

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall

August 8th, 2013 - 7:30 pm

Kevin Martin	-	President	Linda Wirth	-	Secretary
Pete Seigman	-	VP	Ed Rahme	-	Treasurer
Ray Antosh	-	BDR	David Masterson	-	At-Large
Jack Hanly	-	ACC Chair			
Ben Colbert	-	Metropolis Management			
David O'Maile	-	Homeowner	Diane Brooks	-	Homeowner

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

II. APPROVAL OF MINUTES

Minutes for July have been electronically reviewed and approved.
They are posted to the web site.

III. OPEN FORUM FOR HOMEOWNERS

A. Diane Brooks spoke of a problem with cars parked illegally in the Fort Corloran cul-de-sac. She says that they block the mailboxes and hinder the trash trucks. The Board recommended that she (and other residents) residents continue to contact the Fairfax County Police as parking on public streets is under their jurisdiction. Additionally, Kevin will call the non-emergency police number and ask for enforcement.

IV. PROPERTY MANAGEMENT REPORT

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

a. Ben – Bourne & Painter have been hired to do the audit.

SHHA is next in their queue.

B. Dues status

a. 58 dues are unpaid. Ed will check the list of delinquent homeowners to make sure it is accurate and notify Ben of the results.

b. 3rd letters have been sent. Because many homeowners did not recognize letters from Metropolis as being from SHHA Ed recommended another 3rd letter be sent in the new SHHA envelopes to homeowners who did not sign for the 3rd certified letter.

C. Management report – Ben provided a 20 page report just before the meeting. It is mostly financial details and the results of the survey.

V. TREASURER'S REPORT – Ed Rahme

- A.** BOA accounts – Ed reported an inaccuracy with Metropolis' funding of our contingency accounts that resulted from them writing and depositing checks into a closed account with Morgan Stanley. The Board directed Ben that we do not fund our contingency accounts throughout the year, but rather wait until the year is over and transfer an appropriate amount to our contingency accounts at BoA.

- B.** Statistics – “Year to date” is incorrect heading for financial statistics in the current report format from Metropolis. Ben said their proprietary software may not allow for change of title.

VI. COMMITTEE REPORTS

A. ACC – Jack Hanley had no new requests.

Linda showed the Board the picture of a shed that was approved electronically. She gave the hard copy to Kevin.

Linda also provided a picture of another shed that will be requested after Kevin helps the homeowner and a neighbor fill out the form.

B. WELCOMING – Carol Cannava – No report

C. NEIGHBORHOOD WATCH – *vacant*

D. GROUNDS – Glen Woods- No report

E. WEBMASTER – Kevin Martin – nothing new to report

F. BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh – Meeting is next week

G. Yahoo Group - Pete Seigman – nothing new to report

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 276 YES votes (77%), 84 NO votes, 1 abstain
 - b.** 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. SHHA's attorney is coming to an Executive Session after the meeting to advise the Board on the path forward with this matter.

- C.** Vincent Cannava tree
 - a.** Linda talked with Vince Cannava and he accepted the Board's offer of \$200 for the replacement of his crepe myrtle. BOD will provide Ben with the address so he can send the check.

- D.** 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.** Ben said payment was confirmed and the check will be sent next week.

- E.** 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.** Ben investigated, found the problem, and confirmed that payment was made. Another account was credited (and showed pre-payment for next year). Both accounts have been corrected and neither shows a balance due nor a pre-payment.

- F.** 9111 Lake Braddock Drive
 - a.** Contacted Kevin M. regarding a violation letter she received for damaged garage doors
 - b.** BOD agreed to defer further letters until 1 September, while the homeowner finishes working with an architect on a proposed renovation that will correct the issue.

VIII. NEW BUSINESS

A. Five hearings are scheduled for tonight:

9107	Parliament Drive	Garage and house siding are moldy. Please power wash the siding.
5616	Fort Corloran Drive	Window trim on house side needs repair and repainting.
5639	Fort Corloran Drive	Trash and recycle bins in carport, visible from the street.
5612	Mount Burnside Way	Driveway is badly cracked / pot holed. Needs repair / replacement.
8995	Parliament Drive	Misc. items / debris beside garage, visible from the street

B. A homeowner requested via e-mail to “inspect books and records” related to the petition (results) to change fence rules.

