

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall

June 13th, 2013 - 7:30 pm

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

Mr. and Mrs. Phillips

Warren Jagodnik

- I. **CALL TO ORDER** – Meeting was called to order at 7:30

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

- III. **OPEN FORUM FOR HOMEOWNERS** – Members are requested to register to speak at the meeting so the proper amount of time can be allocated. Members are also asked to submit their issues in writing prior to the meeting to ensure the Board can adequately research them and provide answers.
 - A. John Phillips attended a Hearing that was scheduled for 8:15. When that time passed he told the Board that the time for his Hearing had passed. At Mr. Phillips request, and with agreement from the other homeowners present, the meeting was temporarily suspended and Mr. Phillips hearing was held.
 - B. Mr. Jagodnik came to speak about the fence petition. See VII. D. below

- IV. **PROPERTY MANAGEMENT REPORT**
 - A. See attached page.

V. TREASURER'S REPORT – Ed Rahme

A. Audits – New Company has been approved to do audits.

- a. Ed will follow up on the status of the audits

B. Dues status – 103 still outstanding

- a. Per e-mail from Metropolis (Stacy) 3rd notices went out on June 7th
- b. Ben's monthly report references last letters going out in May with "some additional ones" due to address DB updates
- c. Metropolis Q&A:
 - Number 2: These have been changed in the system, and will reflect accordingly. We do show that \$7,500 was an expense because you have a net amount you wish to move to Contingency - this is money that is in the budget, and not as income. In all the other communities we manage, this does show as an expense, and is balanced against the reserve funds projected to be inputted throughout the year. As the money came out of Operating to fund it, it is, in my understanding, still an expense - it's just one that isn't to a contractor. If you wish this displayed another way, please let me know. Ed responded to Ben concerning the above and sent him some follow-up questions.
 - Number 3: Checks 2048, 2049, and 2052 are for the Contingency account. They cleared on 4/15/13 and 4/16/2013. This is per your budget - I took the reserve amount, divided it up by 12, and made check requests per the Board's request to ensure that the Reserves were properly funded. The money has not dropped off the books - it will appear in the April 2013 financial report when I receive the bank statements. Ed commented that monies to the Contingency fund are historically contributed at the end of the year and consist of funds allocated but not spent during the year.
 - Number 4: As we discussed in the beginning, Metropolis works off of modified accrual which assumes that all money has been received. That was actually collected per month is documented upon the metraxx which I will include in your monthly report.
 - Number 5: There was one (1) miscoded check for \$50.00. This was for Braddock City Council. Once I get the bank statement for April so I may work on that report, I will make a correcting entry.
 - Number 6: Under section 9 (m), scanning of assessments, this is an automatic charge which is generated per our system. There is no invoice, though I the number of checks we processed can be viewed via the Metraxx. Ed has this under control.

VI. COMMITTEE REPORTS

- A. ACC** – Jack Hanley – On vacation
- B. WELCOMING** – Carol Cannava
- C. NEIGHBORHOOD WATCH** – *vacant*
- D. GROUNDS** – Glen Woods See VII. E. below
- E. WEBMASTER** – Kevin Martin
 - a. Added high resolution copy of SHHA Map to Bulletins / info
 - b. Created Excel VB script to check Owner DB spreadsheet against FC website; sent identified updates to Metropolis. Will run this monthly to ensure we stay in sync with Fairfax County data.
- F. BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh Winners of the Best of Braddock were announced. There will be a reception for them next month. Elections were held.
- G. Yahoo Group** - Pete Seigman – Nothing new

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. Kevin M spoke with the homeowner, and homeowner agreed to move the kennel over about 3' towards the front door, so it would be less visible behind the garage.
 - c. As of 6/12 /2013, homeowner HAS moved the kennel over. Still slightly visible from the street, but just an edge / corner. Owner plans to put up a fence at some point that would eliminate the need for the kennel.
 - d. Board voted unanimously to close out this violation as resolved by the homeowner's action.
- B. DPOR Notice of expired certificate** Received new certificate from Metropolis. It was scanned and included in resale docs
- C. All BOD members** should have done an inspection of their newly assigned area by now and sent results to Kevin for processing

