

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

The July 2012 SHHA Board Meeting was held on July 12 in the Braddock District Hall

BOARD MEMBERS & COMMITTEE CHAIRS present:

Kevin Martin	-	President	Ed Rahme	-	Treasurer
Pete Seigman	-	VP	Dave Masterman	-	At-Large

July 2012 BOARD MEETING

I. CALL TO ORDER OF BOARD MEETING

Kevin called the Meeting to order at 7:30.

More than 10 homeowners were present (outside of the Board members)

II. APPROVAL OF MINUTES – The June minutes have been approved and posted to the website.

III. OPEN FORUM FOR HOMEOWNERS

- A.** 9002 Home Guard Drive - homeowner submitted Architectural Request for a new deck
The request was approved by the Board
Homeowner has contacted the county for a special pickup of large amount of debris in front of house
- B.** Question was asked about replacement of concrete driveways with asphalt driveways
The Board does allow this – with ARC review and approval. There was some discussion around concern of hodgepodge / checkerboard neighborhood as a result; homeowners said to look at Herbert's Crossing.
The Board stated that in its opinion, if properly maintained, both types of driveways are appropriate. Owners who use asphalt will be required to properly maintain / renew the surface.
- C.** Lengthy oratory by Lynda Hellman around a mailbox violation she received.
She stated that she believes the Board is being “too picky” and alienating homeowners. She did, however, thank the board for volunteering. She reminded the Board that they shouldn't come off as “nasty or condescending”. She would prefer non-official communication of violations; feels resentment. She complained that a neighbor has “half a fence across her property line”.

Miriam Longo expressed opposite concerns, and requested a stronger Board presence in Woodedge to clean up violations.

The Board responded that we definitely HAVE been stepping up Architectural Review and enforcement, and in our opinion, the neighborhood has shown marked improvement. We feel that it is important in aging neighborhoods to stay on top of maintenance requirements and preserve property values. We must use repeatable, documented processes for enforcement, and as volunteers, we simple do not have the time for one-on-one in person communications with homeowners for each violation. We are more than happy to discuss any and all concerns with homeowners who contact us or the management company.

- D.** A homeowner expressed concern that there was no list of board members in the transition newsletter (although it is listed on the website).

Two people expressed that they miss the hardcopy newsletters (which were discontinued two years ago due to effort and cost to produce and distribute). Homeowners pointed out that the transition newsletter was missing the referenced self-addressed stamped envelope.

- E.** There was an open forum discussion about possible proposed changes to Restrictive Covenants: Fences & Home businesses.

Home business discussion – covenants currently say no portion should be used for businesses of any kind.

Current fence rules state fences must be 42” high max and 50% open. Many people request fences that would not be compliant. There are many existing fences in the community that are not compliant.

The Board solicited input from homeowners regarding openness to changes of these rules, and whether a petition for the rules changes should be a part of this year’s annual mailing.

The proposed wording for the new fence rules was read aloud in full.

There was no strong support, or objection to the proposal from the homeowners present.

The Board encouraged homeowners, to submit inputs / comments via e-mail to info@shha-burke.org

IV. PROPERTY MANAGEMENT REPORT – none

V. TREASURER’S REPORT

- A. Delinquency status – Delinquencies are continuing to decrease. Will work with the management company to take over driving remaining delinquencies to closure. Board plans to invite Metropolis rep to August meeting to discuss.
- B. Funding of reserves – Ed will start working with Metropolis on transferring financial responsibilities. Board plans to invite Metropolis rep to August meeting to discuss logistics of transfer.
- C. SHHA audit - financial audit is under way. Confusion about payment for past audits has been cleared up; we HAD indeed paid for all previous audits.

VI. COMMITTEE REPORTS

- Homeowners present were reminded that several committee chairs are vacant, and encouraged to take an active role
 - A. ACC – Vacant
 - B. WELCOMING – Carol no present
 - C. NEIGHBORHOOD WATCH – Vacant
 - D. GROUNDS – no activity to report
 - E. WEBMASTER – Homeowners were told about the new website shha-burke.org, and encouraged to provide feedback and suggestions for content.
 - F. BDR – There was a good picnic including district representatives.
 - G. YAHOO GROUP & VOICE MAIL – No updates

VII. OLD BUSINESS

- A.** 9021 Fort Craig Dr.
 - a. Has paid \$90 so far – Second check has been received; continuing to pay down past dues
 - b. Contract in place for repair of chimney – the work on this has been done
 - c. There is now an open dialogue between SHHA and two of the non-resident owners
 - d. Violations cited / fined:
 - i. Exterior wood siding and trim needs repair and full repainting.
 - ii. Rear yard is starting to look better; continuing to make progress

- B.** 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. Chimney work remains undone.

