

## SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall  
May 8<sup>th</sup>, 2014 - 7:30 pm

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

**I. CALL TO ORDER** – Kevin called the meeting to order at 7:34.

### **II. APPROVAL OF MINUTES**

Minutes for the April 2014 meeting of the Board of Directors have been electronically reviewed, approved, and 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.

### **IV. PROPERTY MANAGEMENT REPORT**

#### **A. Audits**

**a.** Ben is sourcing a new audit company.

**B.** Dues status – New invoices have been sent out, which are up to date with 2013 (and prior) delinquencies. Second notices are in work; we are working with Metropolis to make them less confusing than the first notices.

**C.** Metropolis report is attached

**V. TREASURER'S REPORT – David Masterman**

- A.** Second dues notice is to be sent out in May. BOD reminded Metropolis to ensure only ONE payment address is on the second notices, and that the June 1<sup>st</sup> date for assessment of late fees is prominent.
- B.** Checks for contingency account
  - a.** Metropolis reported that 9 checks have been sent for funding of the contingency fund.

**VI. COMMITTEE REPORTS**

- A. ACC** – Jack Hanley
- B. WELCOMING** – Carol Cannava
- C. NEIGHBORHOOD WATCH** – *vacant*
- D. GROUNDS** – Glen Woods
- E. WEBMASTER** – Kevin Martin
- F. BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh reported that the meeting is next Wednesday.
- G. Yahoo Group** - Pete Seigman

**VII. OLD BUSINESS**

- A.** Long standing un-resolved violations
  - 9002 Fort Craig Drive
  - 9018 Fort Craig Drive
  - 9118 Blue Jug Landing
  - 8913 Lake Braddock Drive
  - a.** Chadwick has sent demand letters to homeowners, setting March 30th deadline
  - b.** The March deadline has passed and none of the 4 have complied
  - c.** Kevin sent current photos of all issues to Chadwick and they have been instructed to proceed with seeking injunctions to force the necessary resolutions

## **B. Policy Resolution For Fences**

- a. Waiting for homeowners to create their petitions, and provide to BOD for review.
- b. Homeowners have until the September 11<sup>th</sup> 2014 BOD meeting to collect enough proxies to change the fence rules, or BOD will resume enforcement of the existing covenants regarding fences, following proposed Policy Resolution #4
- c. Kevin sent the homeowners another reminder of the September 11<sup>th</sup> deadline on April 24<sup>th</sup> and that we are waiting to help them with review of their petitions
- d. If the Covenants cannot be changed, Enactment of Policy Resolution #4 will *not* be a significant change in enforcement behavior. It merely documents what the BOD is already doing regarding fences, to get them back into compliance with the Restrictive Covenants. The goal is to set expectations, and ensure consistency and continuity of enforcement methods.

## **C. SHHA Annual Dues**

- a. Corrected invoices were sent out in mid-March
- b. Late fees will be assessed on June 1<sup>st</sup> 2014
- c. Metropolis has been instructed to send out second notices this month, with a single address for payment listed, and making sure the June 1<sup>st</sup> deadline to avoid late fees is prominent.

## **D. Ray Antosh addressed BOD with an objection to the January minutes, which reflected a 3-2 vote on delaying approval of proposed Policy Resolution #4. The Board followed our documented CICB Complaint process for investigating and responding to the complaint.**

- a. Complaint received 3/6/2014
- b. The Board informed Mr. Antosh that we will address his concern at the May 8<sup>th</sup> meeting
- c. Mr. Antosh replied that this date is acceptable, and he plans to be present.
- d. After investigating the complaint, the Board will amend the January minutes to reflect a 3-1 vote, as requested by Mr. Antosh. This will not change the outcome / actions related to the vote.
- e. The governing documents do not allow Board members to vote by proxy at the monthly Board of Director's meetings.
- f. Mr. Antosh was satisfied with this response, and considers the matter closed.

**E. 8912 Lake Braddock Drive**

- a. Contacted Metropolis regarding the status of the homes near her; would like to know who is inspecting her section.
- b. BOD will contact her (David M is inspector)

**F. Website Hosting Renewal (Dreamhost)**

- a. Board approved reimbursement of \$214.80 to Kevin for 2 year renewal on 4/17/2014

**G. 9011 Home Guard Drive**

- a. Pete agreed to get cost / invoices from JL for removal of leaning trees behind the property

**H. 5606 Light Infantry Drive**

- a. BOD received multiple complaints that homeowners are blocking the traffic lanes with plastic "children"
- b. BOD sent homeowners a letter via Metropolis, requesting that they do not place objects in the public community streets

**I. 5629 Herberts Crossing**

- a. Contacted BOD about a large dead pine tree in the common area
- b. No status received from JL Tree Service.

**J. 5622 Point Roundtop Court**

- a. Submitted an ARC request for new 2<sup>nd</sup> story deck, exterior sliding glass door, natural gas line
- b. BOD requested, and was provided with supporting information on materials / colors
- c. Request was electronically reviewed and approved.
- d. Homeowner was notified 4/22/2014

**K. 5409 Flint Tavern Place**

- a. Submitted an ARC request for new double front doors, and to add new double front storm doors
- b. BOD requested and received sample / link to proposed storm doors
- c. Request was electronically reviewed and approved.
- d. Homeowner was notified 4/22/2014

**L. 5625 Signal Point Court**

- a. Submitted a request to add a ground level, pressure treated deck behind the home
- b. Request was electronically reviewed and approved.
- c. Homeowner was notified 5/2/2014