D. Fence petition

- a. E-mail reminder went out to owners for which we have e-mail on file, who have not yet responded.
- b. Door-to-door petitioning efforts have started
- c. So far 206 YES votes (78%), 58 NO votes, 1 abstain
- d. 28 non-resident homeowners still to be contacted; Kevin recommended approving a certified letter to each non-resident owner's address of record with cover letter, petition, and owner database update form.

The proposed letter generated discussion. Pete felt that the Board paying for a letter containing a petition was setting a bad precedent. He questioned whether or not this had ever been done before. Neither the trash petition nor the parking district petition had a mailing, but they weren't changes to the governing documents.

Kevin said that the Board should consider any petition brought forward to it, and let the board decide how much to support the effort, based on perceived value to the community.

Ray objected to the precedent established by mailing the petition to the non-resident owners.

Part of the discussion was that SHHA needs to ensure that we have an accurate owner database. SHHA needs to send a letter to get address / phone / e-mail updates for the database. The letter should be sent by certified mail, so that the board knows whether it was received / signed for or not. The petition should be included so that absentee owners have the same opportunity to review and vote on the fence issue as the residents. Since this envelope will include a form for updating the database David made a motion that the Board mail the 28 absentee homeowners a letter to obtain their address of record. He made a second motion that the letter with the database form includes the fence petition. Both motions were seconded, voted on, and passed 4 to 1. The use of certified mail was approved unanimously.

Ray Antosh asked why he had not been asked to help with circulating the petition, as he had volunteered. Kevin replied that there was no need for additional volunteers, and in fact the door to door effort had not been difficult, and had been a good opportunity for him (Kevin) to meet most of the homeowners. Not even the other Board Members were used to circulate petitions. Ray was upset that he had not been included. Kevin stated that the Board was not obligated to seek assistance if none was required to complete the effort.

Mr. Jagodnik spoke next. He opposes the fence petition. He believes that allowing fences that are not 50% open and 6' tall will change the appearance of the community. He believes that backyards will look like "enclosed compounds". Ray agreed and mentioned the appearance of fenced in yards where he lived in Nevada, stating that "The open look of the community will vanish."

Mr. Jagodnik expressed his strong opinion that allowing fences not 50% open and up to 6' tall "will drastically alter the look and appearance that the original builder and the original architects intended." He believes that the Covenants were established to protect the architectural design that was established by the builder.

At this point the meeting was temporarily suspended for a Hearing. After the Hearing it was resumed.

Mr. Jagodnik argued strongly for a uniform look for the community that reflects the original look of the community, and stated that “an architectural study must be done”.

The Board’s response was two-fold. The genesis of the petition was repeated requests from homeowners to build non-compliant fences, and to understand the community’s opinion on the rule prior to deciding a path forward on existing non-compliant fences. Also, since the governing documents contain the process for changing the rules, it is right for the community to vote for a change.

Mr. Jagodnik wanted the Board to hire an architect or other expert to review the appearance of the community and report on the effect of the change. The Board has neither the funds nor the time for this suggestion. He felt that the Board hadn’t done enough research on what the original appearance of the community was; that is the appearance Mr. Jagodnik wishes to preserve. Kevin replied that everything the Board has done is in line with the governing documents. The crucial point is that the governing documents provide a process for changing the Restrictive Covenants, and that is the process that the Board is following.

Kevin invited Mr. Jagodnik to join the ACC Committee, if interested in the appearance of the community, so that he can have a much more direct influence. That would give him an opportunity to have input into its appearance.

