

SHHA BOARD OF DIRECTOR'S MEETING

2012 ANNUAL MEETING
Braddock District Meeting Hall
3-Dec-2012
7:30 pm

DRAFT – To Be Approved at 2013 Annual Meeting

Kevin Martin	-	President	Ed Rahme	-	Treasurer
Pete Siegman	-	VP	David Masterson	-	At-Large
Linda Wirth	-	Secretary	Ben Colbert	-	Metropolis CMI

I. CALL TO ORDER - Kevin called the meeting to order at 7:21

- A. Introduction of Board of Directors
Each Board member introduced themselves.
Kevin and Dave are up for re-election
- B. Disclosure of proxies - Ben announced that combining the number of proxies and members present established a quorum.

II. APPROVAL OF MINUTES (from 2011 Annual Meeting) - Unanimously approved.

III. RECAP OF 2012

- A. New Management Company - Kevin introduced Ben Colbert of Metropolis CMI, SHHA's new management company. SHHA contracted with Metropolis for management services in April of this year. The previous company was overwhelmed, and was no longer responsive to the needs of the Board or the Community. Most companies contacted by the Board quoted fees far above SHHA's budget, and were not interested in working with the Board under a scenario where the Board performed some management functions to reduce cost. The Board was able to keep pricing with Metropolis at roughly the same rate by taking over / continuing to perform some functions, such as quarterly inspections and violation letter generation. A letter announcing the management company transition newsletter went out mid-year. With Metropolis on board all phone calls now go through them. The SHHA Voice Mail / phone line was shut down in November as a cost savings.
- B. The Board requests that homeowners send in any necessary updates for our owner database.

C. SHHA Website – completely revamped

- a. info@shha-burke.org contacts ALL BOD members. Ray Antosh complained about a lack of response from Linda to some e-mails sent. She apologized.
- b. Facebook account created for SHHA for additional communication options

D. Created Common Interest Community Board (“CICB”) complaint form and resolution process

- a. Required by Virginia State Law as of September 2012
- b. Documents process for submission and review of written complaints concerning actions or inactions of the Board of Directors / Association that are allegedly inconsistent with state laws and regulations governing common interest communities.

E. Architectural Review and Enforcement Changes

- a. Kevin explained the updated inspection and resolution process and change request / approval process. Distinguishes “Spot violations” such as trash cans and un-mowed lawns from “Continuing” violations and outlines distinct resolution processes. It also defines process for reviewing and enforcing large / expensive to resolve violations and required maintenance issues. By making minor, sometimes re-occurring, violations subject to a timelier, more flexible process the Board will have a more effective and efficient violation resolution process. With "Spot" violations, after two instances of the same violation – documented with Notices, the Board will call for a hearing, where a probationary period may start. Subsequent occurrences of the same violation may be subject to a \$50 assessment, until the probationary period expires (120 days).
- b. The Board continues to do inspections quarterly, and so far this year has resolved over 200 violations. Currently 75 violations are open, in various stages of resolution / enforcement.
- c. Two long term “problem properties” were sold this year; new owners have been very cooperative in clearing long standing violations.
- d. The Board worked with a few homeowners this year to resolve violations that were missed by the prior Management company at resale inspections (thus making them pre-existing conditions for the new owners), or were the result of errors or omissions by (prior) Boards. In some cases, the Board assisted with the costs of resolution, in order to be fair to the homeowners, and achieve full compliance with CCRs in a legal manner.

- e. Fences - A petition to change fence rules was included in this year's annual meeting package. The petition will require approval of 75% of all homeowners in order to change the current rules. If the rules are not changed, The Board will have to begin process of resolving all current fence violations, pursuant to the documented rules. The Board has set a deadline for approving the petition is July 2013. Canvassing of the community to seek needed signatures will begin spring of 2013.
 - i. There was some discussion with a homeowner as to the definition of acceptable fencing material in the petition. It would be difficult to change the wording of the current petition at this point, and require re-approval by all who have already submitted.
 - ii. Another homeowner wanted to know how he could publicize opposition to the petition to the community, and ensure that homeowners understood that they were being asked to vote, and could vote "no".
Ben replied that of the petitions already received there were 25 no votes. This implies that the information already distributed made it clear that homeowners could vote "no" if they do not agree with the proposed changes. (March 2013 Edit)
 - iii. There were are 87 yes votes submitted with annual meeting proxies, and 12 more homeowners added their yes votes to the tally at the meeting. One homeowner present responded with a no vote.
 - iv. Nan Ackermann gave a history of the tall fences along Rolling Road. These were constructed by the county, but are the responsibility of the homeowners to maintain.
 - v. There was general discussion among several homeowners of the fence rules before leaving the topic.

