

## SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall  
November 13<sup>th</sup>, 2014 - 7:30 pm

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

- I. **CALL TO ORDER** – Kevin called the meeting to order at 7:30.
  
- II. **APPROVAL OF MINUTES** - Minutes for the October 2014 meeting of the Board of Directors have been electronically reviewed, approved, and are posted to the web site.
  
- III. **OPEN FORUM FOR HOMEOWNERS** – Homeowners present: Steve & Toni Crittenden, Henry Fleming, Ray Antosh, Jennifer Flam, Steven Massetti, Lee Bread, Tim Cox
  - A. The Crittendens purchased a home with a fence that is not 50% open. After presenting their view, they agreed that the previous owner will move the boards so the fencing will be 50% open. The work should start December 1 and finish December 7, 2014. The Board unanimously approved their proposed modifications.
  - B. Ray Antosh inquired about a trailer at 9097 Blue Jug Landing. Kevin said this violation has been cited but the trailer has not moved.
  - C. Ray raised a question about the payment for the 2011 audit. Since the company tasked with doing this never did any work Ray wanted to know why the Annual Meeting Minutes for 2011 report a payment for 2011 to Douglas Corey & Assoc. Since neither the current Treasurer nor the one in office at the time was present, Kevin said Ray's questions will be answered at the Annual Meeting.
  - D. Ray also had questions about the amounts in the budget categories of Income, Mowing, Landscaping, and Line items. Kevin recorder the questions to pass on to the treasurer for the Annual meeting.
  - E. Jennifer Elam asked about an exception to allow constructing a higher privacy fence for her hot tub. She is worried about her next-door-neighbor's child's safety. Kevin explained the county rules only stipulate a height of 48", and that the Board cannot make exceptions to the Restrictive Covenants. Mr. Crittenden commented to her that a 6' fence may be allowed around a patio with restrictions on the location and size of the patio.

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

##### **A. Dues status**

- 10 homeowners are currently multi-year delinquent.
- Kevin is working with Metropolis to get account break-outs for attorneys to go to collections.

**B.** Metropolis monthly report is attached at end of minutes.

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

#### **VI. COMMITTEE REPORTS**

**A. ACC** – Jack Hanley

**B. WELCOMING** – Carol Cannava

**C. NEIGHBORHOOD WATCH** – *vacant*

**D. GROUNDS** – Glen Woods

**E. WEBMASTER** – Kevin Martin – Nothing to report

**F. BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh – Nothing to report

**G. Yahoo Group** - Pete Seigman – Nothing to report

## **VII. OLD BUSINESS**

### **A. Three long standing un-resolved violations:**

9002 Fort Craig Drive

- Kevin working to get estimates for re-roofing
- Contacted Davis roofing who provided an estimate – estimate seemed high so two other companies were recommended; American Cowboy Roofing and Cardinal. Kevin will contact them for estimates.

9118 Blue Jug Landing

- court date pending; will be sometime in February 2015

5839 Flint Tavern Place

- granted an extension for multiple resale documented issues until 10/31
- repairs not complete but have done some work
- Kevin will contact them and ask about progress

8995 Parliament Drive

- Completed all repairs

### **B. Audits**

- a. 2011 Audit in progress. 2012, 2013 will be done after completion.

**C. 2014 Annual Meeting**

- a. Announcement package sent out to all homeowners last week of October
- b. Elections
  - i. Pete's term expires; he will run for re-election
  - ii. Other candidates should contact the Board, or Ray Antosh (Nomination Committee Chair) by December 1<sup>st</sup>.
- c. Budget
  - i. \$10 annual dues increase will be voted on at the annual meeting

**D. Abandoned Verizon equipment at Rolling / Lake Braddock**

- a. Metropolis opened a trouble ticket with Verizon on 9/17
- b. Equipment is still there as of 11/13
- c. Metropolis will continue to follow up

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

- a. The car is a small, red Chevrolet with Virginia plate number: WNT 1937
- b. 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)
- c. 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)

**F. Stream bed revitalization**

- a. Sajan Pokharel of Fairfax county contacted us on 9/26 to inform us that the county is about to start work on the common area stream beds
- b. Homeowners along the common areas have reported / inquired about work in progress

**G. Braddock District Council registration**

- a. Board reviewed and approved payment at October meeting
- b. Sent form for 2015 registration / dues to Metropolis to complete and pay so our membership is funded again.

## VIII. NEW BUSINESS

### A. Hearings Scheduled

#### a. 5423 Mount Lookout Court

- Fence is not 50% open
- Peak vents need scraping and painting
- ***Fence ACC request unanimously approved earlier in meeting***

#### b. 9109 Lake Braddock Drive

- Trim around house needs scraping and painting
- ***Homeowner requested and was granted a 6 month extension***

#### c. 5606 Light Infantry Drive

- Chain link animal fence / pen in rear yard

#### d. 5629 Fort Corloran Drive

- Gutters need to be cleaned / power washed
- ***Homeowner says work completed; Kevin will confirm***

#### e. 9103 Blue Jug Landing

- Siding on right of house is badly warped
- Wire fence material is not compliant with the Restrictive Covenants
- Brick foundation needs cleaning and painting
- Gutters and soffits need cleaning / power washing
- Concrete driveway apron is at end of life.

