

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall
October 11th, 2012 - 7:30 pm

Kevin Martin	-	President	Ed Rahme	-	Treasurer
Pete Seigman	-	VP	David Masterson	-	At-Large
Linda Wirth	-	Secretary			

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

II. **APPROVAL OF MINUTES**

Minutes for September have been approved and posted to the web site.

III. **OPEN FORUM FOR HOMEOWNERS**

Roya Ghandchi of 9006 Home Guard updated the Board concerning their ARC request to enlarge a front section of their home. After they provided the dimensions lacking in the original request and stated that all materials and colors (siding, shingles, window styles) would match the existing styles, the Board unanimously approved.

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

V. **TREASURER'S REPORT** – Ed Rahme

- A. Delinquency status - 7 homeowners are still overdue. Ed is waiting to hear from Ben about people who need liens.
 - a. Kevin asked Metropolis to send in a monthly report prior to each BOD meeting, including the most recent status / contact with the homeowners, and the next action / date. Request made 10/10/12.
- B. Turnover to Metropolis - Status
 - a. Delinquencies - Ed sent Ben a spreadsheet of everyone that doesn't have a zero balance. Metropolis will continue collection efforts for these accounts.
 - b. PNC account set up for / by Metropolis
 - c. Ed is changing over the billing address on all accounts so that bills go directly to Metropolis for payment
 - d. 2013 Budget - Ed presented a draft 2013 budget.
 - Kevin asked Ed to add projected income from resale packets to 2013 income. Ed will add \$4,000.00 in Misc. to cover this. Any extra monies will be added to SHHA's funds in our backup account.
 - After some discussion a few more changes were made.

VI. COMMITTEE REPORTS

A. ACC – Jack Hanly accepted the position of ACC Chair

B. WELCOMING – No report

C. NEIGHBORHOOD WATCH – Vandalism was reported at 9114 Home Guard

- a. Garage door was left open overnight, and someone entered the garage and went through cabinets, drawers, etc.

D. GROUNDS – Glen Woods - Tree removal issue discussed.

E. WEBMASTER – **Error! Reference source not found.** – Nothing new to report

F. BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh

The October meeting discussed the new law concerning homeowners obtaining financial information from their Boards.

G. Yahoo Group - Pete Seigman - Nothing to report

VII. OLD BUSINESS

A. 9021 Fort Craig Dr.

- a. Property sale went to closure on Oct. 9.
- b. The BOD will expect all documented violations from the MOA that Ed Drafted and provided to be corrected.
 - Ed read the conditions of the sale which are broad and cover all contingences
- c. An ARC form was submitted by the new owners with new color choices for siding and trim. Colors were approved once the Board looked at the actual color samples as one of the scanned colors looked too pinkish, but was fine in person
 - Kevin will send the approval letter, which will stipulate that the approval of colors / painting is contingent on completion of all necessary siding and trim repairs / replacement

B. 9018 Fort Craig Dr.

- a. \$900 in fines have accrued
- b. Repair and repainting of wood rot on the chimney remains undone.
- c. The Board agreed to turn this matter over the Chadwick to file the lien and recommend additional enforcement actions
 - Their fees for the lien and any additional enforcement / collections actions will be added to the amount due

C. 9002 Fort Craig Dr.

- a. A letter was sent to the homeowner accepting / documenting the agreement that all street visible parts of the roof will be replaced using BOD approved shingles by 1 September 2013. Also stipulated that the remainder of roof must be replaced done in an approved matching shade of brown at time of next transfer of the property, or when next roof maintenance is needed.

D. 5611 Light Infantry

- a. Dues payment of \$400 has been received, but they still owe for 2012.
 - The \$400 only caught them up through 2011.

E. 9016 Fort Craig Dr.

- a. The homeowners were sent a letter documenting the requirement to plant screening shrubs to hide the chain link kennel
- b. Shrubs have not yet been planted
- c. Will re-inspect in 30 days, and resume enforcement options if still an issue.
 - Dave M. will reach out to the homeowner to ensure that there is a plan forward, and the end-date is known

F. 9003 Fort Craig Dr.

- a. The homeowner was sent a letter informing them that the BOD voted to reduce the fines due from \$900 to \$100 on the conditions that:
 - i. The reduced fine is paid by 15 November; if not, the original \$900 fine will be immediately due
 - ii. The flashing is maintained properly and re-painted as required
- b. Will revisit status of fines in November.
- c. So far, there has been no response from the homeowner

G. 5623 Herberts Crossing – removal of dangerous branch completed

- a. \$400 requested and paid to tree service

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

- a. Homeowner requested time to evaluate repair options
- b. Hearing postponed at last meeting
- c. No new contact from homeowner since 9/12/2012 when he said they are “shopping for a contractor”
- d. As long as they are working for a solution the Board will work with them on schedule. BOD will review in November.

I. DPOR Notice of expired certificate

- a. On 9 October, Ed provided a copy of the renewal form, updated the information and stated that it has been mailed with a check
- b. Waiting for new certificate for our records and inclusion in the resale package. When it arrives Ed will scan it, email it to Kevin so it can be included in the resale packet.

J. 9001 Lake Braddock Dr.

- a. ARC request sent by e-mail for a new deck
- b. More information was requested in order to make a decision.
- c. Information was provided by Jack and deck application was reviewed and approved electronically. Kevin will send an approval letter.

