

## SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall  
September 11<sup>th</sup>, 2014 - 7:30 pm

Kevin Martin	-	President	Pete Seigman	-	VP
Linda Wirth	-	Secretary	David Masterman	-	Treasurer
Ray Antosh	-	BDR			

- I. **CALL TO ORDER** – Kevin called the meeting to order at 7:30.
  
- II. **APPROVAL OF MINUTES** - Minutes for the August 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. Dues status
    - a. 30 Homeowners currently owe for one or more years dues
    - b. BOD will consult with legal counsel on remaining delinquencies
  
  - B. Metropolis report attached at end of minutes.
  
- V. **TREASURER'S REPORT** – David Masterman was not yet present so report was tabled pending his arrival.
  
- VI. **COMMITTEE REPORTS**
  - A. **ACC** – Jack Hanley is still helping us
  - B. **WELCOMING** – Carol Cannava
  - C. **NEIGHBORHOOD WATCH** – *vacant*
  - D. **GROUND**S – Glen Woods
  - E. **WEBMASTER** – Kevin Martin
  - F. **BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh reported that BD dues are due
  - G. **Yahoo Group** - Pete Seigman

## **VII. OLD BUSINESS**

### **A. Four long standing un-resolved violations: 2 have gone to court**

9002 Fort Craig Drive

9118 Blue Jug Landing – going to court on February 9

8913 Lake Braddock Drive

8995 Parliament Drive

- a.** Working through the legal process with our attorneys
- b.** 8995 contacted us; says they are finalizing repairs. They want to schedule a final review with Kevin. They claimed to have fixed all violations except for vents and are waiting for the vents to come in.

### **B. Audits**

- a.** BOD approved auditor to do all 3 years outstanding for 1700 per year (2011, 2012, 2013)
- b.** Metropolis has notified the auditor that they are approved
- c.** Metropolis forwarded contract to Kevin for review and signature. Kevin will sign and send it back to Metropolis.

### C. Policy Resolution For Fences

- a. Waited for homeowners to create their petitions, and provide to BOD for review. No homeowner was present or had contacted the Board and their deadline expired at this meeting.
- b. Pete contacted the homeowners to see if any progress has been made during the past 8 months. The homeowners replied:

*Hi Pete,  
Thanks for the email. I have been overwhelmed at work with travel and emergent projects and vacations are coming up in August. I sent an email to a group of people this morning concerning the fence issue. I still desire to work a change in the covenants, but interest in helping isn't readily available.*

The also asked for clarification on how existing fence violations will be handled if the rules are not changed.

- c. Homeowners had until the September 2014 BOD meeting to collect enough proxies to change the fence rules.
- d. With no petition, 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.
- e. Kevin motioned that we vote to enact Policy Resolution #4. Pete had some questions about the process. After they were answered to his satisfaction the Board voted unanimously to approve Policy Resolution #4.

### D. SHHA Annual Dues

- a. Consulting legal counsel to process remaining delinquencies – the next step is to file court papers

**E. 5596 Blake House Court**

- a. Homeowners submitted an ARC request for substantial changes including doors, siding, patio, etc.
- b. Asked Jack to work with homeowner to provide additional information on models, colors, materials, etc.
- c. Request was denied, as all supporting materials, reviews and needed information could not be done within 60 days of submission.
- d. Kevin explained why the request was denied and said the Board was willing to work with her on this issue, and accept a new Architectural Request form for the work for review.

**F. 8914 Lake Braddock Drive**

- a. Submitted an incomplete (pages and info) request for a shed
- b. Kevin replied, requesting the rest of the form, and supporting information
- c. Homeowner provided remaining pages
- d. Request was unanimously approved at the meeting.

**G. Suspicious vehicle / homeless girl in neighborhood**

- a. BOD received several e-mails, phone calls, and personal contacts regarding a young woman who appears to be living in her car in the neighborhood. Some reports indicate that she may be a friend / girlfriend of a resident on Lyon Park court.
- b. The car has rotated around the streets and cul de sacs of Lyon Park, Home Guard, and Fort Craig Drive
- c. The car is a small, red Chevrolet with Virginia plate number: WNT 1937
- d. The police have responded to some calls from residents, but thus far have not had reason to move the woman along
- e. Reported incidents (to the board) have included:
  - i. Suspicious activity such as sitting in front of peoples' homes for hours using phone or laptop
  - ii. Sleeping in the vehicle
  - iii. Loud conversations / heated arguments in and around the vehicle
  - iv. Used toilet paper, human waste, and used condoms around locations where the vehicle has been parked
  - v. Cigarette butts near where the vehicle has been parked
  - vi. Changing of clothing in the street
- f. The board has contacted Fairfax County police, and we have been assured that they will respond to resident calls
- g. Residents are encouraged to document suspicious activities, and contact the Fairfax County Police if they feel uncomfortable – especially if they observe laws being broken, or parking violations (too close to driveways or mailboxes)
- h. Any information – especially photographic evidence - of illegal activity should be e-mailed to the board at [info@shha-burke.org](mailto:info@shha-burke.org)
- i. The board is exploring other options to handle the situation
- j. John Cooks office has offered to help us reach out to the girl – spoke to Kevin and Linda
- k. Linda will try and find the info sheet concerning an approach by a member of John Cooke's office and give it to Kevin.

## VIII. NEW BUSINESS

### A. Hearings Scheduled

#### a. 8995 Parliament Drive

Unpainted wood around egress window. Homeowners did not attend meeting but are working with the Board to resolve the issue.

#### b. 5439 Flint Tavern Place

Missing bricks on chimney – Homeowners are cooperating and Board is waiting for them to correct the violation.

