

## SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall  
June 12<sup>th</sup>, 2014 - 7:30 pm

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

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

**II. APPROVAL OF MINUTES** - Minutes for the May 2014 meeting of the Board of Directors have been electronically reviewed, approved, and are posted to the web site.

**III. OPEN FORUM FOR HOMEOWNERS** Ed Naidamast, Lori Antosh, Jen Elam, and Claire and Mike Rhye were present.

Jen Elam attended as a new owner.

Lori Antosh and Claire and Mike Rhye were present to discuss a letter the BOD sent to their neighbor about plastic signs placed in the road to slow speeders. Claire said that they were careful to put their sign close to the curb where it would not obstruct traffic but would warn speeders to be aware of children who might be playing in the area. She emphasized the importance of protecting children from speeding. In the following discussion it was clear that the letter was perceived to be much harsher than intended. Kevin explained that the BOD was just responding to a complaint by other neighbors and if the letter was taken as a strong reproof that was not the BOD's intention. Kevin also mentioned that the BOD had no jurisdiction over the streets and with that the matter was closed.

Jen Elam asked if she needed approval before taking down a tree on her property. Kevin assured her that she did not need approval for this action. She also asked about changing the footprint of the driveway, which Kevin told her would need BOD approval, and possibly county approval. She also asked if anything could be done to clean up the sidewalk along Rolling Road, because it is hard to walk there with a stroller because of debris and the debris also interferes with runners and walkers. Kevin explained that the BOD couldn't do anything about this but suggested getting volunteers to clean up the area.

The Rhyes then mentioned a problem a neighbor had with his drive when trying to sell his house. Kevin said that houses on the market are inspected for violations as a part of the required resale documents that are provided. The driveway at the property in question was spalled and obviously needed repair and that information was conveyed to the owner.

Kevin then explained SHHA's inspection process, and how it differs from the resale inspections in terms of scope.

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

##### **A. Audits**

- a.** Ben says he has found an auditor and is waiting for a proposal. The cost quoted is \$2,000. Ed proposed that Ben check and see if the auditor would decrease the price for an audit the next year.

##### **B. Dues status**

- a.** Metropolis sent out a template for second dues notices; it was still confusing and needs a lot of work.
- b.** Dave will work with them to get an acceptable template so these can go out as soon as possible.
- c.** 70 Homeowners currently owe for one or more years dues

##### **C. SHHA DOPOR Certificate**

- a.** Expired 5/14/2014
- b.** Contacted Metropolis; paperwork for renewal and check have been submitted
- c.** Usually it takes about 2 months to get the certificate back.

##### **D. Metropolis report attached at end of Minutes**

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

##### **A. Checks for contingency account**

- a.** The 7 checks have been received. Dave will deposit them into the contingency account.

## VI. COMMITTEE REPORTS

- A. **ACC** – Jack Hanley is working with a homeowner who has requested a new deck with a screened-in porch but did not submit enough details. Jack will send his recommendations to the Board.
- B. **WELCOMING** – Carol Cannava
- C. **NEIGHBORHOOD WATCH** – *vacant*
- D. **GROUND**S – Glen Woods – SHHA received and paid invoices for recent tree work.
- E. **WEBMASTER** – Kevin Martin
- F. **BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh – Winners of the Best of Braddock were announced. The meal tax is winding its way through the process of becoming approved. At present Fairfax doesn't have a tax on meals. This would be a 4% tax on meals and the money raised would go to the schools. Many other local jurisdictions have a meal tax. According to Virginia's Constitution counties cannot raise money; this would be an exception.
- G. **Yahoo Group** - Pete Seigman

## VII. OLD BUSINESS

- A. Four long standing un-resolved violations:

9002 Fort Craig Drive

9118 Blue Jug Landing

8913 Lake Braddock Drive

- a. 3 of the 4 have not complied with demands to correct the violations. Chadwick has filed the papers with Fairfax County Court, and is awaiting them to schedule the suits. Once suits are filed, owners will be served by Fairfax County Sheriff, and have 21 days to respond to the suit before the scheduled court date. Suits will seek injunction to force repairs, as well as reimbursement of legal, filing, and processing fees.

9018 Fort Craig Drive

- b. The fourth home made an effort at repair. It appears that some type of wood filler was used to replace rotted areas rather than replacing the wood panels. We will monitor the longevity of the repair and take follow-up actions if required. This aligns with Chadwick's advice on the matter.