- C.** 9002 Fort Craig Dr.
 - a. Installed black architectural shingles without ARC request
 - b. Homeowner sent letter for hearing at August meeting of BOD

- D.** 9110 Lyon Park Court
 - a. No additional correspondence / ARC requests since June meeting
 - b. Did not provide Kevin with any contractor information for follow-up

- E.** 5594 Marshall House Court
 - a. Garage door replaced
 - b. Thank you letter sent.

- F.** 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. Work has been completed

- G.** 9104 Lake Braddock shutters requiring painting; what color?
 - a. Kevin responded to an e-mail pointing them to the ARC request form for shutter repair / replacement / color change

- H.** 9119 Lyon Park Court – Voicemail about downed tree in commons
 - a. \$850 quoted to cut and leave wood on common area
 - b. Notified Glen to proceed on 6/9
 - c. Work completed. Tree has been taken down and bill paid.

- I. 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
 - c. Work completed June 19th – tree has been taken down and bill paid.

- I. Tree at Parliament and Lake Braddock- Ray A reported that a Stop sign is obscured
 - a. Kevin M went by the intersection, and it appears that the offending branches have been trimmed.

VIII. NEW BUSINESS

- A. 6 Hearings to conduct tonight (all for damaged / tipping mailboxes):
 - 8936 Bald Hill Place
 - 5620 Herberts Crossing
 - 5602 Herberts Crossing
 - 5609 Herberts Crossing (Resolved per e-mail?)
 - 5611 Herberts Crossing
 - 5607 Mount Burnside Way (Resolved per e-mail?)

- B. 5602 Mount Burnside Way (Dave M.)
 - a. Seeking clarification on the nature of a roof violation
 - b. David M stated that upon re-inspection, there appears to be no issue.

- C. 9102 Home Guard Dr
 - a. Mr. Haskins claims he has paid dues / fees but is still receiving notices
 - b. The check had been sent to HGA. It has now been paid and this can be closed out.

- D. 5622 Mount Burnside
 - a. Mr. Staron claims he has paid dues / fees but is still receiving notices
 - b. Owner provided updated owner address (non-resident)
 - c. We have not received payment. Ed will contact the homeowner

- E. 8999 Parliament
 - a. Ed provided HUD form for resale; shows paid HGA; 4/2 check was cashed on 4/4. Not sure if / when they got the resale packet.

- F. 8921 Bald Hill Pl
 - a. Ed provided HUD form for resale

- G. 9106 Home Guard Dr
 - a. Ed provided HUD form for resale

- H.** Change of fee for resale docs
 - a. Currently \$200
 - b. Ed says can be legally be \$250
 - c. Discussed should we also charge “processing fees” and “transfer fees” mentioned by Ben?
 - d. Yes – agreed by Board going forward, we will charge \$250 for the Docs plus a \$50 fee if expedited (<14 days) service requested, plus a \$50 “transfer fee”.
 - e. These fees are being used to supplement SHHA funds, and help reduce the need for dues increases.

- I.** 5611 Fort Corlolean
 - a. Claim that check sent for dues but not cashed
 - b. We have no record; this was submitted to HGA
 - c. Board recommended the homeowner cancel the check and issue a new payment

- J.** There is a new requirement to adopt a written complaint process by which members and residents of the association (or any citizen, in fact) can challenge “adverse decisions” made against them by the association.
 - a. This complaint process must be in place by September 28, 1012.
 - b. Ed drafted and e-mailed modified sample resolution – template provided by Chadwick
 - c. We will also ask metropolis to review the resolution, and try to finalize in August

- K.** PC9249 – Drainage proposal / project
 - a. Proposed Fairfax County project which will affect common areas in SHHA
 - b. Ed Rahme volunteered to represent SHHA in upcoming meetings

- L.** 9017 Lake Braddock Dr
 - a. ARC request to replace sidewalks and driveway and enlarge driveway (parking apron)
 - b. BOD needs to review a scanned copy with the plat and proposed expansion
 - c. Will complete review via e-mail

