

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall
September 12th, 2013 - 7:30 pm

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

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

II. APPROVAL OF MINUTES

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

III. OPEN FORUM FOR HOMEOWNERS – Ed Naidamast, Ray Antosh, and Michael Fields were present but none of them spoke during open forum.

IV. PROPERTY MANAGEMENT REPORT

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

a. No update from Ben on the current status

B. Dues status – 52 accounts are past due; 4 multi-year

a. 3rd notice letters were sent in new SHHA envelopes last month.

b. Kevin will consult Ben and SHHA's legal counsel for advice on filing liens.

V. TREASURER'S REPORT – Ed Rahme

A. August Invoice for the Outdoors Man was submitted to Metropolis for payment (\$1590)

B. Some comments/questions on the property management report:

1. Un-reconciled checks #'s 2002, 2040, 2046, 2067, and 2068. Who are they to and what are they for?
Check 2002 is for Chadwick, and can now be voided.
Check 2040 was actually a billback for us for the thank you letters.
That one I need to look into to see why it wasn't cashed, or if there is a duplicate so I can void it.
Check 2046 is the billback for the Annual Assessment Letter mailing.
I need to check to see if there was a separate check or an automatic transfer so I can void.
Checks 2067 and 2068 are two Reserve Checks which need to be voided.
Several outstanding checks need to be voided
2. The Year-to-Date amount for Resale Packages is not correct. The amounts that should be credited come from the deposits to the BoA Checking account.
I will go through the year and see what I come up with.
I thought that had been updated correctly.
Was I perhaps just missing the deposits for August, or is it way off?
Ben needs to go back through the BOA statements and resolve this issue.
3. Under the Prepaid Report, those with 8.00 credits were supposed to be zero'd since the additional 8.00 paid was for late fees.
I have included the August DQ and Prepaid.
I believe everything has been cleared up regarding the late fees now.
Karen Jennings \$8 payment has been credited to her account for 2013 dues.
4. Has the mailing of an additional notice using an SHHA envelope been completed?
The certified letter comparison, and issuance of the same is in the mail.
Kevin will email Metro and ask if they are doing this.
5. 2014 Budget – Ed will ask Ben to provide a proposed 2014 budget. This budget will need to be received in time to be included in the Annual Meeting letter which must be sent by November 1, 2013.
6. Morgan Stanley is returning the money that was sent to them by mistake as SHHA's account with them was closed. They are sending a check to SHHA's PO Box

VI. COMMITTEE REPORTS

A. ACC – Jack Hanley – Nothing new

B. WELCOMING – Carol Cannava – Nothing new

C. NEIGHBORHOOD WATCH – *vacant*

D. GROUNDS – Glen Woods – Nothing new

E. WEBMASTER – Kevin Martin – Nothing new

F. BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh

At the last meeting new officers were installed. The League of Women Voters is going to sponsor a non-partisan meeting of candidates. Parking fees for students at NOVA were discussed. NOVA is the only Community College in VA that charges for parking. As a result many students park in near-by residential areas which the neighbors find disruptive. Another topic was the issue of students living in houses. Often this leads to overcrowding in the house and problems with parking multiple cars.

G. Yahoo Group - Pete Seigman – Pete has signed up for NextDoor and is starting to receive emails.

VII. OLD BUSINESS

A. Fence petition

- a.** Legal counsel, after reviewing the current status of the Fence Rules petitions, has informed the Board that the “original” wording included on the first page of the petitions was – in fact – out of date, due to an update that was made and recorded, to the Restrictive Covenants in 1982. None of the Board members were aware of this update when preparing the annual meeting mailing or the petitions.
- b.** Their advice was that, even though the second page was framed as a stand-alone petition, stating the proposed change clearly and completely, that using the collected petitions, and knowing that the wording on the first page was not correct - would open the change up to challenge even if it was passed and certified.
- c.** The Board agreed that moving forward with the current petition set was not the right thing to do.
- d.** Although 276 YES votes (77%), 84 NO votes, and 1 abstain were received via the written petitions from homeowners; given the difficulty in eliciting responses to the petitions, and the fact that there is no reasonable expectation that the requisite number of homeowners will respond in order to meet the necessary 75% consent (were we to start over), the current rules-change petition is being considered closed.
- e.** The BOD will work with the legal team and Metropolis to establish a fair plan to identify, document, and disposition non-compliant fences currently existing in the neighborhood.
- f.** Letters to absentee owners will still be sent in order to update the owner database. The fence survey will not be included. The letters need to be sent in time to update the database before the Annual Meeting letter is sent.

B. Architectural Review process updates

- a.** Kevin set up new e-mail account for Jack H, and new group e-mail acc@shha-burke.org
- b.** All e-mail related to submission, discussion, approval, etc. of ARC requests should be sent / forwarded through this group account
- c.** If an individual receives a request (e-mail, mail, etc.) they are responsible for ensuring that the request gets to the group account
- d.** Web site was updated with new acc@shha-burke.org e-mail address on ARC page
- e.** Kevin will shortly update the ARC Review Process document on the web site as necessary to reflect this change

C. 9018 Fort Craig Drive

- a.** Long standing violation (rotting chimney)
- b.** BOD agreed to initiate process of turning over to legal for enforcement

D. 9118 Blue Jug Landing

- a.** Reached max assessment for multiple violations on 8/30
- b.** BOD agreed to initiate process of turning over to legal for enforcement

E. 8913 Lake Braddock Drive

- a.** Reached max assessment for multiple violations on 8/30
- b.** Two additional violations are accruing assessments since 7/1 (max on 9/29)
- c.** BOD agreed to initiate process of turning over to legal for enforcement

F. Resolution of the above 3 long-standing violations

- a.** Certified letters have been sent to all three without results.
- b.** Each issue needs to be referred to SHHA's legal team for legal actions.
- c.** A motion to send supporting documentation to SHHA's legal team and ask for advice on further actions to be taken was unanimously approved.

