

# SHHA BOARD OF DIRECTOR'S MEETING

## DRAFT

Library Meeting Room

March 19<sup>th</sup>, 2015 - 7:30 pm

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

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

## **II. APPROVAL OF MINUTES**

DRAFT Minutes for the 2014 Annual Meeting of Members (December->January) are posted to the web site for homeowner review. These will be approved by the members at the 2015 meeting in December.

Minutes for the February 2015 meeting of the Board of Directors have been electronically reviewed, approved, and are posted to the web site.

## **III. OPEN FORUM FOR HOMEOWNERS**

Ray Antosh asked if Policy Resolution #3 is being followed in the case of the trailer parked on Blue Jug Landing. Kevin said it was. Ray then asked why no December minutes were posted. Kevin explained that a quorum was not achieved at the Annual Meeting in December, so there was no meeting. Ray's next question concerned the funds that were not paid for the 2011 audit that is mentioned as paid in the 2012 Annual Meeting minutes. The audits currently being done will conclusively answer Ray's question.

Nan Ackermann happily reported that Verizon Has fixed the tilted junction box sign at the corner of Rolling Road and Lake Braddock Drive. Kevin thanked Nan and Walter Knowles for their efforts in achieving this and also credited our District Representative in Richmond, Eileen Filer-Corn for her aid. Nan also reported that lights on the entrance sign are now working. She also deposited two documents with the Secretary concerning a Hearing to be held after the meeting.

**IV. PROPERTY MANAGEMENT REPORT** - Attached at end of minutes.

**A. Dues status**

- a. 17 Homeowners currently owe for more than one year's dues (as of 3/16/2015 report) This count includes homeowners who have not paid for 2014 and 2015.
  - Chadwick is researching and beginning the collections process on these multi years.

**B. Metropolis report attached below**

**V. TREASURER'S REPORT** – David Masterman – David reported that SHHA has a little over \$20,00.00 in the operating fund. Combining this sum with the amount in SHHA's 4 CDs makes a total of \$102,967.87 currently held by SHHA. No progress has been made in SHHA's accounts from BOA to SunTrust due to unavailability of original documents required by the bank.

**VI. COMMITTEE REPORTS**

**A. ACC** – Jack Hanley – No report

**B. WELCOMING** – Carol Cannava – No report

**C. NEIGHBORHOOD WATCH** – *vacant*

**D. GROUNDS** – vacant

**E. WEBMASTER** – – Kevin has updated the HOA resale packet with current information.

**F. BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh - The March meeting was on County School budget. The School Board made a presentation showing the decline in commercial tax revenue which is projected into the next 3 years. The budget included raises for School Board members. This issue was discussed by the attendees. Ray asked how it is possible to raise salaries when the income is going down.

**G. Yahoo Group** - Pete Seigman – No report

## **VII. OLD BUSINESS**

### **A. Long Term Un-Resolved Violation(s) Status:**

#### 5639 Flint Tavern Place

- granted an extension for multiple resale documented issues until 10/31
- requested a further extension until spring (BOD approved 3/1) to complete; progress is being made.
- Kevin will reinspect. They have made progress on other violations.

#### 8925 Bald Hill Place

- Homeowners responded to Hearing result letter and said they will fix issues
- Asked to delay power washing until spring
- Kevin will reinspect in 30 days.

#### 9008 Home Guard Drive

- Turned over to Chadwick for demand letter (sent; 3/31 deadline)

#### 9005 Home Guard Drive

- Turned over to Chadwick for demand letter (sent; 3/31 deadline)

### **B. Audits**

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

### **C. Abandoned Verizon equipment at Rolling / Lake Braddock**

- a. RESOLVED!
- b. After MANY tickets were opened / closed, calls from the management company, the Board, and homeowners, and finally involvement of Delegate Eileen Filler-Corn, Verizon has placed the box – which turned out to be still in service – on a new, level foundation
- c. Kevin recommend that the Board authorize The Outdoorsman to remove uprooted stumps and debris from the area, and re-plant this spring
- d. The Board voted unanimously to request a quote from The Outdoor Man for removing the stumps and landscaping the area with new plants including non-invasion grasses in front of the fixed junction box.