## **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 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.** 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 – especially if and when the Board membership changes.
- d.** In response to a question from one of the homeowners in attendance, Kevin gave the entire background to this issue.

## **C. SHHA Annual Dues**

- a.** Late fees were not assessed on June 1<sup>st</sup> 2014 and they can't be because the second notice letter needed a lot of refining, and did not go out in time to support this date.
- b.** Metropolis has been instructed to send out second notices this month, with a single address for payment listed.
- c.** They sent a template for the letters for review; Kevin asked Dave to work with them to simplify the notice letters.
- d.** Because of the late mailing the Board unanimously voted to change the late fee date to July 15.

## **D. Ray Antosh e-mailed BOD about January minutes, which reflected a 3-2 vote on delaying approval of proposed Policy Resolution #4**

- a.** Per the May meeting, Ray was informed that the vote would be amended to remove the proxy vote for Ed R.
- b.** The revised January 2014 minutes have been posted.

## **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) has not been able to contact her. He will leave a note on her door.

**F. 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
- c.** A few homeowners expressed concerns about the letter from the Board, and indicated that they would like to discuss the matter at the June meeting.
- d.** Discussed at the Open Forum for Homeowners. At this point Lori Antosh asked if she had to make any response to this issue. Kevin said no and repeated that this is not a Board matter and that the Board is not taking a stance.

**G. 9005 Home Guard Drive**

- a.** Legal counsel advised SHHA that we must document such fences at time of resale, or we will lose our right / ability to bring the fence into compliance
- b.** Fence was documented as discrepant, and documents were accepted by new homeowner
- c.** SHHA was notified that the new homeowners received a credit from the sellers to replace the fence with a compliant fence. Per the resale documents, they have 30 days from closing to do so

**H. 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
- c.** Frank removed the tree and the cost was included in his last invoice.

**I. 9158 Fort Fisher Ct**

- a.** Homeowner overpaid \$900
- b.** Metropolis says 2 checks have been sent (and cancelled), but homeowner says not received
- c.** Metro exchanged e-mails with owner, confirmed name and address, and will send a check Certified Mail

**J. 5621 Point Roundtop**

- a. Owner requested information on how to request a change to garage doors
- b. Ed R provided a response
- c. Request for new doors was received on June 4<sup>th</sup> via Metropolis
- d. Request is under review

**K. 9109 Lake Braddock Drive**

- a. Requested resale docs
- b. Documents delivered 5/11; \$300 due

**L. 9008 Home Guard Drive**

- a. Requested resale docs
- b. Documents delivered 5/11; \$300 due

**M. 5631 Fort Corloran Drive**

- a. Requested resale docs
- b. Documents delivered 5/11; \$300 paid

**N. 8928 Bald Hill Place**

- a. Requested resale docs
- b. Documents delivered 6/10; \$250 paid; \$50 Transfer Fee due

## **VIII. NEW BUSINESS**

### **A. Hearings Scheduled**

8995 Parliament Drive – Multiple issues:

Siding on house is badly rotted; needs repair or replacement  
Trim and soffits on house need repair, scraping, and painting  
Driveway is in bad condition and needs to be replaced or resurfaced  
Gable and eyebrow vents are broken - need repair and repainting  
Garage side window is broken

Violations were first documented at time homeowner purchased in March 2013.

Homeowner has asked for extensions a couple of times, but progress is not being made.

### **B. 5621 Point Roundtop Court**

- a. Sent a letter to the Board asking for a refund of \$14 in late fees (actually fee + interest)
- b. Claim they did not receive 2013 invoice due to incorrect address in BOD records
- c. The Board voted unanimously to approve the \$14 refund. Dave will tell Metro to send them \$14 check.

### **C. The Outdoorsman submitted invoices for April and May services**

- a. Forwarded to Metropolis for payment
- b. Ben says checks have been sent

### **D. John Cook "Speeding Resolution"**

- a. Received an e-mail from District Supervisor asking for support by adopting a "Speeding Resolution"
- b. Ed and Kevin suggested posting it to the website and on SHHA's Facebook page as a draft and also to send it out to the Yahoo group. The posts will include a statement asking for comments and saying that the policy will be voted on at the Annual Meeting.

