

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall
June 14th, 2012 - 7:30 pm

Kevin Martin	-	President	Ed Rahme	-	Treasurer
Linda Wirth	-	Secretary	Ray Antosh	-	BDR

Homeowners Attending

Walter Knowles, Diane Mountjoy, Mike Stephens, Nan Ackermann, Mr. and Mrs Tho Huynh, and Bob Roark

- I. **CALL TO ORDER** - Kevin called the meeting to order at 7:30.
- II. **APPROVAL OF MINUTES** - Minutes were approved electronically but sent for posting late. They will be posted this weekend.
- III. **OPEN FORUM FOR HOMEOWNERS** - Several homeowners with problems and/or requests were heard at the start of the meeting:
 - A. 5595 Marshall House Court - Several homeowners complained about 3 commercial security-barrier planters sized 10' x 3' that have been installed in the front and rear yard of this residence. Owners have not responded favorably to attempts by neighbors to discuss their concerns over the planters. Ed moved that this agenda item be moved up from New Business and be discussed in Open Forum for Homeowners. The Board unanimously agreed.

Kevin showed the Board a picture of the planters. No Architectural Request was submitted for these planters. After looking at the pictures the Board decided that these were commercial style planters, were not appropriate for a residential neighborhood, and would have been denied installation if an ACR request had been submitted as required by the CCRs. The Board voted unanimously to send a violation letter to the homeowner requiring the removal of the planters. Kevin then explained the violation process to the homeowners and explained that it could take an extended period of time to resolve if the homeowner is uncooperative. Kevin will email every homeowner who contacted the Board before the meeting and who was not in attendance and explain the violation process.

The homeowners in attendance understood the path forward.

The BOD suggested that homeowners could contact Fairfax County via their website and file a complaint if they wanted to.

- B. 9110 Lyon Park Ct. - The Board next had an extended discussion with the Huynhs concerning their Architectural request, which had been denied in its entirety. The homeowner has already installed a shed, based on discussions at the May meeting.

The Board advised him to submit a new Architectural Request Form for the shed.

The Board also explained that his original ACR request had multiple projects but no deadline for any of them or any indication of which one he would do first, and was also missing many key details, as outlined in the written denial from the Board.

The homeowner asking his contractor for an example of vinyl siding was also discussed. If the Huynhs can give Kevin a contact for the contractor he will try and reach them and find a home with vinyl siding that the Board can inspect it and see if vinyl now looks enough like wood to be acceptable in The Oaks. Kevin will also re-iterate to the contractor that no work to the home has been approved (yet), and it cannot be approved until all needed supporting information is provided.

- C. 9025 Ft. Craig - Mike Stephens handed in an ACR for a screen to shield his trash containers. The Board examined the drawings and the color sample he provided and unanimously approved the request.
- D. Ray Antosh mentioned that a tree at Parliament and Lake Braddock is obscuring the stop sign and needs to be trimmed. Kevin will check on this.

IV. PROPERTY MANAGEMENT REPORT

- A. Metropolis actually seems to be sending out letters as requested, and has been forwarding homeowner phone requests to us by e-mail.
- B. Metropolis reviewed the proposed fence petition, and only suggested adding wording about the allowed finish of the fences.
 - a. Petition to be reviewed / discussed at July 12th BOD meeting, per Transition Newsletter
- C. Metropolis / SHHA have not been not receiving any bills or statements. No response from Anita. Ed is working on changing the address on all SHHA's bills and accounts. BOA has been contacted and we have received the May statement. Ed filed with Smith Barney for our corporate account and he is now on the account which has \$23,000. Chadwick, Washington, etc. and Douglas Corey also have our new address and Douglas Corey has acknowledged SHHA's payment for the 2009 Audit. Ed has also talked with the electric company and phone company. Ed will ask Ben to file our new information with the VA State Corporation Commission.

V. TREASURER'S REPORT – Ed Rahme

- A. Delinquency status - 17 accounts are delinquent of which only 3 are multi-year. Ed will send certified letters to all 17 notifying them of SHHA's intent to file liens on Friday. Kevin suggested that he also send a regular letter informing the homeowners that they will be receiving a certified letter.

