

**SIGNAL HILL HOMES ASSOCIATION  
ANNUAL MEETING - CONTINUANCE**

Braddock District Meeting Hall  
January 15<sup>th</sup>, 2015  
7:30 pm

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

**I. CALL TO ORDER** Kevin called the meeting to order at 7:32

- A. Welcome - Kevin welcomed 16 voting homeowners and explained that is was a continuance of the 2014 Annual Meeting originally scheduled for December 4, 2014. A quorum was not established on that date so the Annual Meeting was continued to January 15, 2015.
- B. Introduction of Board of Directors – Each Board Member introduced themselves. Ed Rahme, At-Large, was not able to attend but had assigned his proxies to Linda Wirth.
- C. Disclosure of proxies – 158 proxies were received and combined with the attending homeowners the requirement for a quorum was met and a quorum was established. The proxies for each director were :

Kevin Martin	-	74	
Linda Wirth	-	37	
Ed Rahme	-	29	(Assigned to Linda Wirth)
Pete Seigman	-	12	
David Masterman	-	6	

**II. APPROVAL OF MINUTES (from 2013 Annual Meeting)**

One correction was made to the minutes as a result of a homeowner inquiry:

The vote to delay approval of Policy Resolution #4 was amended to 3 to 1 vs original 3 to 2 that was recorded in the minutes. This reflects the removal of a proxy vote from Ed to Kevin from the tally. This did not change the over-all outcome / actions of the vote.

The 2013 Annual Meeting minutes were posted on the website in January 2014. The minutes were unanimously approved.

### III. ELECTIONS

BOD Status:

Kevin, Linda, David, and Ed do not have terms expiring this year

Pete's term expires this year

Pete has expressed interest in re-election

Call for other nominations / candidates

Nomination Committee Chair (Ray Antosh) – No nominations from the Committee Chair

From the floor – No nominations from the floor

Vote (secret ballot) – Pete was elected with 173 votes

### IV. REVIEW BUDGET – FORECAST FOR 2015 – TREASURER, David Masterman

Dave went over the past dues history. There has been no increase for several years but, current dues are not sufficient for increased expenses such as additional maintenance of the Commons, rising costs of management companies, and legal fees. (Legal fees explained later in the meeting).

In response to questions from homeowners about expenses and management fees Kevin explained that in order to interest a management company in working for what SHHA can afford to pay them the Board Members are doing several functions that a management company usually does such as quarterly home inspections, managing HOA packets, etc. If the Board is ever unable (or unwilling) to keep up this workload, SHHA would have to pay a much larger fee to a management company to pick up these tasks. This, along with the increase in expenses, is another reason to increase the dues and build up SHHA's contingency fund. Linda mentioned that when she searched for a new management company the standard annual fee quoted was \$50,000.00 - SHHA's total annual income.

Further questions were raised and answered about the Contingency Fund, the Management Company, and insurance:

Contingency Fund – At present the Contingency Fund is in laddered CDs and the amount is just under \$50,000.00. The Board does not use these funds for normal expenses as they are for unforeseen emergencies.

Management Company Functions – The management company maintains a call center that is the first point of contact for homeowners. The company handles all administrative tasks and correspondence, such as the annual meeting letter and the dues letter. They also collect all the dues and keep accounts. They also give the Board valuable advice on questions that arise in the course of the Board's duties.

A question was also raised about payment for the stream abatement. The County is doing all the work and paying for it.

Homeowners asked about whether insurance is carried / required for the Commons (liability) The board replied that it is not, as there are no "facilities" on the Commons. The Board took an action to investigate whether additional liability insurance was warranted / available.

A few questions about some of the categories in the 2015 proposed budget were raised and answered. After this discussion a motion was made and seconded to approve the 2015 proposed budget. The 2015 proposed budget was unanimously approved.

A motion was made and seconded to approve the \$10.00 increase in the dues. The \$10.00 increase was unanimously approved.

## V. Speeding Resolution

John Cook's office sent out a proposed "Speeding Resolution" for communities to review and consider adopting. The Board proved the Sample Resolution for the homeowners which had also been posted on the website for community review. After a discussion of both the pros and cons a vote was held. 89 votes were against adopting the resolution and it failed to pass. The primary reasoning discussed was that there was no "action / authority" to the resolution, and there was no point enacting such a resolution.

