

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall

August 9th, 2012 - 7:30 pm

Board of Directors Present:

Kevin Martin - President

Ed Rahme - Treasurer

Linda Wirth - Secretary

Dave Masterson - VP

Pete Seigman - At-Large

Ben - Metropolis CMI

Homeowners Present:

Gary & Pat Skillicorn, Tho Huynh, Ray Antosh, Simone & Timothy Connon

- I. **CALL TO ORDER** - Kevin called the meeting to order at 7:32.

- II. **APPROVAL OF MINUTES** - Minutes are still being reviewed. They will be posted to the website once finalized.

- III. **OPEN FORUM FOR HOMEOWNERS**
 - A. Tho Huynh asked for a time extension for his siding project.
The Board said that he had 6 months from his approval so he didn't need an extension.

 - B. Gary Skillicorn gave the Board an ACR for replacing his flagstones with earth-tone concrete Pavers. After examining his plans, the Board approved.

- IV. **PROPERTY MANAGEMENT REPORT**
 - A. Responses to homeowners - Kevin said there have been complaints.
He will forward them to Ben for review and comment.

 - B. Turn-over of financials - For the time being Ed will continue to pay bills.
Ben has set up a PNC account that is ready to be used if the Board chooses to do so and the bills could be paid from that account by Metro.

 - C. Misc. - Ed will give Ben a list of homeowners who owe dues and/or fines so they will know who hasn't paid when dealing with homeowners' questions. ACRs will still come to the P.O. Box.

 - D. Doug Cory is working on the 2010 audit.

 - E. Ben will look over the proposed Complaint Resolution Document on SHHA's website and advise if any changes are needed

 - F. Metropolis Attendance at meetings – 4 times per year as requested – including the Annual meeting.

- G.** Annual meeting notice - Must be received by homeowners one month before the meeting. Must include the next year's budget. Metropolis will be asked to notify the Board when 125 proxies have been received.
- H.** After much discussion it was decided to include a copy of the proposed modification of the fencing rules along with a ballot in the annual meeting letter.
- I.** Any homeowner who wishes to champion a change to the By Laws / Covenants may work with the Board of Directors to do so. If a majority of the Board of Directors supports the proposed change, the proposed change and a ballot may be included in the annual mailing to assist with obtaining signatures. This does NOT preclude a homeowner from taking on any proposed change on their own.

V. TREASURER'S REPORT – Ed Rahme

- A.** Delinquency status – currently there are 8 delinquents, (2 are multi-year). 4 homeowners are prepaid for 2013.
- B.** Funding of savings - \$51,000 as of Dec. 31, 2011. @ \$23,000 in Morgan, Smith, Barney account and @ 27,000 in BOA checking. Some of the checking money needs to be moved to the Morgan, Smith, Barney account. At the present SHHA has slightly more than one year's expenses in savings.

Ben mentioned that considering this as “savings” rather than a “reserve fund” would be best as there are legal requirements for moving money out of a Reserve Fund, and only specific reasons to do so.

- C.** Budget - Expenses through July are \$26,000. Currently additional funds are being collected through BOD distribution of resale packets, collection of back dues, and fines.

Ben informed the Board that the cost of the resale packet can be paid at settlement but anyone doing so must notify the Board in writing. The Board can then request the name of the settlement attorney.

VI. COMMITTEE REPORTS

A. ACC – *vacant*

B. WELCOMING – Carol Cannava, no report

C. NEIGHBORHOOD WATCH – *vacant*

D. GROUNDS – Glen Woods continues to work closely with The Outdoor Man. SHHA is up to date on all the tree removals.

E. WEBMASTER – Kevin Martin

Recent web site updates include new complaint procedure / form, resale packet info, neighborhood information / phone numbers / Fairfax County trash guidelines & brochure

F. BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh

No meeting this month; Ray went to the Community Interest meeting about the complaint procedure. In SHHA the Board will hear complaints. Ben advised that SHHA has to have a Covenant Committee but, as long as the Board names itself to that role, that will suffice.

G. Yahoo Group - Pete Seigman, no report

VII. OLD BUSINESS

A. 9021 Fort Craig Dr.

- a. Have paid \$221.00 so far; still owe \$423.00; fines will be waived if back dues are paid. An offer has been made for the house "as is". The remaining \$423.00 is to be paid by the seller at closing.
- b. A list of violations will be part of the closing information. The BOD will expect all documented violations to be resolved within 90 days after closing. An ACR form with samples of paint for the outside needs to be sent to the Board. Ed is drafting an MOA documenting the conditions of the as-is sale, and will provide it to the buyers and sellers.
- c. Violations currently cited / fined:
 - i. Exterior wood siding and trim needs wood repair and repainting
– there are still lots of rotten areas
 - ii. Rear yard is overgrown

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. Lien will be filed – will likely turn this matter over to attorneys; their fees will be added to the lien when filed.

