

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall
September 13th, 2012 - 7:30 pm

Kevin Martin	-	President	David Masterson	-	At-Large
Linda Wirth	-	Secretary			

- I. **CALL TO ORDER** - Kevin called the meeting to order at 7:30.

- II. **APPROVAL OF MINUTES** - Minutes for August have been posted to the web site.

- III. **OPEN FORUM FOR HOMEOWNERS** - None present

- IV. **PROPERTY MANAGEMENT REPORT** - No report

- V. **TREASURER'S REPORT** – Kevin reporting for Ed Rahme
 - A. Delinquency status - 2 more delinquent homeowners have paid.
 - B. Status of bill payment via Metropolis, and turn-over of delinquencies to Metropolis?
 - a. Ed R turned over list of remaining delinquencies to Metropolis; told them everyone else is current. Metropolis will continue collections actions on the remaining dues
 - b. Ed will transfer funds into PNC account set up for / by Metropolis and begin changing over the billing address on accounts so that bills go directly to Metropolis, who will pay them, and provide monthly reports. Metropolis CMI will pay bills and info us. Ed is changing the address bills go to as he receives them.
 - c. He's not sure if Ben sent out one more letter to those who have not paid yet as we agreed when he was at the August Meeting, but will check on status and ask Metropolis to provide regular updates.
 - d. Metropolis will invoice us (Ed) periodically for cost-based / hourly items. Treasurer will approve payment – likely on a monthly basis
 - e. It is time to phase out SHHA's number on the voice mail and refer homeowners to Metro. Pete will update the voicemail message to state that Metropolis is our new preferred method of contact, include their phone number, and state that the VM phone number will be deactivated as of 30 November.

VI. COMMITTEE REPORTS

- A. ACC** – As Jack H. is the only member of the committee the Board voted to ask him to be Chair. Linda will ask him if he is willing.
- B. WELCOMING** – Carol Cannava - no report
- C. NEIGHBORHOOD WATCH** – *vacant*
- D. GROUNDS** – Glen Woods - no report
- E. WEBMASTER** – **Error! Reference source not found.**
 - a. Recent updates include creation and inclusion on the contact page of a community Facebook page, a custom site Google Search functionality, a community FAQ page, and general clean-up of appearance.
- F. BRADDOCK DISTRICT REPRESENTATIVE** – No report
- G. Yahoo Group** - 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 – Supposed closing date of 10/08/12
 - 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 drafted an MOA documenting the conditions of the as-is sale, and provided it to the buyers and sellers.
 - c. Violations currently cited / fined:
 - i. Exterior wood siding and trim needs wood repair and repainting
 - ii. There are still lots of rotten areas & rear yard is still overgrown
- B. 9018 Fort Craig Dr.**
 - a. \$900 in fines has accrued.
 - b. BOD paid to paint “pre-existing (per the homeowner)” white entry and sliding doors
 - c. Rotten wood replacement on chimney remains undone.
 - d. Per discussion at last meeting, Lien will be filed.

The Board voted unanimously to file the lien.

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

C. 9002 Fort Craig Dr

- a. Hearing was conducted following August meeting
- b. Homeowner given until September 13th Board Meeting to propose an acceptable resolution plan
- c. Homeowner e-mailed BOD and proposed that she will replace the roof areas visible from the street with a BOD approved brown shingle within one year
- d. The Board unanimously approved this offer with the additional caveat documented that remainder of roof must be done in an approved shade of brown at time of next transfer of the property, or when next roof maintenance is needed.

D. PC9249 – Drainage proposal / project

- a. Affects common areas in SHHA
- b. Ed agreed to be SHHA representative.
- c. No further meetings have occurred yet; Ed will update all when they do.

E. 5611 Fort Corloran

- a. Dropped off a new check for dues with Ed on 8/11
- b. Now current of dues; Metropolis was notified

F. 9017 Lake Braddock Dr

- a. ARC request to replace sidewalks and driveway and enlarge driveway (parking apron)
- b. Approved by default – still needed one BOD approval, but 60 days expired without denying the request
- c. Homeowners notified BOD by e-mail that they plan to start the work imminently
- d. Kevin will send a formal approval notification for their records.

G. 5611 Light Infantry

- a. A \$400 payment was received, but it only covered up through 2011, not 2012 as the member claimed.
- b. Ben was told to notify them that they still owed for 2012.

H. 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 M. 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. The homeowners were sent a letter documenting the requirement to plant screening shrubs.
- e. Shrubs have not yet been planted

- I.** 9018 Lake Braddock – Public Hearing sign for waiver on lot lines / addition
 - a. Hearing was held 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. Homeowners responded on August 21st; they are aware of the requirement to get ARC approval and intend to do so once plans are finalized

- J.** 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.
 - c. Metal flashing has now been painted (not replaced with real drip edge flashing)
 - d. The Board voted unanimously to reduce the fines due to \$100 on the conditions that:
 - i. The reduced fine is paid by 30 September; if not, the \$900 fine will be immediately due
 - ii. The flashing is maintained properly and re-painted as required

- K.** 5623 Herberts Crossing – removal of dangerous branch completed
 - a. Ed was not present to confirm if payment had been made

