

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall
February 7th, 2013 - 7:30 pm

Kevin Martin	-	President	Ed Rahme	-	Treasurer
Linda Wirth	-	Secretary	David Masterson	-	At-Large
Ray Antosh	-	BDR			

I. CALL TO ORDER - Kevin called the meeting to order at 7:31.

II. APPROVAL OF MINUTES - Minutes for January have been electronically reviewed and approved. They are posted to the web site.

III. OPEN FORUM FOR HOMEOWNERS

A. Ray Antosh - Ray asked who had done the 2012 annual meeting minutes as they looked different. Linda did them as usual but used a different typeface provided by Kevin. Kevin checked the minutes on his laptop during the meeting and realized that the link for the 2012 Minutes on the website was incorrect. Kevin corrected the link.

B. Nick Ashmore - Ed Rahme presented an ARC given to him previously by Nick Ashmore of 9094 Blue Jug Landing with proposed paint color names and samples. The colors are Colonial Ivory for the house, Glacier White for trim, and Midnight Green for shutters. After inspecting the colors the Board unanimously approved Mr. Ashmore's request so he did not have to wait through the meeting.

IV. PROPERTY MANAGEMENT REPORT - No report received. This led to a discussion Metropolis' responsibilities and their level of performance to date. Specific reports in our contract, to updating the homeowner database, and responding to emails with information from the Board have been concerns. These matters will be discussed with Ben Colbert at the March meeting.

V. TREASURER'S REPORT – Ed discussed payment of bills especially for J&L Tree Service which is done by The Outdoor Man. The process of submitting invoices and making timely payments to our small business contractors needs to improve. Ed will act as the go-between until Metropolis demonstrates that their system is reliable and timely. Ed received reports of finances for Nov. and Dec. 2012 last week.

A. 2011 Audit – Douglas Corey recommends new company, since management company is now far away from them. Metropolis has contacted Phil Bourne (a CPA that they use) for a quote per 2/6 e-mail.

VI. COMMITTEE REPORTS

- A. **ACC** – Jack Hanley - Jack handled a request for an elevator at 9024 Parliament for the Board. Reported under VIII G.
- B. **WELCOMING** – Carol Cannava
- C. **NEIGHBORHOOD WATCH** – *vacant*
- D. **GROUND**S – Glen Woods
- E. **WEBMASTER** – **Error! Reference source not found.**
- F. **BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh missed the last meeting because of work.
- G. **Yahoo Group** - Pete Seigman

VII. OLD BUSINESS

- A. 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 – Board will revisit in the spring

- B. 9003 Fort Craig DR (unpainted flashing)
 - a. The homeowner was sent a letter informing them that the BOD voted to reduce the assessment due to \$100 on the conditions that:
 - i. The reduced assessment is paid by 15 November; if not, the original \$900 assessment will be immediately due
 - ii. The flashing is maintained properly and re-painted as required
 - b. Assessment has still not been paid.
 - c. Homeowner will receive letter that the assessment is due in full, and next step will be placing a lien against the property.
 - d. Details about the above steps will be done in Executive Session.

- C. DPOR Notice of expired certificate
 - a. Paperwork for renewal was submitted
 - b. Waiting for new certificate for our records and inclusion in the resale package
 - c. Check was cashed by DPOR for renewal over a month ago
 - d. Certificate would be sent to SHHA's lawyers. Kevin will check with them.

D. Master Insurance Policy

- a. Current policy certificate we have is expired but SHHA's insurance has not lapsed.
- b. Last word from Metropolis was that the insurance company was mistakenly still sending info to HGA; they would work to resolve this and let us know if they needed any assistance (11/19)
- c. Kevin e-mailed Ben asking for current status on 2/6. Ben emailed that we would get it next week. Board's agency is B&B Insurance.

E. 9118 Blue Jug Landing

- a. Investigated a homeowner complaint about the condition / maintenance of the property
- b. Inspection found several issues; a Hearing is scheduled for tonight
- c. Kevin inspected before the meeting; issues still not resolved.