- a. Based on association member privacy concerns associated with the request, it was turned over to our legal counsel for review.
- b. A response was sent to the homeowner by e-mail, informing them what records we could / could not make available for review – based on the privacy of other owners, and of the proper process, potential timeline and fees, should they ask us to move forward and compile the remainder of the requested information.
- c. There has been no further response from the homeowner regarding their request

C. New SHHA envelopes

- a.** At the July meeting, BOD authorized Metropolis to have new envelopes printed with SHHA logo and Metropolis return address, in order to address homeowner concerns that they “don’t recognize” mail from Metropolis as being from SHHA
- b.** Envelopes have been printed, and are with Metropolis for their use moving forward.

D. Architectural review process – discussion on how best to streamline

- a.** Currently, there are multiple paths for submission: e-mail to BOD, e-mail to Jack, e-mail to BOD member, mail to SHHA, mail to Metropolis
- b.** Jack said he only wanted / needed to deal with requests that cannot be handled by the Board – mostly the larger requests that require home visits and discussion with the homeowners
- c.** Everyone expressed a desire to preserve record keeping of ongoing / outstanding requests
- d.** We must ensure that all requests are received, reviewed, and responded to in a timely manner – appropriate to the scope of the project
- e.** Resulting actions / decisions:
 - i.** Kevin will take Metropolis off the website as a valid submission point for ACRs.
 - ii.** Kevin will set up a new, separate, group email account that will include Jack and the Board members.
 - iii.** No matter who / how received, all ACRs will be forwarded through this account so everyone can see them.
 - iv.** All discussion / approvals should be done to / through the group account.
 - v.** Jack will be able to see which requests are being handled by the Board directly, and the other BOD members can see the questions / actions / concerns of the rest of the BOD.
 - vi.** Kevin will review and update the “ARC Request and Review” procedure that is in the resale package and posted on the web site. Necessary corrections will be made.

E. Homeowner contacted BOD by e-mail about neighbors at 9109 Lake Braddock Dr. leaving out trash (in open or overflowing cans), and letting trash get strewn about by crows.

- a.** BOD asked that she contact us immediately if this happens again, so that we can observe, document, and respond appropriately (via the ARC violation process)
- b.** A letter will be sent to the landlord advising that this behavior has been reported, and asking them to contact the tenants and ask them to stop.

- F.** New residents at 5608 Mount Burnside Dr. asked if trash removal is included in the HOA dues
 - a.** Replied that we have Fairfax County trash pick-up

- G.** 5590 Marshall House Court
 - a.** Asked via e-mail about approval for an above ground pool
 - b.** Kevin M replied with links to the SHHA governing docs and to the Architectural Request form

- H.** 9023 Fort Craig Dr.
 - a.** Submitted an ARC request for new roof with change of shingle color
 - b.** Request was reviewed and approved electronically.

- I.** 5606 Herberts Crossing
 - a.** Submitted an ARC request to replace garage doors with new color and style
 - b.** Request was reviewed and approved electronically.

- J.** 5603 Meridian Hill Pl.
 - a.** Submitted an ARC request to install a shed in their rear yard
 - b.** Request was reviewed and approved electronically.

- K.** 5446 Mount Corcoran Pl.
 - a.** Submitted an ARC request to replace siding in similar color to existing, and wrap exposed wood trim.
 - b.** Request was reviewed and approved electronically.

L. Resale Packets (all have been delivered)

a. 5606 Mount Burnside	Closed 5/22	\$350 PAID
b. 5617 Fort Corloran	Closed 6/26	\$350 Due
c. 8927 Bald Hill Pl	Closed 7/1	\$350 Due
		PAID \$100 from MBH Settlement only for annual dues. Kevin will email settlement agent asking for payment for HOA packet.
d. 5594 Marshall House Ct	Closing 7/26	\$300 Due
e. 5604 Mount Burnside Way	Closing 7/30	\$300 PAID
f. 5412 Mount Greenwich Ct	Closing 8/19	\$350 Due

IX. DATES FOR UPCOMING MEETINGS

September 12th
October 10th
November 14th
December 5th (Ben will attend)

X. ADJOURNMENT

A. Kevin announced that there would be an executive session following the adjournment of the Monthly BOD meeting.

XI. EXECUTIVE SESSION

A. An executive session was convened following the monthly meeting. The session included all BOD members, Ben from Metropolis, and a representative from our legal counsel.

B. Following executive session, the monthly BOD meeting was re-opened in general session.

C. Kevin announced that the executive session was held, in order to discuss the path forward on some potentially needed governing document changes, and how best to overcome the difficulties associated with apathy / lack of response from the members of the association regarding document changes.

D. The BOD meeting was once again adjourned.