### B. 2014 Annual Meeting

#### a. Need agenda completed by October meeting

#### b. Elections

i. Pete's term expires.

ii. Kevin and David good until 2015

iii. Ed and Linda good until 2016

iv. Ray agreed to be chair of the Nomination Committee and asked Pete to run again. Pete agreed.

#### c. Budget – DRAFT needed by Oct. Meeting - Dave

d. Dues – Recommended increase as allowed by governing docs? – Dave proposed that the dues be raised in accordance with the rules of the Governing Documents. The Board agreed.

### C. Homeowner on Meridian Hill reported that “several cars were broken in to last night” via e-mail on 9/8.

### D. 5627 Point Roundtop

a. E-mailed BOD about process for requesting a fence

b. Kevin M replied with info, including form, and requirements for fences

E. 9111 Parliament Drive

- a. Submitted a request on 8/15 for a new rear porch (partially covered) on rear of house
- b. Forwarded to BOD / ACC for review
- c. Steve W reviewed with homeowners and recommended approval
- d. The Board unanimously approved this request.

F. 9106 Blue Jug Landing

- a. Submitted a request on 8/16 for a two story addition to the rear of the house
- b. Forwarded to BOD / ACC for review
- c. Kevin is waiting for a report and recommendation from the ACC. Linda and Pete have approved.

G. 5604 Meridian Hill Place

- a. Submitted a request to replace their roof with new shingle style and color
- b. Request was electronically reviewed and approved
- c. Homeowner notified 9/8/2014

H. 9121 Lyon Park Court

- a. Requested resale inspection and documents
- b. Documents delivered
- c. Payment received

I. Resale Packets - There was a question as to why some fees were \$50 more than others and Kevin explained that the \$50 was for expediting the HOA packets procedure.

a. 5617 Fort Corloran	Closed 6/26	\$350 Due Added to dues invoice
b. 8927 Bald Hill Pl	Closed 7/1/2013	\$350 Due Added to dues invoice
c. 5594 Marshall House Ct	Closed 7/26/2013	\$300 Due Added to dues invoice
d. 9106 Lake Braddock Dr	Delivered 8/1/2014	\$300 Due
e. 5612 Mount Burnside Way	Delivered	\$350 Due
f. 8925 Bald Hill Place	Delivered 8/1/2014	PAID
g. 9121 Lyon Park Court	Delivered 9/1/2014	PAID

**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:

October	8 <sup>th</sup>	In the Hall outside BDO
November	13 <sup>th</sup>	
December	4 <sup>th</sup>	

**X. ADJOURNMENT** – Meeting was adjourned at 8:03



SIGNAL HILL HOMES ASSOCIATION  
MONTHLY METREGISTER  
September 2014

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**ANNUAL MEETING – 118386**

As the Annual Meeting is in December, the Call for Candidates should be issued in October. **Please advise which Board Members will be running again, and if the Board wishes to add anything else into the Annual Meeting mailing.**

**Only Pete's term is up. Pete is running for re-election.**

**Ray Antosh agreed to head the nomination committee.**

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**BUDGET – 121901**

As the 2015 budget will be voted upon at the Annual Meeting, **please advise if the Board wishes to have an increase to the annual assessment.** Metropolis has not noticed a need for an increase during our monthly financial review.

**BOD agreed that an increase, in line with our governing documents, is in order.**

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**RESIDENT CONCERN – 134945**

Metropolis received concerns from the owners of 5623 Signal Point Court regarding a damaged telephone box on the corner of Rolling Road and Lake Braddock Road and that a large tree was leaning in the same area. **Please advise if the Board has inspected and verified the same, and what actions if any they wish Metropolis to take in this matter.**

**Kevin has spoken to Verizon and Dominion Power once about this issue. They "opened a ticket", but Verizon never responded. Dominion power DID respond, and confirmed that the box belongs to Verizon. BOD would appreciate it if Metropolis could coordinate removal of defunct utility box at corner of Rolling Road and Lake Braddock Road with Verizon (just behind our entrance sign there).**

**The Board will ask Frank to check the tree again for safety purposes.**

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**ACCOUNT SUMMARY ATTORNEY LINK – 131118**

Per the Board's request, Metropolis has forwarded four units over to Chadwick, Washington, Moriarty, Elmore & Bunn. In discussion with their paralegal Trish, they had asked for paperwork to show where the full balances have come from. As there was not official balance sheet showing the year by year breakdown, Metropolis crafted the needed paperwork to allow the Attorney to proceed with their collection actions. However, the Attorney has stated that the late fees may not be able to be applied. Mr. Martin stated he would be speaking to legal counsel regarding this matter, and that it would be discussed during executive session at the June 2014 meeting. The Board responded that they were working with Chadwick currently, and requested that Metropolis provide a list of all the account which had late fees and provide it to the Board for review. The By-Laws do allow 6% interest per annum, however. We will be forwarding the accounts shortly for the Board.

**Kevin working this with Chadwick.**

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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. Metropolis was able to provide a proposal from Kishore. After discussion with the Board, Metropolis was able to secure a total cost of \$5,100 for three years of audit work (\$1,700). The engagement letter was forwarded to the Board for approval.

**BOD reviewed at meeting. The Board approved signing the contract.**

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**RESALE PACKAGE – 135000**

Metropolis received a request from Ms. Taylor of 9121 Lyon Park regarding a resale packet. Metropolis informed them to contact the Board.

**Completed. Kevin M spoke to homeowners and addressed their questions.**

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**RESIDENT CONCERNS – 131627**

**Discussing in executive session.**