

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall

July 11th, 2013 - 7:30 pm

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

I. CALL TO ORDER – Kevin called the meeting to order at 7:30.

II. APPROVAL OF MINUTES - Minutes for June have been electronically reviewed and approved. They are posted to the website.

III. OPEN FORUM FOR HOMEOWNERS – John Kent of 9013 Parliament, Ray Antosh

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. Mr. Kent is concerned about traffic on Parliament and would like a 3 way stop at Signal Hill and Parliament. He asked if any attempt had ever been made to put on there. Linda said that after the stop sign went in at Bald Hill Pl. and Lake Braddock Dr. the Board mailed a survey to Parliament homeowners asking if they wanted a stop sign at that intersection. Only 12 replies came back so the Board dropped the effort - not enough homeowners showed interest. Mr. Kent will start his own petition on this issue and Ed suggested he contact John Cooke's office for help. Kevin suggested asking the police for enforcement of the speed limit.

B. Ray Antosh

- a.** Ray quoted the By-laws on the topic of the number of homeowners needed to establish a quorum. He complained that this By-law had not always been followed at the annual meetings. Kevin told him to follow the procedure for complaints established in accordance with the Virginia Code and file a complaint using the form on SHHA's website. Once he does so, the Board will review and respond to his complaint.
- b.** Ray complained about his perception of the board's use of Executive Sessions. Ed replied that the substance of the Executive sessions is always referenced in the next month's minutes, and that the sessions are entered and exited as required by Virginia law.
- c.** Ray complained about the board conducting some business by electronic means (e-mails). Kevin M cited the SHHA By-Laws Article 5, Section 5:

Action Taken Without a Meeting - The directors shall have the right to take any action, in the absence of a meeting, which they could take at a meeting by

obtaining the written approval of a majority of the directors. Any action as approved shall have the same effect as though taken at a meeting of the directors.

Kevin told Ray that any such actions / approvals done by e-mail (such as ARC reviews) are captured and documented in the following month's minutes.

Kevin again invited Ray to submit a written complaint for the Board to investigate if he still felt that the Board was not following established procedures.

- d. Ray then quoted the By-laws concerning the 2/3 rule for passing increases in the dues. Kevin replied that there hasn't been an increase in dues since he's been a resident / Board Member so he couldn't address the issue as to whether or not that process had been followed several years ago.
- e. Ray then complained about the fence petition. Ray wanted the names of the people not yet contacted by Kevin. Kevin explained that although Ray and several of the Board members volunteered to help with the petition he found that personally contacting the homeowners provided valuable feedback and decided to continue on his own. Ray then quoted the past minutes, which stated that the ending date of the petition would be July; the Board acknowledged that that was the original date set. However the Board felt that, as there are no rules for petitions and there is a precedent for extending petitions, when progress is being made, that the Board could extend the deadline of the fence petition.
- f. Further discussion of the fence petition is covered later in the meeting under Old Business VII B.

IV. PROPERTY MANAGEMENT REPORT – No report from Metropolis. Ed still has outstanding questions from the last financial report.

V. TREASURER'S REPORT – Ed Rahme - No report from Metropolis so Ed had no nothing to report

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

a. Ed has requested status from Ben at Metropolis

B. Dues status

a. Kevin requested status from Ben at Metropolis.

C. Financial reports from Metropolis

a. Ed sent Metropolis April and May statements

b. Ed changed the mailing address of the statements to go directly to Metropolis

- D. Metrics for Metropolis - Pete motioned that the Board should track the specific instances where Metropolis does not provide timely and necessary information – especially information that is required by the contract. Motion passed unanimously; Linda will do this and report back to the Board.

VI. COMMITTEE REPORTS

- A. **ACC** – Jack Hanley – The ACC procedure needs formalization. Linda will invite Jack to the next meeting.
- B. **WELCOMING** – Carol Cannava
- C. **NEIGHBORHOOD WATCH** – *vacant*
- D. **GROUNDS** – Glen Woods
- E. **WEBMASTER** – **Error! Reference source not found.**
- a. Posted the Fairfax County provided package on proposed Common Area drainage upgrades
- F. **BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh Last meeting was a party and presentations of the Best of Braddock awards. Kevin would like to add the BDC link to SHHA's website.
- G. **Yahoo Group** - Pete Seigman

VII. OLD BUSINESS

- A. All BOD members should have done an inspection of their newly assigned area by now and sent results to Kevin for processing

B. Fence petition

- a.** So far 271 YES votes (77%), 83 NO votes, 1 abstain. 99 more YES votes are needed for approval.
- b.** Of 111 resident homeowners who have not yet responded, 90 have been contacted by door-to-door (forms dropped off with owner); 21 have not been visited / answered their door
- c.** 27 non-resident homeowners still to be contacted.
- d.** Waiting for advice / interpretation from attorneys on how to best proceed with those homeowners who have not responded. Also waiting for their guidance before sending the certified letters out for Owner DB updates, so that the petition and required supporting data can be correctly included.
- e.** Discussion on extended deadline for the petition continued from Open Forum for Homeowners – Kevin made a motion that the deadline for the fence petition be extended to the 2013 annual meeting. The 2013 annual meeting announcement will state that the results of the petition to change the fence rules will be determined at the annual meeting, based on all responses received by that time. This motion was discussed, and unanimously approved by the Board.
- f.** In the event that the fence rules cannot be changed, the Board will determine a fair process to work with homeowners who have existing non-compliant fences. The Board recognized that some homes were purchased with non-compliant fences, and that some non-compliant fences were actually approved by prior instantiations of the Board.