**E. 9189 Lake Braddock Drive**

- a. The BOD received two complaints from neighbors that the subject property was placing yard waste out at the curb many days before pick-up
- b. Kevin drafted a letter to the homeowners - not a violation notice, documenting the complaint, and requesting that they stop. So far there has been no response.

**F. The board received an e-mail complaint from a homeowner stating that:**

- a. two neighbors are not properly maintaining their lawns
  - i. Kevin investigated and sent First Notices of violation
- b. that one of them is improperly storing their trash in the rear yard
  - i. Kevin responded that the bins were not in view of the street, and BOD can't dictate that they be screened in the rear yard
- c. asking what can be done about pot holes in the community
  - i. Kevin responded that the streets are not the jurisdiction of the BOD. The Board suggested that the homeowner contact John Cook's office. Pete said there is a phone number for complaints of this nature and Ed said he would call.
  - ii. Ed provided the homeowner a link to VDOT to request action on items such as filling potholes.

**G. 9109 Lake Braddock Drive**

- a. Agent contacted BOD by e-mail about resale inspection
- b. Inspection documented non-compliant fence due to wire mesh attached to split rail
- c. Kevin contacted the agent and explained that wire is not allowed, as fences must be constructed of wood

**H. Homeowner contacted the board about their rear neighbor (house on Light Infantry)**

- a. Complained that the neighbor was housing "a lynx" in a chain link enclosure in their rear yard
- b. Board contacted FC animal control, who investigated and responded that the animal is a "Savanah Cat" and is legal to own in Fairfax County
- c. BOD discussed the chain link pen
  - i. A chain link fence is expressly forbidden by the CCRs. Therefore a violation letter will be sent to the renters and to the homeowner.
  - ii. This is consistent with the handling of other chain link fences / kennels / runs that the BOD has become aware of.



**I. 9152 Fort Fisher Court**

a. Homeowner contacted BOD requesting:

“that the SHHA work with the association's landscapers and arrange to have all ivy removed from the common area behind our home or we risk having it grow back and we will be engaged in a never-ending battle with the vine. In addition to being an invasive species, English Ivy vines/roots grow underground. Herbicides tend not to kill the plant as the waxy coating of the leaves offers the plant protection.

Additionally, I respectfully request that the homeowners association conduct a study of the water run off streams in the common area and develop a plan to shore up the embankments of the run off streams with large stones to shore up the soil and prevent further erosion. Substantial rains in past years and the rush of water through the run off streams are causing erosion to the point where mature trees now have their roots exposed. Failure to implement a solution to future erosion will lead to an ever widening of the run off streams. It may be years before the erosion poses a problem to our property, but we would like to have the problem corrected before it becomes impossible to reverse the damage.”

Mr. Naidamast provided the Board with pictures. The Board discussed with him the planned Fairfax County project to address the runoff in the Common Area to his satisfaction.

After much discussion about the English Ivy, the Board decided that if we do this for one homeowner we would set a precedent and have to do it for all. That expense is too much for the current budget. The only responsibility the Board has for the wooded commons is to take down trees that might endanger a homeowner's property, or endanger those using the common area. A motion was made by one Board Member to ask The Outdoor Man for a quote to eradicate the Ivy, but it was not seconded by any other Board Member so the motion was dropped.

**J. Homeowners on Meridian Hill Place**

- a. Contacted BOD about an aggressive fox, following people, and attacking pets in daylight hours
- b. Kevin contacted animal control, and advised homeowners to do the same whenever the fox is seen
- c. Info sent to Yahoo group, instructing SHHA members to call FC Animal Control in these circumstances
- d. Animal Control has come out several times.

**K. 5596 Marshall House Court**

- a. Title company contacted BOD about fee information for closing
- b. No resale packet has been requested or provided
- c. Kevin asked title company to provide contact information, but they have not

**L. 5596 Blake House Court**

- a. Title company contacted BOD about fee information for closing
- b. No resale packet has been requested or provided
- c. Kevin asked title company to provide contact information, but they have not

**M. 5445 Mount Corcoran Place**

- a. Received a complaint regarding the subject property that there is “a huge collection of lawn debris in the backyard and along the split rail fence that backs to the corner of my backyard.”
- b. BOD will investigate and send a letter if appropriate

**N. 5627 Herberts Crossing**

- a. Submitted an ARC request (by mail) to replace roof
- b. Shingle sample was included
- c. Board unanimously approved the request. Kevin will notify the homeowner.