C. 9002 Fort Craig Dr.

- a. Installed black architectural shingles without ARC request
- b. Hearing scheduled for tonight following general session

D. 9102 Home Guard Dr - Dues have been paid.

E. 5622 Mount Burnside - Dues have been paid.

F. PC9249 – Fairfax County drainage proposal / project

- a. Affects common areas in SHHA
- b. Ed agreed to be SHHA representative
- c. Nothing new to report

G. 5611 Fort Corloran

- a. Claim that check sent for dues but not cashed. Ed has not received a check.
- b. Ed will follow up and request that a new payment be issued, and the original check canceled

H. 9017 Lake Braddock Dr

- a. ARC request to replace sidewalks and driveway and enlarge driveway to include a parking apron
- b. Additional review required for BOD. Will complete and notify owners of decision.

I. 5611 Light Infantry

- a. Inquiry about dues
- b. Ed says he is not current; Ben has called him.

- J. 9016 Fort Craig Dr**
 - a. Violation letter was sent for chain link fence (dog run / kennel)
 - b. Homeowner responded by e-mail that it is a kennel for a service animal
 - c. Dave visited the homeowner who said he would plant shrubs in front of the kennel to screen it from the street. It is a portable kennel without posts in the ground. After a discussion the Board voted unanimously to accept this solution.
 - d. Dave will draft a letter to inform the homeowner of the BOD decision

- K. 9018 Lake Braddock – Public Hearing sign for waiver on lot lines / addition**
 - a. Hearing on the 18th of July
 - b. No request has been submitted for ARC review
 - c. Per result of last meeting, Kevin composed and sent a letter to the homeowners reminding them of the requirement for ARC approval
 - d. Letter has been sent; no response so far from homeowners

- L. 9003 Fort Craig DR (unpainted flashing)**
 - a. \$900 in fines accrued as of 7/12
 - b. Letter sent to homeowner that \$900 in fines are now due; must be paid within 30 days to avoid a lien / further enforcement.

- M. 5625 Mount Burnside Way**
 - a. ARC request to paint siding and trim, and replace shutters
 - b. Approved electronically

- N. 9002 Home Guard Dr (New Deck; old one is in the street)**
 - a. Bulk pick-up arranged
 - b. Plans were submitted at approved at July meeting.

- O. Vozzolo Letter (9001 Fort Craig)**
 - a. Dave drafted a response, which was sent to them.

VIII. NEW BUSINESS

A. 9 Hearings to conduct tonight following the general session:

- | | |
|--------------------------|--|
| a. 5617 Fort Corloran | Trash cans |
| b. 5612 Mount Burnside | Driveway badly cracked / pot holed |
| c. 9002 Fort Craig Dr | Black Shingles |
| d. 9005 Fort Craig Dr | Broken garage door window |
| e. 9001 Home Guard Dr | Wood repair / painting on chimney |
| f. 9104 Lake Braddock Dr | Shutters damaged – need repair and paint |

B. 5611 Fort Corloran – Dues still not paid

- a. Ed sent them the correct payment address.

C. 5623 Herberts Crossing – removal of dangerous branch completed

- a. Payment has not yet been requested / made.

D. Invoice for 3.5 hours (mailings) received 7/24 from Metropolis

- a. Discussed with Metropolis how these should be sent (monthly or ad-hoc)
- b. Not yet paid; invoice not received.
- c. Ed and Ben to discuss payment and billing procedures after the meeting.

E. 5604 Mount Burnside way – BOD provided help with info for refinance

F. 8929 Lake Braddock Dr – Received Hearing notice shortly after purchasing

- a. Carry over from HGA – we didn't do the pre-sale inspection
- b. Determined that violation wasn't cleared from prior homeowners
- c. Has been resolved; BOD apologized to homeowners for the mix-up / transfer of the issue
- d. Notified new homeowners that the problem has been satisfactorily corrected

G. 5611 Mount Burnside – Violation for Driveway badly cracked / pot holed

- a. Homeowners cannot be at the hearing tonight; requested an extension
- b. They are currently evaluating their repair / replacement options

IX. DATES FOR UPCOMING MEETINGS

- September 13th
- October 11th
- November 8th (TBR)
- December 3rd – Annual Meeting

X. ADJOURNMENT Adjourned at 8:39 PM.

XII. EXECUTIVE SESSION - HEARINGS