

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall
November 7th, 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 7:31

- II. **APPROVAL OF MINUTES** - Minutes of the October meeting have been approved and posted.

- III. **OPEN FORUM FOR HOMEOWNERS** - Ray Antosh questioned the timing of the annual meeting announcement letter. Kevin replied, that after discussing it with our management company, they advised that posting the date of the meeting on the website on November 1st, and including it in the minutes of the meetings since June was sufficient public notice. The actual mailings went out to homeowners ~25 days prior to the annual meeting. SHHA By-Laws require that the annual meeting be held during the first week of December.

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

- V. **TREASURER'S REPORT** – Ed Rahme
 - A. Delinquency status - No change, only 1.2% of all homeowners are delinquent on their dues. Ed twice sent Metropolis a spreadsheet of all dues that need attention, i.e. delinquencies and overpayments, with specific instructions for the homeowners with different status. So far, no response from Metropolis.
Ed wants to investigate the cost/benefit of paying our lawyer for placing liens on 2 year delinquencies. If the cost is too high he suggests sending a 4th letter to the delinquent homeowner stating the cost of the dues plus that of the lien and warning that lawyers' fees will be added if the delinquent dues are not paid and legal action is required.
 - B. Billing / accounts - All bills have had a change of address

We will request that Metropolis provide a monthly statement of all bills paid.
 - C. Audit docs for signature (Douglas C.) - Signed and returned.
 - D. DRAFT 2013 Budget was reviewed, discussed, and approved for inclusion in the annual meeting mailing. No increase in dues will be recommended for 2013.

- E. Accounts - Ed closed the Smith Barney account and moved all money to BOA. The amount is ~\$57,000.00. He will announce a plan to ladder CDs at the annual meeting. If no opposition he will start in January 2013. 20% will go in a 3 month CD, 20% will go in a 6 month CD, 20% will go in a 9 month CD, and 20% will go in a 1 year CD. Having CDs with different maturing dates will be an ongoing investment, and allow access to funds if needed.

The rest of the money in the BOA account, now named the Contingency Account, will stay in that account.

VI. COMMITTEE REPORTS

- A. **ACC** – Jack Hanly - The Board decided that mailed ARCs would be given to Kevin. He will scan and email the ARC to Jack and the rest of the Board. Jack will then investigate and make a recommendation to the Board.

B. **WELCOMING** – Carol Cannava - no report

C. **NEIGHBORHOOD WATCH** – *vacant*

D. **FOUNDATIONS** – Glen Woods - Discussion of downed trees later in meeting.

E. **WEBMASTER** – **Error! Reference source not found.**

Sandy update posted on website. Annual Meeting Announcement - the public announcement of the Annual Meeting was posted on November 1st.

The printed packets of meeting information and proxies were mailed today (11/7/2012).

F. **BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh - No meeting

G. **Yahoo Group** - Pete Seigman - No phone calls. Phone will be deactivated on Nov. 30.

VII. OLD BUSINESS

A. 9021 Fort Craig Dr. - The new owner has agreed to correct all deficiencies. Weather may delay painting of house; the Board understands this and will take it in to account re: the 90 day deadline to resolve issues. All fees and past-due dues have been paid.

B. 9018 Fort Craig Dr.

a. \$900 in fines have accrued.

b. BOD paid to paint “pre-existing (per the homeowner)” white entry and sliding doors

c. Repair and repainting of wood rot on the chimney remains undone.

d. Kevin contacted Chadwick, and asked them to review the history and file the lien. Their fees for the lien and any additional enforcement / collections actions will be added to the amount due. Request made October 18th. Followed up on November 2nd – no responses yet.

e. Kevin will notify Metropolis to handle collection of fines.

C. 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. David Masterman contacted homeowner, and discussed moving the kennel ~4 feet so it is not visible from the street.
- d. No progress yet; Dave will contact homeowner again.

D. 9003 Fort Craig DR (unpainted flashing)

- a. The homeowner was sent a letter informing them that the BOD voted to reduce the fines due 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 December. No response; Kevin will email homeowner.

E. 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. Still No new contact from homeowner since 9/12/2012 when he said they are “shopping for a contractor”
- d. Kevin sent a follow-up e-mail on 11/6/12; he will wait for response.

F. DPOR Notice of expired certificate

- a. Waiting for new certificate for our records and inclusion in the resale package - Check has been cashed so it should be received soon.

G. 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. ARC Request was submitted; reviewed and approved electronically

H. 5601 Mount Burnside Way

- a. Received payment for resale docs

I. 9118 Blue Jug Landing

- a.** Investigated a homeowner complaint about the condition / maintenance of the property
- b.** Inspection found several issues; a second violation letter has been sent: some improvement has been noted. It will be rechecked.
 - 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

J. Voice mail shutdown

- a.** Voice mail phone number will be shut down as of 30 November
- b.** Metropolis has been instructed to close out account, effective 1 December

L. 5623 Signal Point Ct.

- a.** 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 (no common area, 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.** Linda / Frank will follow up with homeowner

M. 9156 Fort Fisher Ct

- a.** Contacted Ed about a dying tree in the common area
- b.** Any response from Frank?
- c.** In response to the various reports of downed trees Kevin will type a list of all outstanding tree problems and ask Frank and Glen to look at them and give the Board an estimate for any work they deem necessary.