VIII. NEW BUSINESS

A. No hearings are scheduled for tonight.

B. Received an e-mail from a Homeowner, requesting that we discuss a potential update to the July minutes at this meeting:

*Since we are capturing business done by electronic means and documenting in the following months minutes. I thought this should be included in the minutes in Section III B e of the BOD July 11, 2013 meeting minutes rather than be overlooked. Which I'm sure you don't want to do. In response to the 2012 Annual meeting minutes Section III E (e) "The Board has set a deadline for approval of the petition is July 2013" Ray Antosh emailed the BOD on July 7, 2013 prior to the meeting and asked if "you could have Ben at the meeting with all the petitions or have all the petitions at the meeting so we can count the petitions at the meeting and determine if the fence petition has enough petitions to be accepted". Ray Antosh was sent a response on July 7, 2013 "There are no plans for Ben to be at the meeting on the 11th. We are keeping a very accurate count of the petition results. Thanks for your interest". Please email me at ***** when you receive this email.*

- a. Kevin emailed a response to each point in the homeowner's email and agreed that we would take up the matter at the September meeting (see attachment)
- b. A discussion followed based on Kevin's email and the interpretation of Ray's email. David and Ray had a dialogue. After Ray made a point about the exact wording of his email Pete said that any discussion was moot because the issue was dead and the discussion ended.
- c. Kevin asked Ray what, specifically, if anything he would like to have changed in the minutes; Ray replied "Nothing, at this point".

C. Annual Meeting Announcement

- a. Need to compile a draft announcement and finalize content.
- b. Needs to go out by 1 November
- c. Metropolis needs to send 2014 proposed budget before October meeting.

D. 5606 Mount Burnside Way

- a. A homeowner contacted the Board about a large trailer parked on the street in front of this residence.
- b. A violation letter has been sent to the property
- c. The trailer was still there on Sept. 12.

E. 9111 Lake Braddock Drive

- a. E-mailed the BOD about her proposed remodeling project
- b. Kevin responded that we have not seen an ARC Request form from her so far
- c. This is a significant remodel, which Kevin discussed with the homeowner earlier in the summer.
- d. The homeowner contacted Pete and he presented the ARC Request along with color samples of the shingles and an architect's elevation of the front and the back of the house along with a floor plan showing the proposed changes.
- e. The ARC request was reviewed and unanimously approved.

F. 5603 Meridian Hill Place

- a. Submitted (by mail) an ARC request to place a shed on their property
- b. Reviewed and unanimously approved.

G. 5411 Mount Greenwich Court

- a. Submitted (by mail) an ARC request to place a shed on their property
- b. Reviewed and unanimously approved

H. 9002 Home Guard Drive

- a. Submitted an ARC request for a significant retaining wall and patio project
- b. The request was electronically reviewed and approved

I. Resale Packets

| | | |
|-----------------------------|----------------|---|
| a. 5617 Fort Corloran | Closed 6/26 | \$350 Due E-mailed settlement company |
| b. 8927 Bald Hill Pl | Closed 7/1 | \$350 Due E-mailed settlement company |
| c. 5594 Marshall House Ct | Closed 7/26 | \$300 Due |
| d. 5412 Mount Greenwich Ct | Closed 8/12 | \$350 Paid |
| e. 5607 Herberts Crossing | Closing 9/15 | \$300 Due |
| f. 8917 Lake Braddock Drive | Requested 9/10 | |

IX. DATES FOR UPCOMING MEETINGS

October 10th
November 14th
December 5th (Pete has a prior, family commitment and cannot attend)

X. ADJOURNMENT – Meeting was adjourned at 8:12

XI. EXECUTIVE SESSION - None

E-mail response to homeowner (New Business "B")

Your email has been received.

I'm not sure why you would think we "don't want to" include your suggested update.

We want our minutes to be as accurate as possible, and we have nothing to hide. We do, however have to ensure that we follow the rules and procedures - especially regarding individual member files and privacy concerns.

More information regarding - and in line with - the email you cited:

Ben is only on contract to attend a set number of meetings per year. We had not made prior arrangements for him to be at the July meeting.

Secondly, as you had already been told several times, and have been told since, the individual member petitions are a part of their member files, and are not public data - as confirmed by our legal counsel. We have been as transparent as we can be on the fence rules topic, frequently briefing and documenting in minutes the status (count totals), and allowing ample time at meetings for you and others to express your views and concerns.

Thirdly, the discussion about closing out the effort in July was hashed out ad-nauseum. A motion was made, seconded, and unanimously approved to extend the effort out to the annual meeting, based on positive results - indicating community support - to date.

We also posted your letter opposing the fence changes on the front page of the web site - just as you asked.

I'm very sorry that you seem to think the BOD has some malicious intent / hidden agenda. I can assure you that is not the case.

We will discuss your proposed edit at the next meeting and make an update to the past minutes if needed.