F. Storm damage

- a. The Board performed a lot of tree removal this year due to storm damage.
- b. Fortunately, there was no significant tree damage to homes due to Superstorm Sandy
 - i. One homeowner's house had minor damage and his fence was damaged when a tree fell from the common area onto it. The Board is working with them to come to an amicable solution.

G. Dues Collection

- a. The Board was very active in collection of past due dues – including multiyear delinquencies. The established lien process has proved very effective (more in treasurer's report).
- b. Currently there are only 6 delinquencies throughout community

H. Resale packages:

- a. When the new management company was brought on, a review of our community resale package found that it contained out of date information in many sections. The Board did a full review and update, including re-scanning and OCR of all Governing Documents in order to have clean versions in softcopy.
- b. The Board has taken on the task of performing inspections at resale time, and preparing / providing resale packages. This was identified as an opportunity to collect the associated fees, and thereby supplement SHHA income (~\$300 income per home sale). This will help prevent increasing dues in the short term.

IV. LOOKING AHEAD TO 2013

- A. Kevin told the homeowners that SHHA is privileged to have dedicated and active BOD members, and that he is honored to be a part of it.
- B. In 2013, the Board will continue to emphasize resolution of ARC violations and review / approval of homeowner improvements. These are the single biggest impacts on maintaining property values.
- C. The Board will continue to use the established collections procedures (including the filing of liens for severe delinquencies), as this has proven to be very effective.
- D. Improving Communication with homeowners and the response time of the Association to homeowners is another priority.
 - a. Establishment and upgrading of SHHA's website - www.shha-burke.org, ensures that commonly sought information is readily available
 - b. The Board will seek to foster more open / frequent interaction with homeowners through e-mail, Facebook, etc.
 - c. Homeowners are always encouraged to attend monthly Board meetings, and the annual meeting, and ensure that their voices are heard.

V. 2012 BUDGET REVIEW AND FORECAST FOR 2013 – TREASURER

- A.** Ed Rahme reviewed the 2012 Budget - Biggest expense in 2012 was tree removal. So far more than \$5,000.00 has been expended, with 7 tree issues still outstanding. Even with these expenses, SHHA should end up in the black this year.
- B.** Since Metropolis now pays the bills, they now have the latest day to day figures.
- C.** SHHA keeps \$20,000.00 in funds for Metro to pay bills from.
- D.** Currently there is \$57,000.00 in SHHA's Contingency fund. This is the new name for SHHA's Reserve Fund. The change was necessary because the term Reserve entails several legal ramifications that restrict usage of the funds. These restrictions are not needed for SHHA, as we have no large capital property / expenditures.
- E.** Laddered CDs - Starting in 2013 SHHA will invest in chronologically staggered CDs. 20% of the contingency funds will be in each of a 3 month CD, a 6 month CD, a 9 month CD, and a 12 month CD. The remaining 20% will be kept in a savings account for immediate access. As the CDs expire the moneys will be reinvested.
- F.** Delinquencies - As noted previously delinquencies are down to 6.
- G.** HOA packets - Ed explained how charging for HOA packets generates additional income and helps keep dues down.
- H.** Dues - No dues increase is proposed for 2013.
- I.** Questions from the floor
 - a.** Bob Hicks asked about the actuals in each category for 2012. Ed did not have them yet, as the year isn't over.
 - b.** Bob then asked about the 300% increase in administrative costs. Ed explained that Metro's management fee is more than HGA's, but that a large part of that is made up for in reductions in other areas of that contract.
 - c.** Another homeowner asked about the \$4,000.00 projected for Misc. Income in the 2013 budget. Ed said that was projected income from the sale of HOA packets. Ed expects the Contingency fund to be ~\$60,000 by year end 2013. This surplus is possible because the Board shopped around for an affordable management company, and took over several functions, and took over producing resale documents and the associated fees.
 - d.** Ray Antosh asked where the money to repaint the blue house in The Oaks was posted in the 2012 budget. Ed said it was under Landscaping in April as it didn't really fit in any category but could be considered upkeep of the association.
 - e.** A homeowner asked when Ft. Corloran would be repaved. Nan Ackermann answered that John Cook's office told her last week that there was no money for any paving in the county's budget. The county is responsible for the streets in the community.