## VI. RECAP OF 2014

Kevin reviewed the summary / highlights of the Board's 2014 actions in the community:

Responded to legal changes in Virginia

- A legal decision resulted in SHHA not being able to collect fines or levy assessments against homeowners who are failing to maintain their property or ignoring notices of violation of the Restrictive Covenants.
- Accordingly SHHA updated enforcement policies to remove fines / assessments. Instead we must use our attorneys and go to court if process and hearings fail to resolve issues. This process resulted in the increase legal fees mentioned before.
- Removed late fees from accounts; use attorneys and collections for extended delinquencies

SHHA Board of Directors continues to perform pre-sale inspections and create / provide resale documents

- Resulted ~\$4000 in additional 2014 revenue

Worked with homeowners to resolve 135 Restrictive Covenant violations in 2014

- Board of Directors performs all inspections
- In December of 2013, there were 51 open violations identified / working to resolve. That number is down to ~20.
- Long term violations are turned over to legal counsel for review and additional enforcement actions
  - o Very successful; all court cases have resulted in recovery of legal fees and injunctive relief

Worked with buyers / sellers of four "distressed" properties in the community to document and correct deficiencies at time of sale. 3 have made significant progress.

Reviewed and approved 31 homeowner applications for architectural changes

Delinquencies are down to 22 accounts (only 8 owe for more than 1 year of dues)

In September the Board adopted Policy Resolution #4 – Procedure to Resolve SHHA Fence Violations

- Consistent, fair policy to return all fences to compliance, i.e. no taller than 42" and 50% open
- Goal was to minimize "immediate" impact to homeowners with long-standing non-compliant fences
- Worked closely with our attorneys to draft and approve this resolution while protecting our right of enforcement.

Working with Fairfax County on restoration of stream beds running through SHHA Common Areas

- Will restore aesthetics, and reduce erosion
- BOD has reviewed and approved County plan and granted access to Common Areas
- Work has begun

Addressed numerous downed trees in the Common Areas

Worked with homeowners / animal control to respond to “aggressive foxes” in the community

Worked with police / Braddock District Social Services / homeowners to respond to a homeless girl living in her car in the community

Parking concerns from residents – contact FCP

Working with Metropolis / Verizon to remove abandoned equipment to Rolling Road / Lake Braddock entrance  
Several homeowners are upset about Verizon’s lack of response to complaints. Kevin explained that our Management company calls on a weekly basis and has had numerous tickets written. But since no action has been taken the homeowners are upset. They proposed calling on John Cook for help. Kevin will go with them when they talk to John Cook, Braddock District Representative. Walter Knowles volunteered to change the lights in the sign at the corner where the Verizon abandoned equipment is.

Sent notices of crimes / suspicious activity communications to the neighborhood

Reviewed a homeowner proposal to “encourage homeowners who remove older dead / damaged trees to replace them with new trees”. Since the Board does not have authority over tree removal / planting, it would be inappropriate for us to “encourage” specific actions or pressure owners to incur expense.

## **VII. Looking ahead:**

The community is privileged to have dedicated and active Board members who will:

Work with homeowners and legal team to resolve existing / long standing violations

Continue to emphasize resolution of ARC violations and approval of homeowner improvements

- Single biggest impact to maintaining property values

Follow collections procedures used this year

- Very effective
- Involve legal team on multi-year delinquencies to protect the association’s interests

Continue to look for ways to improve communications and response time with homeowners

Foster more open / frequent interaction with homeowners

- E-mail, Facebook, NextDoor, etc.

**VIII. COMMITTEE CHAIRS AND OPENINGS**

ACC	Jack Hanley
WELCOMING	Carol Cannava
GROUND	VACANT (Glen Woods has resigned)
WEBMASTER	Kevin Martin
Yahoo Group	Pete Seigman

NEIGHBORHOOD WATCH – vacant

BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh

**IX. OPEN FORUM FOR HOMEOWNERS** - Walter Knowles asked why there hasn't been a new Directory since 2011. Kevin explained that our lawyers advised us that SHHA is at risk to publish it as it is a privacy issue.

**X. DATES FOR UPCOMING MEETINGS:**

2015 Meeting Dates

Dates (TBR) will be posted to our website as soon as they are finalized.

**XI. ADJOURNMENT** – The meeting was adjourned to executive session at 8:56

**XII. Reconvene** – As required, following the Executive Session, Kevin announced that the meeting would be reconvened, in order to summarize the executive session, if any homeowner present wished it be so. No homeowners were present so the meeting was not reconvened.