- L.** Invoice for 3.5 hours (mailings) received 7/24 from Metropolis
 - a. Paid

- M.** 5611 Mount Burnside – Violation for Driveway badly cracked / pot holed
 - a. Requested an extension to address the issue
 - b. Hearing schedule for tonight postponed
 - c. Homeowner evaluating repair / replacement options
 - d. The Board voted unanimously to grant a 90 day extension

- N.** 5602 Meridian Hill Place – Violation for tipping mailbox
 - a. Homeowner has contacted the BOD several times claiming that the tilt of his mailbox is “by design”
 - b. We have informed him that it is not consistent with the rest of the neighborhood
 - c. The board agreed that the mailbox needs to be straight – consistent with the other mailboxes in the community

VIII. NEW BUSINESS

A. 3 Hearings scheduled for tonight:

5629 Fort Corloran Drive	Lawn needs to be mowed. Entire property appears to be unmaintained / unoccupied. Homeowner contacted us by e-mail 8/23 and says they are in the process of hiring a lawn maintenance contractor. We will continue to work with them until the situation is resolved.
5606 Mount Burnside Way	Siding on side of home is moldy. Needs to be power washed. Letter will be sent to homeowner starting fines immediately.
5600 General Banks Court	Garage door showing signs of rot. Please repair and repaint. Repairs have been made a thank letter needs to be sent.

B. DPOR Notice of expired certificate

- a. Forwarded to Metropolis to review and submit
- b. Followed up with Ben via e-mail 9/12
- c. Need new certificate to include in resale packages

C. Driveway conditions / violations

- a. Discussion regarding e-mail exchanges about when is the right time to require significant driveway repair / replacement
- b. Tabled this discussion until October when more Board members are expected to be present

D. E-mail from Braddock Dogs group about new proposed dog park on Guinea Road

- a. Looking for "support" including votes and funding pledges from community
- b. Kevin will edit what they sent and put it on the website. We will remove solicitation / requests for funds.

E. 9116 Lyon Park Court

- a. ARC request was approved for a stand-by generator to be installed

F. 8910 Lake Braddock Drive

- a. ARC request submitted for a new deck and fence, and to add sliding door access to the new deck
- b. Required a couple of iterations to get adequate detail in the request
- c. Request was unanimously approved

G. 5597 Blake House Court

- a. ARC request was submitted for window replacement, which included a material and color change
- b. Request was unanimously approved

H. 9001 Lake Braddock Drive

- a. ARC request sent by e-mail for a new deck
- b. More information was requested in order to make a decision
- c. The Board will review once the requested information is provided

- I. 9115 Lyon Park Court**
 - a. E-mailed BOD about adding a fence inside her current fence to close off a garden area from her dogs
 - b. Started work and then realized she needed approval
 - c. BOD approved “tentatively” – pending submission of a formal ARC form

- J. 5250 Signal Hill Drive**
 - a. Submitted ARC request for roof replacement with color change
 - b. Reviewed / approved electronically

- K. 5424 Mt. Lookout Ct**
 - a. E-mailed about need for permission to take down two trees on their property
 - b. No permission is needed to take down trees on a homeowner's own property

- L. 5704 Flint Tavern**
 - a. BOD delivered resale documents

- M. 5601 Mount Burnside Way**
 - a. Agent requested resale docs on 9/12/12
 - b. Payment will be made at settlement

- N. 5612 Mount Burnside**
 - a. Homeowners were notified of hearing result from last month which requested that they replace their driveway, as it is in too bad of condition for simple repairs
 - b. Homeowners acknowledged and requested extension to perform repairs, as they will be expensive
 - c. BOD approved extension until 1 June 2013

- O. 9118 Blue Jug Landing**
 - a. BOD investigated a homeowner complaint about the condition / maintenance of the property
 - b. Inspection found several issues; a first violation letter was sent out on 8/16 covering:
 - 1. Trash and recycle bins, along with a tire in front of garage door
 - a. Trash / recycle bins must be stored out of view from the street
 - 2. Several scooters / bikes / mopeds strewn across the lawn / leaning against trees
 - 3. Lawn maintenance equipment, tires, muffler, and debris stored beside garage, visible from street
 - 4. Front lawn unmaintained, and covered with leaves
 - 5. General overgrowth of grass, weeds, shrubs, and vines around the property
 - a. Includes fence-line, side, and rear yard areas
 - 6. Front (storm) door appears to be broken and doesn't close
 - 7. Garage gutters full of leaves
 - 8. Boards and other debris on lawn
 - 9. Fence and gates appear to be in need of repair in several places

P. 5602 Herberts Crossing

- a. Violation on tilting / twisted mailbox
- b. BOD and homeowner exchanged e-mails;
- c. The homeowner stated that she understood the issue, and would have her “handy neighbor” look at it
- d. Later, the homeowner sent mail to Metropolis, disputing violation again (included a copy of the same e-mail that we responded to)
- e. The BOD agreed that the included photos showed the mailbox is tipping
- f. Normal enforcement process will continue

IX. DATES FOR UPCOMING MEETINGS

- o October 11th
- o November 7
 - Change in meeting date.
 - Meeting will be held in hallway due to library function in meeting room
- o December 3rd – Annual Meeting

X. ADJOURNMENT - Meeting was adjourned at 7:56

XII. EXECUTIVE SESSION (Not needed – all hearing topics were discussed during the meeting)