N. 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 I, Ed, and Pete approved
- c.** No report on status nor any bill received.

VIII. NEW BUSINESS

A. Sandy Storm

- a. One home's fence damaged by a tree from the commons area (see New Business)
- b. David and Kevin drove the neighborhood afterwards, and saw no other significant damage
- c. Website was updated to ask owners to let BOD know ASAP if there was any other damage
- d. No other reports came in

B. 11 Hearings Due:

5635 Fort Corloran Dr. Lawn supplies and trash cans stored in front of garage.
5635 Fort Corloran Dr. Mailbox is tipping and needs to be reposted.

- Homeowner contacted Kevin and asked for extension to resolve until mid November. Hearing will be postponed.

9005 Grovers Theater Mailbox is tipping and needs to be reposted.

- Homeowner contacted Kevin and stated that mailbox was replaced. It was – but on the same leaning post. Kevin Contacted them, and they asked for an extension to complete repair.

9106 Lake Braddock Mailbox is tipping and needs to be reposted.

- Homeowner contacted Kevin and stated repair was completed as of 10/17.
- Kevin confirmed repair is complete.

8927 Bald Hill Place Recycling / trash bins, misc. items in carport, visible from the street.

- Homeowner contacted Kevin and says situation is resolved. Kevin will verify during next inspection follow-up.

9003 Lake Braddock Mailbox is tipping and needs to be reposted. Resolved

These 5 have not been resolved and there will be hearings tonight.

5615 Fort Corloran Dr. Mailbox is tipping and needs to be reposted.
5617 Fort Corloran Dr. Mailbox is tipping and needs to be reposted.
9018 Fort Craig Dr. Trash can left by curb
8913 Lake Braddock Mailbox is tipping and needs to be reposted.
5608 Mount Burnside Mailbox is tipping and needs to be reposted.

- B. Annual meeting announcement**
 - a. Letter sent to Metropolis for mailing
 - b. Was mailed out on 11/7, per Ben
 - c. Contained: Meeting announcement
(date has been posted on website / in minutes for several weeks)
Annual Summary
Call for candidates
Proxy Statement
Fence rules change proposal / form
2013 budget
Misc. info. (website, e-mail / contact info, Facebook, etc.)

- C. PO Box Renewal Fee**
 - a. Linda paid the fee and Ed reimbursed Linda for \$180

- D. Discuss new procedure resolution for handling "spot" violations (for repeat offenders) as "single event" \$50 fines (allowed for under 55-513 of the Property Owners Association Act)**

Also covers BOD review / approval (majority) for "significant repairs" \$500 was picked as the cost of "significant repairs". This amount can be adjusted in future if need be.

 - a. Kevin submitted new enforcement resolution to BOD and Metropolis for review
 - i. Metropolis reviewed and says it looks OK
 - b. Voted on and approved by a majority of Board. Pete abstained. Kevin will update tracking tools and form letters.

- E. 5611 Herberts Crossing**
 - a. Requested resale docs 10/22
 - b. Current on dues, but owe \$900 in fines for a mailbox violation
 - c. Kevin did the inspection. Property appears vacant for a while
 - d. There were a few other minor violations documented. The Board will wait for the new homeowners to respond to Kevin's concerns.
 - e. Package going out ~11/7

- F. 5250 Signal Hill Dr.**
 - a. ARC request submitted 10/19 to build entry way deck / walkway of Trex
 - b. Pete, Kevin and Ed have approved after electronic review
 - c. Request is approved as of 11/7/2012

- G.** 9018 Lake Braddock Dr.
- a. Request to enclose carport submitted 10/11
 - b. Additional info on materials requested and provided. These were provided including a county permit and the Board voted approval.
- H.** 9109 Home Guard Dr.
- a. Owner reported a large tree down on common grounds
 - b. Pete and then Glen and Frank were looking into this on 10/27
 - c. Kevin has emailed requesting that this be taken care of ASAP.
- I.** 9118 Lyon Park Ct
- a. Tree down from common area onto fence during Sandy
 - b. Pete and Kevin contacted homeowner
 - c. Glenn went out; damage to fence only; contacted J&L to remove tree
 - d. Estimate to remove is \$1,200.00. Board unanimously approved. Board will ask homeowner to get estimate for fence repair and will decide on that after receiving estimate.
- J.** 9129 Home Guard
- a. Homeowner reports large tree down in common area
 - b. Frank / Glen investigating
- K.** 5607 General Banks
- a. Homeowner reported large tree – dead and hollow – about to come down
 - b. Pete asked Frank / Glen to investigate; no response so far.

IX. DATES FOR UPCOMING MEETINGS

- December 3rd – Annual Meeting

2013 Dates – review and approve (TBR)

January 10th

February 7th

March 14th

April 11th

May 9th

June 13th

July 11th

August 8th

September 12th

October 10th

November 14th

December 2nd

X. ADJOURNMENT - Meeting adjourned at 8:25.