- J. Ray Antosh moved to accept the Treasurer's report and the proposed 2013 budget. The motion was seconded, and it was unanimously approved by all present, and all proxies. However, Bob Hicks pointed out that the vote was not official until the number of proxies that each board member voted was been determined.
 - a. Ben was in the process of doing a final proxy count as the meeting progressed. It was agreed that all votes would not be vote would not be considered official until the final count was reported later in the meeting.

VI. COMMITTEE CHAIRS / OPENINGS

- A. ACC – Jack Hanley is the new Chair
- B. WELCOMING – Carol Cannava - Carol's husband said that she is prepared to welcome new homeowners but hasn't received any information about them. Ben will establish communication with her but said that finding new owners is very hard as there is no established notification process that includes the management company.
- C. NEIGHBORHOOD WATCH – vacant
- D. GROUNDS – Glen Woods Chair
 - a. Kevin Martin presented Frank Kyle, The Outdoor Man, with a bonus check of \$400.00. Frank does outstanding work for SHHA, especially in regards to fallen, falling, or dangerous trees.
- E. WEBMASTER – Kevin Martin
- F. BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh
- G. Yahoo Group - Pete Seigman

VII. BOARD OF DIRECTORS ELECTIONS

- A. Pete, Ed, and Linda's terms do not expire this year. Kevin's term expires this year. David's term expires this year (he filled the remainder of Bob's term when he resigned in 2011). Both have expressed interest in re-election
- B. Ray Antosh chaired the nomination committee this year. No additional candidates were identified.
- C. Call for other candidates - No additional candidates came forward at the meeting.
- D. Ray Antosh formally nominated Kevin and David for re-election.
- E. Both Kevin and David were elected unanimously to new three year term in separate votes. However, the votes could not be considered official until the counting of the proxies was completed later in the meeting.

VIII. OPEN FORUM FOR HOMEOWNERS

- A. A question from a homeowner about a request for new garage doors was tabled until after the meeting.
- B. A question was asked about communicating to the community. Kevin said the newsletter had been discontinued years ago for financial reasons and the SHHA website is now the primary method of communication with homeowners. It is augmented by e-mail, Facebook, and periodic mailings as required. US Mail and phone calls to the management company are also valid communication methods.
- C. A complaint about dog owners leaving dog droppings on lawns was expressed. Kevin agreed to post something about the issue on the website, but there is little SHHA can do unless specific homeowners who are not following pick-up rules can be identified. Another homeowner suggested calling animal control.
- D. Another question was about reporting / identifying violations. Ben said that every homeowner can report a violation to the Board and the Board will verify the report and act accordingly. The management company does not investigate violations.
- E. Another homeowner thanked the Board for all their work throughout the year.

IX. PROXY COUNT AND CERTIFICATION

- A. Ben announced the proxy count. 123 proxies were received. With 24 homeowners present the total of homeowners represented was 147. The proxy breakdown was:

Kevin M.	46
Ed R.	32
LindaW.	30
Pete S.	9
David M	3
Ray Antosh	2
Miriam Longo	1

- B. Based on the final count and announcement of the proxies, all votes taken in the Meeting (budget approval and elections) were accepted as valid and official.

X. DATES FOR UPCOMING MEETINGS:

A. Upcoming meeting dates are always posted on the SHHA website. The current 2013 meeting schedule is:

January 10th
February 7th
March 14th
April 11th
May 9th
June 13th
July 11th
August 8th
September 12th
October 10th
November 14th
December 2nd

XI. ADJOURNMENT - the meeting was adjourned at 8:50