K. 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. Homeowner started work and then realized she needed approval
- c. BOD approved “tentatively” – pending submission of a formal ARC form
- d. Have not received ARC request form. Kevin will remind homeowner that an ARC form is needed

L. 5601 Mount Burnside Way

- a. Agent requested resale docs on 9/12/12
- b. Kevin provided documents electronically
- c. Payment to be made at settlement on 10/19/2012

M. 9118 Blue Jug Landing

- a. Investigated a homeowner complaint about the condition / maintenance of the property. Property is a rental.
- b. Inspection found several issues; a second violation letter has been sent:
 - 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

N. SHHA Voicemail shutdown

- a. Pete has updated voicemail stating that it will be shut down as of 30 November, and giving Metropolis' phone number. Kevin will post this information on the website and instruct Metro to stop paying bills for this number.

VIII. NEW BUSINESS

- A. No Hearings were scheduled for tonight.

- B. Because the November meeting will be held in the hallway, Kevin will ask Metropolis to send letters notifying everyone who was scheduled for a hearing in November that they will be rescheduled for January
 - a. 11 Scheduled for November
 - i. Almost all are repeated trash / recycle violations or mailboxes

 - b. Discuss handling trash / recycling violations, and other “spot” violations (for repeat offenders) as “single event” \$50 fines (allowed for under 55-513 of the Property Owners Association Act)
 - i. Reduces tracking
 - ii. More appropriate for the type of violation
 - iii. Send first and second notices as “warnings”
 - iv. Any additional violations within a six month period would get a letter levying \$50 fine per occurrence
 - v. After some discussion the Board unanimously approved updating the violation procedure for “spot” violations.
 - vi. Kevin will draft a new procedure and email it to the Board for review. Procedure update will be voted on at November meeting.

Per 55-513 of the Property Owners Association Act:

The amount of any charges so assessed shall not be limited to the expense or damage to the association caused by the violation, but shall not exceed \$50 for a single offense or \$10 per day for any offense of a continuing nature and shall be treated as an assessment against the member’s lot for the purposes of § 55-516. However, the total charges for any offense of a continuing nature shall not be assessed for a period exceeding 90 days.

- C. Officers and other Annual Meeting Topics
 - a. Kevin and Dave are up for re-election in 2012
 - b. Nomination committee - Ray Antosh will head the nominating committee
 - c. Signs - Linda will update the signs and Ray will place them
 - d. Topics for announcement mailing
 - i. Call for Candidates
 - ii. Proxy Statements
 - iii. Fence proposal
 - iv. 2013 Budget

 - e. Linda will cater the annual meeting

D. Driveway conditions / other “large” violations

- a. A general discussion following up on e-mail exchanges about when is the right time to require significant driveway repair / replacement took place.
- b. It was decided that 3 Board members should agree to requests to homeowners for major driveway repairs and other “significant”.
- c. Pictures will be taken for the Board members to inspect and decide if major repair is warranted
- d. Kevin will add info on this procedure to the updates on the Enforcement Procedures

E. 9114 Home Guard Dr.

- a. Homeowner contacted BOD by e-mail that she is planning bathroom renovations, and may have a dumpster curbside for a brief period during demo
- b. Homeowner also stated that her (open) garage was “ransacked” during the overnight on October 1st

F. 9001 Lake Braddock Dr.

- a. Submitted an ARC request for a deck addition
- b. Request was reviewed / approved electronically

G. 5623 Signal Point Ct.

- a. Homeowner contacted Metropolis about a dying tree in the common area behind her house
- b. Ed asked Glen to have someone look into it on 9/23; Glen could not find a tree that he believed to be on any common area (there is no common area there, per Glen)
- c. Metropolis contacted the homeowners who said they are “always home” and will be glad to show Frank the tree in question
- d. Board will ask Frank to check. Linda will do so.

H. 9156 Fort Fisher Ct.

- a. Contacted Ed about a dying tree in the common area.
- b. Ed asked Glen to have Frank look at it 10/1/12
- c. Ed will ask Frank to look at it again.

I. 5606 Mount Burnside Way

- a. ARC request to replace shutters and front door with identical black replacements
- b. Unanimously approved by BOD

J. 5625 Mount Burnside Way

- a. ARC request submitted via e-mail for a new shed
- b. Unanimously approved by BOD

K. 9006 Home Guard Dr.

- a. ARC request submitted via e-mail for a front Master Bathroom addition
- b. Homeowner attended meeting tonight for review / approval
- c. Need to have dimensions added to request form, along with a statement about materials and colors (siding, shingles, window styles, etc.) matching the existing
- d. Approved during Open Forum for Homeowners, pending requested updates

L. 5597 Marshall House Ct.

- a. ARC request submitted via e-mail to enclose a rear deck with roof and screen
- b. Reviewed and approved electronically

M. 9017 Home Guard Dr.

- a. Contacted Kevin about a dying tree in the common area behind house
- b. Glen said he would have Frank out to take care of it (9/24 e-mail) after Kevin, Ed, and Pete approved
- c. Follow up at next meeting on completion / payment

N. Bank Accounts

- a. Ed proposed closing our Morgan Stanley account and transferring to our BOA account where SHHA would keep our extra funds.
- b. Ed proposed that SHHA should invest our extra funds in laddered CDs so that 20% of these funds would always be liquid.
- c. Kevin asked Ed to write up this proposal so it could be included in the annual mailing.

IX. DATES FOR UPCOMING MEETINGS

- November 7th (In KPL Hallway)
- December 3rd – Annual Meeting – 7:15pm

X. ADJOURNMENT

- **Meeting adjourned at 8:42 PM**

XII. EXECUTIVE SESSION

- **None**