**D. SHHA Dues Invoices**

- a. These have been mailed to all homeowners
- b. Invoices will not be considered late until 5/1 due to the continuance of our annual meeting to vote on the budget increase

**E. SHHA Received, completed, and paid application fee for VA State Corporation Commission for 2015 – waiting for certificate. Metro will send the certificate when they receive it. Last year this didn't happen until June.**

**F. Roof at 9002 Fort Craig - American Cowboy roofing company is waiting for good weather to redo front of roof.**

## **VIII. NEW BUSINESS**

### **A. Hearings Scheduled**

8927 Bald Hill Place

### **B. 9117 Blue Jug Landing**

- a. Submitted an ARC request to install a new garage door to replace old rotting door
- b. Request contains two styles and two colors
- c. Kevin will contact the homeowners and ask them to choose one so the Board can vote on it.

### **C. 9008 Home Guard Drive**

- a. Submitted an ARC request to install new vinyl windows in their home (The Oaks)
- b. Request was for white / tan
- c. Only brown allowed; color and material sample needed
- d. The window company contacted Kevin concerning the color He told them that only brown color is acceptable and that a sample of the color and material must be submitted to the Board before approved can be granted.

### **D. 8929 Lake Braddock Drive**

- a. Submitted a preliminary request to enclose carport
- b. Much more info will be needed (rough sketch only)
- c. Homeowner looking to see if we approve "in principle" with enclosure
- d. BOD agreed in principle to enclosure, but will inform the homeowner that we will need a detailed application with plans and material samples before we can review the project.

**E. 5438 Flint Tavern Place**

- a. Submitted a request to replace a deck with a new deck
- b. Form was not complete and missing 2<sup>nd</sup> page
- c. Kevin has contacted the homeowners and asked for the 2<sup>nd</sup> page with the missing signature.

**H. Resale Packets**

a. 9006 Lake Braddock Dr.                      Delivered 3/10/2015                      \$300 PAID

- I. "All Nite Graduation Party" Request - Lake Braddock High School asked for donations for Funding the activity. The Board voted against funding this as it would set a precedent for funding other activities in the area and also because SHHA needs to build up its funds.
  
- J. Signs – SHHA has three portable signs. They are currently held by Nan Ackermann, Kevin Martin, and Linda Wirth. Linda has stopped putting out her sign as it has been vandalized the past two time she has done so. There are no volunteers to store, update, and put out the signs so they are not used.

**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:

April 9<sup>th</sup>  
May 14<sup>th</sup>  
June 11<sup>th</sup>  
July 9<sup>th</sup>  
Aug 13  
Sept. 10  
Oct. 8  
Nov. 12  
Dec. 3 (1<sup>st</sup> week of December, on a Thursday)

**X. ADJOURNMENT – The meeting was adjourned at 8:05**

**XI. EXECUTIVE SESSION**

A. None.

**SIGNAL HILL HOMES ASSOCIATION**  
**MONTHLY METREGISTER**  
March 2015

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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 followed up with Verizon several times, and was promised that another crew will be onsite on March 17, 2015. We have been informed that the box has been sealed.

**The box has FINALLY been repaired (placed on a new foundation) by Verizon.**

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**AUDIT – 118315**

Metropolis was able to secure a total cost of \$5,100 for three years of audit work (\$1,700 per year). The engagement letter was forwarded and signed by the Board. The audit is in process for all three years (2011, 2012, 2013), and we have requested a status update. Kishore has informed us that due to excess demand during business tax season he was running behind and should be able to provide an update during the week of March 16th. We will forward the information to the Board upon receipt.

**No change in status; reason given by auditor that it is tax season.**

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**DPOR CERTIFICATE – 132593**

Metropolis is currently awaiting the new paperwork for the DPOR renewal to ensure it is completed in a timely fashion.

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**CD – 138206**

Metropolis received a notice that the CD will be returned on March 14th, 2015. **Please advise if the Board has made any changes.**

**The Board approved letting the CD roll.**

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**HEARING NOTICE - VIOLATION – 138311**

**Legal matter.**

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**LANDSCAPING CONTRACT – 137948**

The Board approved the Outdoor Man for another 3 years.

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**REQUEST FOR COPY OF LTR – 138044**

**Legal matter.**