

## SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall

March 14th, 2013 - 7:30 pm

Kevin Martin	-	President	Pete Seigman	-	VP
Linda Wirth	-	Secretary	Ben Colbert	-	Manager
Ray Antosh	-	BDR			

Homeowners - Joshua Bradley

- I. **CALL TO ORDER** - Kevin called the meeting to order at 7:30.
  
- II. **APPROVAL OF MINUTES** - Minutes for February have been electronically reviewed and approved. They are posted to the web site.
  
- III. **OPEN FORUM FOR HOMEOWNERS** - Ray Antosh sent a letter to the Board that he wanted posted to the website. The letter expressed his views of the fence petition. His letter was a topic already on the agenda under New Business and was discussed then (see below).
  
- IV. **PROPERTY MANAGEMENT REPORT** - Ben Colbert from Metropolis handed in a report and discussed most of the topics in the report that needed more information.
  - A. 2<sup>nd</sup> letter to homeowners delinquent in paying dues. The Board agreed that a 2<sup>nd</sup> letter should be sent at the end of March. Ben will email the Board a draft of the letter before sending it. Currently there are 134 delinquencies.
  - B. Audit - SHHA's current auditor is resigning. Metropolis has recommended Bourne and Painter as a replacement. Their fee is \$1,500 for the 2011 audit and will reduce this fee if hired to do the 2012 audit. The Board will ask Ed Rahme, our Treasurer, for his advice before making this decision.
  - C. Fence rule change - The proposed changes to fence rules was included in 2012's annual meeting packet. Many responses have been received and tallied in a spreadsheet.

At this point Ray quoted a statement by Ben as reported in the 2012 Annual Meeting minutes. In response to a question from a homeowner about publicizing opposition to the proposed changes, Ben is quoted (in the Annual Minutes) as saying "Of the petitions received, there have been 25 NO votes, so people don't need more information".

This quote was an inaccurate summary by the secretary of Ben's statement. The essence of his comment at the annual meeting was that the 25 NO votes were a demonstration that homeowners understood that they could, and how they could vote NO. The DRAFT annual meeting minutes will be corrected.

There was a short discussion of the cost of postage to canvas the entire community. Ray stated that he did NOT want a mailing sent out of his opposition letter – just that it be posted on the web site.

- D. Insurance certificate - The new certificate has been forwarded to the Board.
- E. Licensing - Although a check was sent to DPOR with the filled out paperwork the DPOR claims that the check was not received. A copy of the cashed check received from the bank is not legible enough so Ben will need to obtain a better copy of the cashed check from Ed.
- F. Payment - Homeowner at 5420 Flint Tavern Place will resend his payment as it was Smartstreet was not able to process the previous attempt to pay.
- G. Reimbursement - A check for damages has been sent to the homeowner at 9118 Lyon Park Court on February 15.
- H. Settlement sheet - Metropolis received settlement sheets for 5611 Herberts Crossing and 9024 Parliament Dr. Metropolis will contact the Welcoming Committee.
- I. Calls - Several people have called about annual dues payment uncertainties.

**V. TREASURER'S REPORT – Ed Rahme**

- A. Audits – Douglas Corey will not perform Audits moving forward, given lack of proximity to new management company
  - a. Metropolis got a quote of \$1500 from a CPA that they work with and recommend
  - b. As discussed previously the Board will ask Ed's opinion before making a decision.
- B. Ed requested from Ben the full financial summary for 2012 (3/11 e-mail)
- C. CDs - Ed purchased 4 Certificates of Deposit at \$12,000 each; one will mature every quarter. The funds will be reinvested, provided that none are needed for current, large expenditures at the time of maturity.

**VI. COMMITTEE REPORTS**

- A. **ACC** – Jack Hanley
- B. **WELCOMING** – Carol Cannava
- C. **NEIGHBORHOOD WATCH** – *vacant*
- D. **GROUNDS** – Glen Woods reported that SHHA is current on all payments for tree work. Work on the fallen tree behind 5610 Meridian Hill PI will proceed when ground is dry.
- E. **WEBMASTER** – Kevin Martin – Nothing new to report.
- F. **BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh reported that the last meetings were about the budget and a presentation by the district police.
- 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 – revisiting 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. Ed reported that his last inspection showed satisfactory repairs. The Board voted unanimously to consider the case closed and not seek payment of \$900 assessment.