- M.** 5611 Light Infantry
 - a. Inquiry about dues
 - b. Ed says he is not current; Ben was to let him know
 - c. 4 years behind in dues

- N.** 5595 Marshall House Ct (Large Planters)
 - a. Kevin met with homeowners; they were very cooperative
 - b. They are not happy themselves with the scale and visual impact
 - c. They plan to submit an ARC request form to propose modifying the three planters in front to significantly reduce their size, but still allow circulating potted plants
 - d. They volunteered to remove the current planters from view until a better solution is determined and approved

- O.** 9016 Fort Craig Dr
- a. Violation letter for chain link fence (dog run / kennel) – Kevin wrote the violation; observed while checking on another issue on Fort Craig. Ed also noted the fence and submitted a violation report to Kevin a few days later.
 - b. Homeowner responded by e-mail that it is a kennel for a service animal – not a fence
 - c. Since it is visible from the street, is chain link fencing – which is specifically prohibited - and there are other ways to contain an animal and still comply with SHHA rules (fence), should the homeowner have to modify the enclosure?
 - d. Dave Masterman volunteered to discuss the situation with the homeowner and propose resolution plan to BOD at August meeting
- P.** 9018 Lake Braddock – Public Hearing sign for waiver on lot lines / addition
- a. Hearing on the 18th of July
 - b. No request for addition / modification has been submitted for ARC review
 - c. BOD agreed that although the County rules, and waivers there-to are not our business, we should engage the homeowners and make sure they remember / understand the requirement to get ARC approval for any changes, regardless of outcome of county hearing
 - d. Kevin M volunteered to draft and send them a letter by certified mail
- Q.** Voice Mails:
- a. 8323 Bald Hill Place (Kristian?) Late notice – says she sent in check; please call her to confirm we received.
Ed Rahme called; money has been received
 - b. Verizon automated message saying Verizon bill was undeliverable at the address on file. Ed resolved; got bill and paid Verizon; we are now current here and have new billing address on record
 - c. Laura Falkenstrom at 9129 Home Guard Dr called 2x to complain about Mosquito bites and that the Board should do something about all the mosquitos.
Kevin M tried to call them twice, but always got a busy signal at this number
There is nothing the board can do about mosquitoes.
Homeowner should contact the county if they feel there is an abnormal issue.
- R.** 9003 Fort Craig DR (unpainted flashing)
- a. \$900 in fines accrued as of 7/12
 - b. Still no communication from homeowner, despite multiple letters (some certified)
- S.** 9106 Blue Jug Landing
- a. ARC request for shed submitted
 - b. Approved electronically 7/10
- T.** 9082 Blue Jug Landing
- a. ARC request for vinyl siding and shutter replacement.
 - b. BOD will complete review via e-mail
- U.** 5625 Mount Burnside Way
- a. ARC request to paint siding and trim, and replace shutters.
 - b. BOD will complete review via e-mail

- V. Vozzolo Letter (9001 Fort Craig)
 - a. Letter mailed to us suggesting that we adopt a palate of acceptable colors for neighborhood (specific) for painting and windows. Possibly try to add reminder / helpful information in to future mailings.
 - b. Dave M volunteered to draft a response letter for the BOD stating that although we appreciate the feedback, we don't want to get into the business of establishing / enforcing / recommending SPECIFIC colors; furthermore, the COMBINATION of colors is just as important as the colors themselves.

- W. Question around where Board meeting signs are posted
 - a. Only one sign is currently being placed out.
 - b. This is limited since the Board does not have sufficient volunteers at each neighborhood entrance to house and put out the signs
 - c. Signs ARE available if homeowners near the other entrances will volunteer to house them and put them out

- X. A homeowner asked for details about the painting of a house in the neighborhood that cost \$5600.
 - a. The BOD explained that the house was painted bluish gray years ago due to a mistake / oversight of a prior Board.
 - b. In order to get the situation corrected – fairly to the homeowners – the BOD paid for the painting.
 - c. This brought the neighborhood up to current standards / meets covenants
 - d. This will also help avoid the ‘but he did this, why can't I?’ questions that come up during ARC reviews and approvals.

- Y. 9025 Ft. Craig – material approved for trash screen (previously approved) is no longer available.
 - a. The Board approved the change in material.

IX. ADJOURNMENT – The meeting was adjourned at 9:20 pm.

X. DATES FOR UPCOMING MEETINGS

Sept. 13
 Oct. 11
 Nov. 8
 Dec. 3