#### f. 9008 Home Guard Drive

- Fence is not 50% open and is too tall
- Rafters between house and garage need to be painted
- Gutters and soffits need cleaning / power washing
- Gable trim needs cleaning and paint
- Unpainted plywood under overhangs

g. 5604 Mount Burnside Way

- Fence was not approved, and is not 50% open by design

**B. Questions about fence policy**

- Multiple homeowners have asked for clarification about “shared” fences on the property lines between homes
- Policy requires fences be replaced with compliant fences when home is sold, or fence is replaced
- Owners are not comfortable or qualified to get a letter from neighbors
- Should we draft a “form” whereby a neighbor can “accept” ownership of a shared fence section, and responsibility for its eventual replacement / removal if they do not wish it removed immediately?
- A motion to talk with the lawyers about the situation and document what the issue is and ask legal council how to handle it was unanimously approved.

**C. Updates to Policy Resolution #3 - Enforcement procedures**

- Kevin updated the document to reflect new VA laws prohibiting fines
- Now reflects correct enforcement process and timeline, including turn-over to Chadwick for legal action if required
- Motion to approve updates tabled until all Board members have read it.

**D. Recommendation to update ARC request process as follows:**

- Reference new ACC email for submission (vs info)
- Add a step to send submitting homeowners an email acknowledging receipt of a request and stating that reviews may take up to 60 days to complete.
- Motion made and unanimously approved. Kevin will make the updates.

**E. 8922 Bald Hill Place**

- a. A Homeowner contacted us about significant landscaping being done in the front yard
- b. BOD investigated and found multiple new planting beds with young trees
- c. At this time, no violation of the Covenants was observed
- d. BOD will ensure beds are well maintained through the normal inspection process

**F. 9097 Blue Jug Landing**

- a. A homeowner reported that a trailer is being parked in the drive way for extended periods
- b. Inspection performed and violation confirmed

**G. A homeowner contacted the Board, expressing concern about the proposed \$10 increase in annual dues, and inquiring about the reasons for projected increased legal fees**

- a. Pete responded, and invited the homeowner to attend a meeting to discuss further if they would like to do so

**H. 5638 Fort Corloran Drive**

- a. Submitted ARC requests for new fence, new shutters, new paint colors
- b. Kevin talked to the homeowner and the fence is compliant.
- c. Concrete drive is to be painted and an ARC request is needed for it.
- d. Since no color samples were submitted the Board will need them before approving.

**I. 9023 Fort Craig Drive**

- a. Submitted a request for a laundry room addition with a standing seam metal roof
- b. Unanimously approved

**J. 9116 Lyon Park Court**

- a. Submitted a request for a new deck with larger footprint
- b. Tabled to allow time for review

**K. 5623 Mount Lookout Court**

- a. Submitted a request to re-space the pickets on a non-compliant fence to resolve violation
- b. Approved earlier in the meeting

**L. 9001 Fort Craig Drive**

- a. Submitted an ARC request to replace a flagstone walkway with a concrete sidewalk at their entry way
- b. Unanimously approved

**M. 5406 Flint Tavern Place**

- a. Submitted an ARC request to replace wood siding with vinyl, wrap trim, and replace all windows
- b. Tabled until color and material samples are obtained and reviewed



**N. 5640 Fort Corloran Drive**

- a. Submitted an ARC request to build a new fence along the front of the home, connecting to neighboring fences on the side.
- b. Unanimously approved.

**O. Resale Packets**

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 9/1/2014	\$350 Due

**IX. DATES FOR UPCOMING MEETINGS**

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

December 4<sup>th</sup> (Annual Meeting of Members)

January 15, 2015 (Hearings to be scheduled)

**X. ADJOURNMENT – Meeting adjourned at 8:37**

**XI. EXECUTIVE SESSION**

**A. None required**

# SIGNAL HILL HOMES ASSOCIATION

## MONTHLY METREGISTER

November 2014

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### ACCOUNT CONCERN – 133735

**Redacted for homeowner privacy.**

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### ACCOUNT SUMMARY ATTORNEY LINK – 131118

**Redacted – legal issues.**

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### ANNUAL MEETING – 118386

Metropolis has issued the Annual Meeting notice for 2014 to the Community. Please let us know if anyone announces their candidacy at the meeting.

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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 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 and signed by the Board. The audit is in process for all three years.

**Reco we remove the "history" with the old company from this RFA, or open a new RFA for the in-progress audits and close this one.**

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## **VERIZON SERVICE – 135336**

Metropolis was requested to call out Verizon in order to remove the equipment behind the entrance sound. While Metropolis did reach Verizon and finally was directed to the correct department, per the Board they have not yet removed the abandoned equipment. Metropolis will follow up with Verizon.

**Please continue to contact Verizon frequently until this is resolved. Please let us know by e-mail each time they are contacted, and the updated status they give.**

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## **VIRGINIA SCC REGISTRATION – 135703**

Counsel has provided the forms for renewal of the Association's 2014 SCC renewal. We will sign and return the same.

**Authorized \$25 fee payment.**