The Board was asked what would happen if the petition didn’t pass. Ed said that the Board would have to enforce the Covenants as they are written. Kevin added that the Board would have to find a fair, equitable, and legal way to deal with any existing, non-compliant fences – that it would be an unfair burden to force homeowners to destroy existing, perfectly good fences – especially since some were / may have been approved by prior instantiations of the Board.

That ended the discussion on fences, and the Board continued with the rest of the agenda.

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

- a.** Work was completed as of 5/22
- b.** Glen and Frank reported that the homeowner was very nasty / demanding towards them
- c.** Homeowner has also been aggressive to BOD members
- d.** The Board voted to consider the matter closed, with no follow-on discussion with the homeowner regarding his attitude and actions.

F. 9107 Home Guard Dr.

- a. Owner reported dead tree in common area behind house
- b. \$250 for remedy.
- c. Frank reports the tree was cut down, invoice paid, and the owner kept the wood for firewood.

G. Vincent Cannava tree

- a. At the May meeting, Linda agreed to research some replacement options.
- b. Linda reported back: There are good looking 6' crepe myrtles on sale at Meadow Farms for \$129. 8' ones are also on sale for \$169 but none of them looked very well. Linda will check out the trees available at Burke Nursery. She will notify the Board so a decision can be made. Linda feels that \$169 is too low.
- c. Depending on Linda's findings, the Board will vote on a proposed path forward at the July meeting.

H. 5627 Herberts Crossing

- a. Submitted an ARC request to change shingles – no response yet to the Board's request for material samples / colors.

I. 5415 Flint Tavern Place – Submitted request to build new 2 level deck and stairs. So far only one electronic approval. Pete asked Kevin to resend the request.

J. 5608 Meridian Hill Place – Request to paint shutters black and door red. Color samples were included with the request. The Board examined the request and the colors and unanimously approved the request.

VIII. NEW BUSINESS

- A.** 17 Hearing Letters were sent out for tonight. All but 4 were resolved. Two of those have already contacted us about resolution:

5616 Fort Corloran Drive	Window trim on house side needs repair and re-painting. Homeowner e-mailed saying she is scheduling repair.
5616 Herberts Crossing	Siding is moldy. Please power wash. Homeowner e-mailed that he is working with a contractor to schedule.
8913 Lake Braddock Drive	Siding is moldy, and needs to be power washed.
8913 Lake Braddock Drive	Writing / graffiti on chimney.

- B.** Hearing for 8913 was held in absentia after the Board meeting.

C. Southport trash / drainage meeting

- a.** Ed R attended meeting on flood plain easement with the County and South Port. He e-mailed easement request chart package to BOD. At the Board meeting Ed went over the stream restoration proposal again and with some detail. The proposal will make the stream in The Oaks Commons a stream with gentle banks instead of the arroyo it is turning into with steep sides and undercut banks.
- b.** The County asked for storm drain easements. Ed quoted the results of his research – that he felt the Board has the power to grant these easements. Article 8, Section 1 gives the Board the right to exercise any power not granted to the community. And it is the duty of the Board to maintain The Commons. However the county has said it does not need the Board to provide easements but just wants an approval from the Board.
- c.** The Board unanimously approved the stream restoration project. Kevin will post the brief from the County on the website and discuss it at the annual meeting. Ed will notify the County that the Board approves this and to tell them to go forward with the project.

D. Electrical box installation at Lake Braddock / Rolling entrance

- a.** The new box is on the opposite side of Rolling Road from our sign. A new cable to the existing box was installed. This entailed digging up the flower bed in front of the sign.
- b.** The electrical work is finished and The OutDoor Man has already replanted flowers.

E. Lake Braddock monopole – e-mail received with information (5/29)

- a.** Change in the public hearing date for this structure. The meeting before the Planning Commission is now scheduled for September 19 at 8:15 p.m. before the Planning Commission. The applicant is entitled to have a hearing within 60 days of its last agreed upon extension date which would be September 22.
- b.** <http://www.lakebraddockwirelesspole.com> has most up to date info on project.
- c.** The Braddock District Land Use and Environmental Management Committee will receive a presentation on this application at its regularly scheduled meeting on June 18 at 7:30 p.m.