**VIII. NEW BUSINESS**

**A. Hearings Scheduled**

None – several currently scheduled for June 12th

**B. SHHA DOPOR Certificate**

- a. Expires 5/14/2014
- b. Contacted Metropolis; they are processing renewal

**C. 9005 Home Guard Drive**

- a. Homeowners are unhappy that resale docs document 6 foot privacy fence around pool as a violation of the Restrictive Covenants
- b. Legal counsel has advised SHHA that we must document such fences at time of resale, or we may lose our ability to bring the fence into compliance
- c. SHHA BOD offered to re-word the resale package such that we would require the violation be corrected in September 2014 vs. within 30 days (allowing the possibility that the fence rules change petition succeeds)
- d. Homeowners were not amenable to this suggestion
- e. Chadwick has been involved in an exchange via e-mail / USPS with the closing attorney
- f. We intend to document the violation in the resale documents and ensure that the fence is brought into compliance with the Restrictive Covenants

**D. 5623 Herberts Crossing**

- a. Homeowner reported a large dead tree down in the common area, which had knocked down a lot of pine limbs on the grassy common area
- b. Ed asked Frank to look into the issue

**E. 5621 Point Roundtop**

- a. Owner requested information on how to request a change to garage doors
- b. Ed R provided a response
- c. No request received to date

**F. 5266 Signal Hill Drive**

- a. E-mailed BOD asking us to look in to contracting a street sweeper to remove sand / gravel debris from this winter from community gutters.
- b. Board does not have jurisdiction over the streets. Kevin will suggest that he contact the County and/or John Cook, the Braddock District Supervisor.

**G. 5613 Herberts Crossing**

- a. Submitted a request to replace double garage door in new color / style
- b. Request was electronically reviewed and approved.
- c. Homeowner was notified 5/6/2014

**H. 9108 Home Guard Drive**

- a. Submitted a request to repaint house after replaced rotting siding, using new color scheme
- b. Request was electronically reviewed and approved.
- c. Homeowner was notified 5/4/2014

**I. 9013 Parliament Drive**

- a. Submitted an ARC request to replace red shutters with black, replace rust garage doors with white
- b. BOD requested and received sample / link to proposed items / colors
- c. Request was electronically reviewed and approved.
- d. Homeowner was notified 5/4/2014

**J. 9103 Blue Jug Landing**

- a. Requested resale docs
- b. Delivered 4/24; \$300 due.

**K. 5640 Fort Corloran Drive**

- a. Requested resale docs
- b. Delivered 4/24; fees paid.

**L. 9109 Lake Braddock Drive**

- a. Requested resale docs

**M. 9008 Home Guard Drive**

- a. Requested resale docs

**N. 5631 Fort Corloran Drive**

- a. Requested resale docs

**O. Resale Packets**

- |                            |                  |                                    |
|----------------------------|------------------|------------------------------------|
| a. 5617 Fort Corloran      | Closed 6/26      | \$350 Due<br>Added to dues invoice |
| b. 8927 Bald Hill Pl       | Closed 7/1/2013  | \$350 Due<br>Added to dues invoice |
| c. 5594 Marshall House Ct  | Closed 7/26/2013 | \$300 Due<br>Added to dues invoice |
| d. 5426 Flint Tavern Place | Closing 05/2014  | \$300 Due                          |
| e. 9005 Home Guard Drive   | Closing 5/28     | \$300 Due                          |
| f. 9103 Blue Jug Landing   | Closing 6/6/2014 | \$300 Due                          |



**IX. DATES FOR UPCOMING MEETINGS**

All meetings are held in the Braddock District Conference Room at Kings Park Library with a 7:30pm start time, unless otherwise noted below:

June	12 <sup>th</sup>
July	10 <sup>th</sup>
August	14 <sup>th</sup>
September	11 <sup>th</sup>
October	9 <sup>th</sup>
November	13 <sup>th</sup>
December	4 <sup>th</sup>

**X. ADJOURNMENT – Meeting was adjourned at 7:50**

**A. SIGNAL HILL HOMES ASSOCIATION**  
MONTHLY METREGISTER  
May 2014

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**ACC REQUEST FORM – 131893**

Metropolis received a call from 5622 Point Roundtop Court regarding an ACC form. Metropolis directed the homeowner to the email group for the Board. Per email response, the Board has received and is in the process of reviewing the request. **Please advise if the Board has made a decision.**

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**AUDIT – 118315**

Per the Board's request, Metropolis solicited a proposal from Bourne and Painter to perform the 2011 audit and taxes. Mr. Bourne quoted a price of \$1,500 with a note that the cost will decrease if the Board utilizes the firm for 2012. At the March 2013 meeting the decision was withheld until the Treasurer's input was received. The Board gave word that they had accepted the proposal, and we have informed the auditor. The financial information has been forwarded to Mr. Bourne. We have provided the additional documents received from the Treasurer, and have provided answers to the auditors' questions. After many inquiries, Metropolis still has not received the 2011 audit. Metropolis informed the Board that the auditor had not been paid. **At this time, Metropolis will solicit proposals from other vendors for the 2011 and 2012 audit.**

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**BANKRUPTCY FILING – 131427**

Metropolis received notification that Mr. XXXXX of XXXX Light Infantry Drive has filed for bankruptcy. Per the email threads, the Board is to speak of this matter at the meeting. **What was the decision by the Board at the executive session?** SHHA's lawyers are handling this matter

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**SECOND ASSESSMENT NOTICE – 124677**

Per the Board decision, Metropolis will be forwarding out the second notices of assessment due in May.

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**DPOR CERTIFICATE – 132593**

Metropolis has forwarded the paperwork and check for the DPOR renewal for the Association. SHHA's certificate has expired and Kevin instructed Metropolis to renew it.

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**HOA DOCUMENTS – 132668**

Metropolis received a call from Ms. Foreman regarding a resale package for 9005 Home Guard Drive. **Did the Board receive this request?**