F. 9118 Lyon Park Ct

- a. Fence and roof repairs (from Sandy damage) completed
- b. Homeowners submitted receipts for repairs on 1/21 via e-mail. Ed will check and see if payment has been made.
- c. Still need to work with homeowners on path forward on specimen tree

G. Status of tree work documented in e-mail to Frank / Glen

- a. Outstanding invoices for trees that have been removed from properties listed below – Ed will check and see if payment has been made.
 - i. 9017 Home Guard Dr
 - ii. 9109 Home Guard Dr
 - iii. 9129 Home Guard Dr
 - iv. 5607 General Banks

H. Tree down in commons near 5608 & 5610 Meridian Hill Place

- a. Homeowner e-mailed that work has not been completed.
- b. Cutting up and stacking this tree was reviewed and approved back in July 2012 (\$750).
- c. Work is reported as “complete” in the July minutes. July minutes are incorrect on this issue.
- d. BOD will coordinate with JL Tree Service on removal

I. The SHHA Braddock District Council membership is expiring

- a. The board unanimously approved renewal at January meeting
- b. Ed filled out the form and sent it to Metropolis for payment, so our membership should have been renewed.

VIII. NEW BUSINESS

A. 13 hearing letters were sent out for tonight.

8 had been **resolved** as of 2/6 re-inspections:

5606 Mount Burnside Way	Siding on side of home is moldy. Needs to be power washed.
5602 Herberts Crossing	Mailbox is tipping over and needs to be re-posted.
9018 Fort Craig Drive	Trash can left by curb.
9005 Grovers Theater Court	Mailbox is tipping and needs to be reposted.
5408 Mount Greenwich Court	Trash and recycle bins by garage, visible from street.
5410 Point Longstreet	Trash and recycle bins by garage, visible from street.
5628 Point Roundtop Court	Pile of twigs by foundation needs to be removed.
5628 Point Roundtop Court	Siding is moldy, and needs to be power washed.

Thank you letters were sent out for these.

5 still scheduled:

8913 Lake Braddock Drive	Property in general state of clutter. Multiple issues – see letter; repeat offenders.
8913 Lake Braddock Drive	Mailbox is tipping and needs to be reposted.
9118 Blue Jug Landing	Multiple issues – see letter
5608 Mount Burnside Way	Mailbox tipping. Needs to be re-posted.
5623 Point Roundtop Court	Mailbox tipping. Needs to be re-posted.

E-mailed that he cannot attend hearing on 2/7.

B. 9120 Lyon Park Court – closing on 2/8

- a. Requested PUD, which was provided on 1/26
- b. Settlement company looking for confirmation that 2013 dues payment has been received. Linda checked PO box and found dues payment and email Metropolis.

C. Complaints from homeowners about late invoices for February dues payments

- a. Final invoice template was given to Metropolis late; there were questions
- b. Homeowners should be aware that payment is due 1 February, regardless of invoices – the due date is specified in the By-Laws)

D. Invoices from The Outdoor Man – Ed R e-mail to Metropolis - Already discussed under Property Management report/Treasurer's report

a. 9156 Ft. Fischer Ct.	10/20/12	#27630	\$400.00
b. 9117-9119 Home Guard Dr.	10-20-12	#27631	\$350.00

E. 9156 Fort Fisher Court

- a. Submitted an ARC Request at the November meeting to replace garage doors
- b. Final choice of garage doors was submitted on 1/26; e-mailed to BOD members for review
- c. After reviewing the choice of garage doors the Board unanimously approved.

F. 5627 Herberts Crossing

- a. Submitted an ARC request to change shingles to SHHA PO Box. No color sample included.
- b. Ed responded that they need to provide a color for the proposed shingles

G. 9024 Parliament

- a. Submitted a significant ARC request to make modifications for an elevator installation. Architectural drawings of all affected elevations included.
- b. Electronically reviewed (Jack also met with them)
- c. Tentatively approved architectural changes (e-mail sent 2/6), pending final color and material samples.

H. 9024 Blue Jug Landing - Discussed and approved under III

- a. Submitted ARC request to replace siding, trim, shutters, and a window.
- b. Ed presented material samples that he had picked up; homeowner was present.
- c. BOD unanimously approved request. Approval letter will be sent out.

I. 9121 Lyon Park Ct - Ed read letter from absentee owner. He will have his property manager make sure the tenet at this address corrects trash can and recycling bin violations. Ed gave the letter to Kevin

IX. DATES FOR UPCOMING MEETINGS

March 14th
April 11th
May 9th
June 13th
July 11th
August 8th
September 12th
October 10th
November 14th
December 5th

X. ADJOURNMENT - Meeting was adjourned at 7:59.

Board stayed until 8:35 but no cited homeowners showed up for their Hearings.