### **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. Metropolis says (3/6): The Board had filled out the paperwork and forwarded the check to the DPOR for the new license. Metropolis had not received the new license for inclusion within the resale package. After several calls, Metropolis was informed that the DPOR claims they have not received a check. Metropolis therefore emailed Mr. Rahme asked for a copy of the cashed check so we can follow up with DPOR.
- d. This matter already covered under Management Report.

### **D. Master Insurance Policy**

- a. BB Insurance sent copy of new policy and invoice for \$1710 on 2/20
- b. Kevin Updated Resale packet PDF with new policy – expires 2/19/2016

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

a. Outstanding invoices for trees

- i. 9017 Home Guard Dr
- ii. 9109 Home Guard Dr
- iii. 9129 Home Guard Dr
- iv. 5607 General Banks
- v. 9156 Ft. Fischer Ct.
- vi. 9117-9119 Home Guard Dr.

b. Glenn verified with Frank that all outstanding invoices for tree work have been paid.

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

a. Per e-mail from Glenn on 3/13, this work is being scheduled with the tree service.

**G. The SHHA Braddock District Council membership is expiring**

- a. The board unanimously approved renewal at January meeting
- b. Linda received check from Metropolis, per 2/8 e-mail
- c. Linda will check and see if check has been received by SHHA DC

**H. 5627 Herberts Crossing**

- a. Submitted an ARC request to change shingles
- b. The homeowners have not responded to a request for material samples / colors?

**VIII. NEW BUSINESS**

**A. No ARC violation hearings were scheduled for tonight.**

- a. Many re-inspections are due
- b. All BOD members should have done an inspection of their newly assigned area by now and sent results to Kevin for processing

- B.** Ray Antosh e-mailed BOD a proposed letter voicing his opposition to the proposed changes to fence rules
  - a. Ray asked that the letter be posted to the web site
  - b. BOD believes the letter contains some inaccurate / speculative information
  - c. A discussion on appropriate and fair action took place. Linda proposed working with Ray to edit the letter to delete statements that were personal opinions not based on facts. Linda also gave a brief history of a period when lack of inspections led to the building of unauthorized fences that are in violation of the CCRs. Pete proposed posting the letter as is with an explanation / rebuttal from the Board. In the end, the BOD decided to simply post Ray's letter as written to the web site.
  
- C.** Fence petition
  - a. Looking for volunteers to help go door to door this spring for signatures (for homes that have not already responded)
  - b. Kevin asked Metropolis for a full list of responses so far, including of homes that have not responded
  
- D.** 8995 Parliament Dr.
  - a. Agent requested resale package (3/12) for upcoming short sale
  - b. They were provided with the mailing address for the check, and said they will send it in ASAP
  - c. Kevin will work on the package this week-end (3/15 – 3/17) to send out next week
  
- E.** 9102 Home Guard Drive – Eric Haskins e-mailed the board about modifications and requirements for ARC approval:
  - a. I am replacing my two sliding glass doors with doors that match the exterior AND interior. Do I need approval for this?
  - b. I would like to build a small addition on one side of my house.
  - c. Ed R replied that all exterior changes should be reviewed, and recommended that a contract not be signed until an approved plan is in place, OR there is an "escape clause" if the modifications can't be approved by the BOD.
  - d. No ARC request has been submitted yet.

- F. 9017 Lake Braddock Dr. – James and Patricia Smith submitted an ARC request Form, requesting to replace old storms and original wood windows with new vinyl white double hung windows. Windows would take approximately 4-6 weeks to order, and then installation can be scheduled. All windows will be replaced in one day. Kevin will email this request again so the Board members can read it and vote on it.
  
- G. 9023 Lake Braddock Dr. - Ed Sofinowski e-mailed asking for guidance on what permits / approvals are needed to maintain / update his deck.
  - a. Kevin M replied that he would need to work with Fairfax County directly to understand permitting requirements
  - b. Kevin also told him that an ARC request would be needed if the deck was to be modified

**IX. DATES FOR UPCOMING MEETINGS**

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

**X. ADJOURNMENT** - Meeting was adjourned at 8:10.