. A general discussion of responsibilities took place:
 - i. Violation letters should keep SHHA contact information, as BOD members are performing the inspections.
 - ii. Voice mail message will be changed with the outgoing message stating to contact Metropolis – after the transition newsletter goes out.
 - iii. Phone numbers for voice mail will be replaced with Metropolis phone number. After 3 months the Board will cancel our current voice mail.
 - iv. Bills - Ed has instituted change of address for most of our bills but hasn't received any yet. He will keep getting bills until all have been received and then turn them over to Metropolis. He will continue to do change of address for the remaining bills.
 - v. Ben will need to be a signatory on SHHA's account. He and Ed then discussed the financial transition process. It will be done slowly so that everything can be transitioned smoothly.

- B. 9020 Fort Craig Dr.
 - a. ARC request for new fence was received and approved.
 - i. Split rail fence with wire backing.
 - b. ARC request for re-painting house received and approved.
 - i. Painting has been done and the house looks great and is now in compliance with SHHA / The Oaks color scheme

- C. 9018 Fort Craig Dr.
 - a. Received third notice of due dues (claims no prior notices). Ed contacted homeowner and apologized. Dues were paid without fines being applied.

- D. 5594 Marshall House Court
 - a. Received violation letter for damaged garage door; e-mailed requesting clarification of the issue
 - b. Has submitted an ARC request (electronically reviewed / approved) for replacing garage door.
 - c. We will check on new door (clears violation) after 60 days.

- E. 5624 Herberts Crossing
 - a. Received request to replace roof with new architectural shingles – roof leaking
 - b. Electronically reviewed / approved; owner notified by e-mail 4/20

- F. 5617 Fort Corloran
 - a. E-mails from 4/23 and 4/24 stating that homeowner contacted Pete (voicemail) about a “final notice” received – but she hasn't lived there in over a year.
 - b. Fairfax County website shows new owner. Ed will verify this.

- G. 9115 Lyon Park Ct.
 - a. Violation for rotting wood on chimney
 - b. Homeowner says work is contracted, will start the week of 5/17.

- H. Tree down on the SHHA common grounds behind the property of 5608 & 5610 Meridian Hill Place.
- a. BOD approved \$750 for removal of tree
 - b. Robert Ferguson e-mails about concerns with removal
 - c. By-laws give Board right of access to all homeowner property. Board will go ahead with tree removal.
- I. April Voice Mail issues / status were discussed:
- a. David - call Mary Lou Mank back at 703-425-1343
 - i. Kevin spoke to her; she accidentally received a violation meant for another house.
 - b. Kevin - call Katherine Elliott at 703-426-0216 or 703-201-8170 c
 - i. Left messages; no response
 - c. Kevin - Como Kumar of 5603 Meridian Hill - resale package
 - i. Package provided
 - d. David - call 9104 Lake Braddock around Shutters requiring painting; what color? 703-978-9400 ext. 302; they want to get estimate for landlord
 - e. Beth Spille 5413 Mt Greenwich ARC form submitted on 2/29 wanting to order windows and doors - 703-622-7591
 - i. Approved.
 - f. Ed - call Tim Johnson - 5619 Mt Burnside - sent check in w/ fee but still not cleared wondering if we received it - 703-426-1626
 - g. Homeowner of 9110 Lyon Park Ct - question on letter received; 703-209-8346
 - i. Large ARC package in hand (under New Business)
 - ii. ECO Windows - Jeff ; contractor for 9110 Lyon Park Ct wants to know materials approved for neighborhood; 703-624-4265
Kevin called and left a message.
 - iii. Rachel Siarne from Home Vision on 9110 Lyon Park Ct. siding issue; 240-297-9167 or email at rachaeo@homevisioninc.com
Kevin spoke to her and pointed her to the SHHA website for ARC form
 - h. 5629 Pt Roundtop Ct - Linda; trash can - 1) claims keeps in back of house 2) no garage whereas stated in letter; please call 703-978-6619
 - i. Linda, confirmed that this address is not in violation
 - i. Chris Pucket would like call back - 703-456-2814 or 703-635-0597 c
 - i. Kevin spoke to him via e-mail regarding violations.
 - j. Cathleen Hanson - complaint against 8913 ? corner of Lake Braddock and Ft. Corloran - carport issue with Go Karts and food service truck in driveway; no word back from Anita; 703-978-1426
 - i. Hearing conducted at last meeting; fines were to start 4/30.
 - ii. Linda will see if the violation has been cleared.

- k. Kevin - 5618 Meridian Hill Pl - info for application on work due to water in basement; website down; please call 703-581-5447 c; 703-323-1318 h
 - i. Spoke to homeowner. No further action required.
- l. Cory at 9121 Home Guard Dr - letter about storm door; never received prior notice; moved in in 2004 and had not changed anything; 202-841-1159
 - i. In Old Business above.
- m. 9017 Ft. Craig Dr - trying to get ARC form; 703-978-1675
 - i. Form received, submitted, and approved to re-paint front door.

IX. DATES FOR UPCOMING MEETINGS

- June 14th
- July 12th
- August 9th
- September 13th
- October 11th
- November 8th
- December 3 & 5 have been reserved.

X. ADJOURNMENT 9:15 PM

XII. EXECUTIVE SESSION

- a. Meet new management company and discuss transition / path forward. Most of this discussion took place during the meeting as the various subjects arose.
- b. Discussed transition newsletter contents (and inclusion of petition for fence rule changes) - Ben advises not to include petition in newsletter about new management company but to notify the homeowners about the proposed changes and discuss in open forum at July meeting.