VI. COMMITTEE REPORTS

- A. **ACC** – vacant Linda will check with Jack Hanly and Marc Bickoff.
- B. **WELCOMING** – Carol Cannava
- C. **NEIGHBORHOOD WATCH** – *vacant*
- D. **GROUND**S – Glen Woods - Several dead trees have need removal.
- E. **WEBMASTER** – **Error! Reference source not found.** - The website is up and functioning.
- F. **BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh - Best of Braddock awards were announced. The meeting of the 2nd week in July will be the Best of Braddock picnic at the BDR office and all are invited.
- G. **Yahoo Group** - Pete Seigman

VII. OLD BUSINESS

- A. 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.
 - c. There has been e-mail communication with two other homeowners (sisters)
 - d. Hearing scheduled for tonight – house needs to be repaired and painted, and the yard cleared of overgrowth.
 - e. Violations cited / fined:
 - i. Exterior wood siding and trim needs repainting.
 - ii. Rear yard is completely unmaintained
 - f. Ed explained his communication with the sisters. After discussing the situation it was decided that Ed will send an email asking for the 1st payment by July 12. If no payment received by then the matter will be turned over to SHHA's management company for collection.
 - g. Mr. Roark came before the Board and very disruptively “stated” that he has been working on cleaning up the back yard. Ed will check on this and the Board agreed to re-evaluate progress in the cleanup in one month.
- B. 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.
 - c. Ed reported that the property is much improved and proceedings are dropped for now as progress is being made. **Providing that** the property continues progress on clearing the rear yard, and receives no additional lawn maintenance violations this year, the accrued fines (\$900) will be waived.
- C. 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 work remains undone.

- e. Lien letter was sent April 16 but came back as undeliverable. Ed then sent a handwritten note so SHHA's is free to file the lien.
- D. 9015 fort Craig Dr.**
- a. Red door repainted – resolved violation
 - b. Thank You letter sent
- E. 9017 Fort Craig Dr.**
- a. Red door repainted – resolved violation
 - b. Thank You letter sent
- F. ARC Approval Letters**
- a. All back to 1 January 2012 were re-created and copies of approved requests were sent to homeowners.
- G. 9102 Lyon Park Court**
- a. Mailed ARC approval for trash screen – amended to say must be painted to match garage vs. stained (as submitted).
- H. 9121 Home Guard Dr.**
- a. Green Entry / storm door in The Oaks
 - b. Repainting completed. Owners have not submitted a receipt for the cost of the paint.
 - c. Thank You letter sent.
- I. 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
 - d. Second letter sent 5/29
 - e. Owner sent SHHA an “oops” letter, saying that she was sorry for not seeking approval, and asking SHHA to accept her apologies.
 - f. The BOD unanimously voted that an apology is not enough. This is a serious violation and cannot be allowed to stand uncorrected. Kevin will send a follow-up violation letter stating this position.
- J. 9110 Lyon Park Court (Handled under Open Forum III)**
- a. ARC request submitted for several items.
 - b. Based on review, BOD denied the application as submitted. New applications need to be submitted for items (or groups of items) that the homeowner plans to be completed within 6 months of submittal. BOD also requested additional details be included about each request (documented in denial letter).
 - c. The homeowners still haven't painted red side entry door. Asked for extension, but gave no date. The BOD will send a follow-up violation letter.

- K. 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. The homeowner contacted the BOD by phone to “document” that work done by Dominion Power trashed his yard and left exposed power lines in an unsafe configuration. This has been resolved. However, the homeowner wanted to ensure that he was not cited for violation (yard condition) due to the work Dominion performed.

- L. 9115 Lyon Park Ct.**
 - a. Violation for rotting wood on chimney
 - b. Resolved
 - c. Thank You letter sent

- M. 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. Kevin will tell Glen to give the go-ahead to J&L and ask them to be mindful of, and attempt to avoid entry on Mr. Ferguson's yard.

- N. 9104 Lake Braddock shutters requiring painting; what color?**
 - a. Dave was to call 703-978-9400 ext. 302; they want to get estimate for landlord
 - b. Dave absent; no report.