C. Vincent Cannava tree

- a.** At May meeting, Linda agreed to research some replacement options.
- b.** Linda reported back in June: she found 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 good. Requested another month to look around.
- c.** Linda found good 15 gallon crepe myrtles at Burke Nursery for \$179. As best she could estimate they were 6-8 ft. tall. The Board authorized Linda to offer the Cannavas \$200 for a replacement tree, and report back to the Board.

D. 9129 Home Guard Dr.

- a.** Contacted Kevin M about “large chunks of tree” on common area from prior SHHA tree work; “vermin” living in the debris
- b.** Frank moved the debris further back into the common area as of 6/29
- c.** Invoice was included with June mowing

E. 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. ***Kevin sent an invoice with an apologetic cover letter to the homeowner, and e-mailed Ben to verify that her name and address are correct in Metropolis' database. Requested payment within 30 days (if not already paid).***

F. 8929 Lake Braddock Dr.

- a. Owner contacted Kevin M about receiving 2nd notice for dues, but never a first.
- b. At June meeting BOD authorized refund of late fees.
- c. ***Kevin e-mailed Ben, and asked him to confirm payment and issue refund of late fees if paid.***

G. 9089 Blue Jug Landing

- a. Owner e-mailed Ed claiming that she paid her dues in February, but received a second notice. She gave the check number and says the check has been cashed.
- b. **Kevin asked Ben via e-mail to confirm her payment status**

H. 9111 Lake Braddock Drive

- a. Contacted Kevin M. regarding a violation letter she received for damaged garage doors
- b. Says she has not corrected the issue, because she is planning a major re-model, including a finished room over the garage, and will be doing the garage doors along with that
- c. **Kevin M spoke with the homeowner at her home; she is finalizing the plans with her architect. She shared some of the drawings with him. BOD agreed to defer further letters until 1 September.**

I. 5415 Flint Tavern Place – Submitted request to build new 2 level deck and stairs

- a. Request was electronically reviewed and approved on 6/13
- b. Homeowners were notified.

VIII. NEW BUSINESS

- A.** No Hearing Letters were sent out for tonight. Six were sent out for August 8th.

- B.** Homeowner Chris Wallace (Grovers Theater Ct)
 - a.** Spoke to Kevin M about his scout troop
 - b.** They are always looking for Eagle Scout projects
 - c.** Kevin told him that SHHA is open to such projects, and in fact has supported projects in the past (i.e. storm drain labeling)

- C.** Kevin M requested reimbursement from the Board for paper, envelopes, and toner
 - a.** \$100 requested – 75% of the cost of the purchased materials

- D.** 9001 Home Guard Dr.
 - a.** E-mailed BOD requesting info / procedure required to remove several large trees from her property, close to her house
 - b.** Kevin M replied that there is no “approval” required, but the BOD does request that stumps be ground down when trees are removed if they are large / obvious / visible
 - c.** Homeowner completed removal of several trees (but there are other healthy ones remaining)
 - d.** Homeowner also asked about restrictions on satellite dishes
 - e.** Kevin M responded that they are allowed, but should be placed in the least obtrusive area that receives full signal
 - f.** Homeowner installed a dish on the back corner of the home

- E.** 9107 Parliament Dr. – Hearing scheduled for August; sent defiant email demanding an apology for sending him a certified letter. Says he “may have overlooked” previous letters from Metropolis.
- a.** Kevin M sent a response stating that the Board is sorry that he overlooked the previous correspondence, and that the hearing will take place as scheduled, unless the issue is resolved.
- F.** Based on multiple letters / emails / statements from homeowners about ‘not recognizing’ correspondence from Metropolis as being SHHA mailings, Kevin M suggested that we ask Metropolis to use SHHA envelopes, or at least reference SHHA clearly on the envelope. Previous Management Company used the words “For Signal Hill Homeowners Association” under the HGA logo.
- a.** Kevin provided samples of envelopes, pre-printed with the SHHA logo and name with the Metropolis mailing address. The Board discussed this issue and decided to have Kevin approach Metropolis and ask them to source envelopes with the sample logo and address
 - b.** Kevin will contact Metropolis for price quotes, and to make sure they have no issues using the proposed envelopes.
- G.** Architectural review process – how best to streamline.
- a.** As previously noted Jack will be asked to attend the next Board meeting and discuss streamlining the process. The process should preserve record keeping of ongoing / outstanding requests and ensure that all requests are completed, and responded to, in a timely manner.
- H.** 9023 Fort Craig Dr.
- a.** Submitted an ARC request for new roof with change of shingle color
 - b.** Kevin M reviewed the samples with her prior to submission
 - c.** Homeowner’s first choice was “too gray”, per BOD review
 - d.** Homeowner is looking at other color options, having reconsidered her second choice
- I.** 5606 Herberts Crossing
- a.** Submitted an ARC request to replace garage door with a change in style and color. This request was reviewed and approved electronically.
- J.** 5423 Mount Burnside
- a.** Realtor inquired about the process for requesting resale docs
 - b.** Ed R responded

K. Resale Packets (all have been delivered)

a. 5606 Mount Burnside	Closed 5/22	\$350 Due
b. 5617 Fort Corloran	Closed 6/26	\$350 Due
c. 8927 Bald Hill PI	Closed 7/1	\$350 Due
d. 5594 Marshall House Ct	Closing 7/26	\$300 Due
e. 5604 Mount Burnside Way	Closing 7/30	\$300 Due

IX. DATES FOR UPCOMING MEETINGS

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

X. ADJOURNMENT – Meeting was adjourned at 8:34