F. Ed e-mailed three tree invoices totaling \$3900 to Metropolis for payment on 6/3

- a.** 5613 Signal Hill (\$750)
- b.** 5610 Meridian Hill (\$500)
- c.** Mowing and trimming (\$2650)
- d.** Kevin asked for the status of the payments. Ed said all are paid or in process for payment.

G. 9129 Home Guard Dr.

- a.** Contacted Kevin M about “large chunks of tree” on common area
- b.** Apparently from earlier tree cutting (by SHHA)
- c.** Homeowner says “vermin” are living in the chunks and they are an eye-sore
- d.** Kevin surveyed the area, and agrees that there are MANY large chunks; they ARE very close to the rear property line
- e.** Because of the real possibility of rats moving into the wood pile, the Board voted unanimously to ask Frank to assess the situation and remove or move back into the common area the “large chunks of trees”.

H. 9105 Lyon Park Ct.

- a.** Owner contacted Kevin Martin about address correction and dues bill
- b.** She never received bill due to incorrect address in database; said we failed on multiple requests to correct her mailing address. She says she hasn't paid, since we can't bother to change her address.
- c.** Please verify whether she has paid or not; if not, send bill WITHOUT LATE FEES to property address; make sure address record is correct for future mailings. The Board agreed to the above and added that an apology should be sent.

- N. 9024 Parliament submitted a request to update a rear deck and stone front walk way
 - a. Request was electronically reviewed and approved.

- O. 9108 Blue Jug Landing requested to put a shed in their back yard
 - a. Request was electronically reviewed and approved.

IX. DATES FOR UPCOMING MEETINGS

July 11th
August 8th
September 12th
October 10th
November 14th
December 5th

- X. ADJOURNMENT** – Meeting was adjourned at 9:45.

SIGNAL HILL HOMES ASSOCIATION
MONTHLY METREGISTER
June 2013

ACC REQUEST – 125193

Metropolis received a call from Mr. Ludwig regarding changing his windows at 5594 Marshall House Court. Metropolis instructed Mr. Ludwig to email the Board. Did the Board receive the request? Was it approved?

No request received to date.

COVENANT CHANGES/FENCES – 118272

The change to the fence rules was forwarded with the Call for Candidates memorandum in 2012. Many responses were received. Metropolis provided the spreadsheet of those who replied to the Board previously, and continues to update the spreadsheet per the responses the Board forwards to our office.

Discussed in Old Business.

BANK ACCOUNT – 122161

Metropolis has had continued discussions with Treasurer Mr. Rahme regarding the financial reports. Metropolis notes that we still have not received the April or May 2013 bank statements, and therefore cannot complete the outstanding financial reports. We have received the proof of cashed checks, and will be updating accounts accordingly. Metropolis will forward the delinquency report upon completion.

Ed will change address for bank statements to Metropolis instead of SHHA PO Box

PAYMENT CONCERN – 126131

Metropolis received a call from Stacey Small of 9109 Home Guard Drive regarding their payment. It seems the Small's forwarded payment to the previous management company. We have informed the Small's to contact the previous management company to either get their payment returned, or reimbursed.

The Board approved waiving and / or refunding late fees.

LATE NOTICES – 124006

Metropolis forwarded both a copy of the late notice and the first intent letter to the Board. The letters were sent out in May, with some follow-up letters as corrections to the database continue to be sent to our office.

Per metropolis e-mail (Stacy) third notices went out on June 7th. Kevin will email Ben to make sure that 3rd letters were sent and that they were sent certified.

The Board discussed reasons for the high rate of non-payment this year. Some people sent payment to HGA, some people had an auto payment to HGA and some people threw away the letter from Metropolis mistaking it for junk mail.