**O. 5631 Fort Corloran Drive**

- a. Submitted ARC request to veneer walkway, steps and stoop with Pennsylvania fieldstone
- b. Request under review
- c. The Board can look at the request online

**P. 5606 Meridian Hill PL**

- a. Submitted ARC request to replace small deck with a larger deck, including a covered / screened area
- b. Request is under review; Jack H will work with homeowner

**Q. 9108 Home Guard Drive**

- a. Submitted an ARC request to repaint home in new color scheme, and repair rotting wood. The new color will match others in the neighborhood.
- b. Request was electronically reviewed and approved.
- c. Homeowner was notified May 4<sup>th</sup>

**R. 5625 Signal Point Court**

- a. Submitted an ARC request to replace windows and a sliding door
- b. Request was electronically reviewed and approved.
- c. Homeowner was notified May 13th

**S. 9186 Lake Braddock Drive**

- a. Submitted ARC request to replace deck and patio behind the home providing all supporting material.
- b. Request was electronically reviewed and approved.
- c. Homeowner was notified May 17th

**T. 8917 Bald Hill Place**

- a. Submitted an ARC request to replace an aging rear deck
- b. Pete responded and requested supporting information on materials and colors, which homeowner provided
- c. Request was electronically reviewed and approved.
- d. Homeowner was notified June 11th

**U. 9117 Blue Jug Landing**

- a. Requested resale docs 6/9/14. Kevin will inspect before sending.

**V. 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  | Closed 05/2014    | \$300 Due                          |
| e. 9103 Blue Jug Landing    | Closed 6/6/2014   | \$300 Due                          |
| f. 9109 Lake Braddock Drive | Closing 6/20/2014 | \$300 Due                          |
| g. 9008 Home Guard Drive    |                   | \$300 Due                          |
| h. 8928 Bald Hill Place     |                   | \$50 Due                           |
| i. 9117 Blue Jug Landing    |                   | In progress                        |

**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:

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 8:55**

**SIGNAL HILL HOMES ASSOCIATION**  
**MONTHLY METREGISTER**  
June 2014

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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 auditor's questions. After many inquiries, Metropolis still has not received the 2011 audit. Metropolis informed the Board that the auditor had not been paid. Metropolis is awaiting the proposal from Kishore Pandey, CPA.

Keep us apprised.

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**BANKRUPTCY FILING – 131427**

Metropolis received notification that XXXXX has filed for bankruptcy. Per the decision at the May meeting, this matter was forwarded to the legal counsel. **Please advise if there was any update from the Attorney.**

Attorney says no action required.

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**ACCOUNT SUMMARY ATTORNEY LINK – 131118**

Redacted – executive session matter.

Discussed in Executive Session

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**LATE NOTICES – 124006**

Redacted – executive session matter.

Discussed in Executive Session

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**REFUND OVERPAYMENT – 132147**

Per Board discussion, Metropolis will be sending a refund check of \$900 to 9158 Fort Fisher Court due to their overpayment. While Metropolis did mail two checks to the confirmed address, the homeowner states they have not received it and Metropolis notes it was not cashed. To ensure receipt, we will be sending a third check certified to the homeowner with a signature requirement.

Please let us know when the check is confirmed as received.

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### **ACC REQUEST FORM – 133381**

Metropolis received and forwarded the ACC form from Ms. Lucy Jennings of Legacy Management regarding a new garage at 5621 Point Roundtop Court. **Please advise if the Board has approved the ACC request, or has questions for the homeowner.**

Request received and under review.

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### **DPOR CERTIFICATE – 132593**

Metropolis has forwarded the paperwork and check for the DPOR renewal for the Association. We are awaiting the certificate from DPOR and will provide the same upon receipt.

Metropolis will check on status, as ours is now expired.

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### **RESALE PACKAGE – 133530**

Metropolis forwarded a request for a status update regarding the resale package from 9117 Blue Jug Landing. The Board has responded stating that they had responded. Metropolis will continue to monitor this action for HUD.

Request received 2 days ago. In progress.

**XI. EXECUTIVE SESSION**

Kevin called the Executive Session to order at 8:56

Executive Session was adjourned at 9:05