VIII. NEW BUSINESS

- A. 2 Hearings to conduct tonight:**
 - a. 9021 Fort Craig – Rotting chimney – 2 homeowners will not be present. See discussion in Open Forum above.

 - b. 9017 Fort Craig – Untagged vehicle – Will not be present. Sent email saying vehicles now have valid tags. Ed will check.

- B. Transition newsletter sent out**
 - a. Metropolis didn't include stamped return envelopes; we got a few e-mails pointing this out.
 - b. Homeowners were told that they could either mail Owner Update forms to the SHHA PO box, or e-mail updates to the BOD if they didn't want to pay postage.
 - c. Complaint e-mail from homeowner 6/6 about “sloppy” first impressions of management company and transition newsletter
 - i. Kevin responded
 - d. Received several owner DB updates - Kevin will update the SHHA ARC database and pass the updates received by Ed and himself to Metropolis.

- C. 9013 Parliament Dr Resale packet requested - No check received; no packet sent.**

- D. 8910 Lake Braddock Dr resale packet requested
 - a. Payment received
 - b. Packet completed and mailed to Realtor's office
- E. 9111 Lyon Park Ct – Request to build screen for garbage and recycling
 - a. Submitted electronically 5/16
 - b. Approved 5/18
 - c. Approval package mailed to homeowner
 - d. Screen almost done.
- F. Metropolis and the SHHA Auditors
 - a. Ed notified the auditors that Metropolis has taken over management
 - b. Auditors told Ben that we haven't paid them since 2009
 - c. Ed proved they had been paid. Communication has been lax; information from auditors inaccurate. The Board will ask Metropolis for advice on another auditor.
- G. E-mail from Louise Wood – Artificial turf fields and their planned uses at LBSS
 - a. Received 5/17; forwarded to BOD to see if anyone wants to be involved
 - b. No Board members have volunteered.
 - c. Kevin will ask Pete to put this information out on Yahoo group. Kevin will put info on the SHHA web site.
- H. 5424 Flint Tavern – Request to replace siding with vinyl and wrap wood trim in aluminum
 - a. Submitted electronically 5/20
 - b. Approved 6/2
 - c. Approval package mailed to homeowner
- I. 5595 Marshall House Court (**Discussed in Open Forum Section III**)
 - a. Received multiple complaints from different neighbors about three large concrete "planters" placed in front of the property
- J. 5609 Light Infantry Dr. – ARC request for a shed
 - a. Submitted electronically 5/29
 - b. Approved 5/31
 - c. Approval package mailed to homeowner
- K. 9114 Home Guard Dr – ARC request to resurface red decks (corrects documented violation) in chocolate brown to match house
 - a. Submitted electronically
 - b. Approved 6/2
 - c. Approval package mailed to homeowner
- L. 9119 Lyon Park Court – Voice mail about downed tree in commons
 - a. \$850 quoted to cut and leave wood on common area
 - b. Notified Glen to proceed on 6/9; approved electronically.
- M. 5433 Flint Tavern PI
 - a. Contacted us about violation of debris / items stored in driveway
 - b. Kevin stopped by 6/5 and helped wife clear bags of dirt, large pots, and bricks / blocks
 - c. Issue is resolved; Thank You letter sent.

- N. 5607 General Banks Court - Report of large, dying oak tree in the common area
 - a. Glen and Frank reviewed and estimated \$1300 to clear
 - b. BOD approved work
- O. Bald Hill Place – Complaint about renters and loud basketball from owners at 8922
 - a. Responded that owners should contact FCP non-emergency about noise issues
- P. 8914 Bald Hill Place – Question about violation; Linda will respond.
- Q. 5612 Mount Burnside Way – Question about violation; Kevin will respond.

IX. DATES FOR UPCOMING MEETINGS - Fence petition will be discussed at July meeting.

- July 12th
- August 9th
- September 13th
- October 11th
- November 8th

X. ADJOURNMENT - Meeting was adjourned at 9:15.

XII. EXECUTIVE SESSION