

# SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room

April 9<sup>th</sup>, 2015 - 7:30 pm

Kevin Martin -	President	Pete Seigman	-	VP
Linda Wirth	Secretary	Ed Rahme	-	At-Large
Ray Antosh -	BDR			

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

## **II. APPROVAL OF MINUTES**

Minutes for the March 2015 meeting of the Board of Directors need one more Board Member approval in order to post.

**III. OPEN FORUM FOR HOMEOWNERS** – No one wanted to speak

## **IV. PROPERTY MANAGEMENT REPORT**

### **A. Dues status**

**a.** 10 Homeowners currently owe for more than one year's dues (as of 3/31/2015 report: down from 17)

- Chadwick is researching and beginning the collections process on these multi years.

**B.** Metropolis report attached at end of Minutes

**V. TREASURER'S REPORT** – David Masterman was unable to attend.

**VI. COMMITTEE REPORTS**

**A. ACC** – vacant

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

**C. NEIGHBORHOOD WATCH** – *vacant*

**D. GROUNDS** – vacant

**E. WEBMASTER** – – no report

**F. BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh – At last meeting the legislatures attended and talked about the Bills they've sponsored

**G. Yahoo Group** - Pete Seigman

**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.

8925 Bald Hill Place

- Homeowners responded to Hearing result letter and said they will fix issues
- Asked to delay power washing until spring
- Board agreed to grant the extension

9008 Home Guard Drive

- Turned over to Chadwick for demand letter (sent; 3/31 deadline)
- Submitted ARC request to modify fence, but submitted design was not compliant
- Fence in ARC request was non-compliant so homeowners were asked to submit another ARC with a compliant fence request.

## 9005 Home Guard Drive

- Turned over to Chadwick for demand letter (sent; 3/31 deadline)
- Submitted ARC request to modify fence, but submitted design was not compliant
- Fence in ARC request was non-compliant so homeowners were asked to submit another ARC with a compliant fence request.

## B. Audits

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

## C. Homeowner question RE: Audit Payments

- a. Dave working with Metropolis to finalize answer.

## D. SHHA Dues Invoices

- a. These have been mailed to all homeowners
- b. Invoices considered late as of 4/1
- c. Metropolis asked to send out second invoices to late homeowners on 5/1 (30 days late).

## E. SHHA Received, completed, and paid application fee for VA State Corporation Commission for 2015 – waiting for certificate. Certificate usually comes in June.

Ray mentioned that there is a scam involving a phony request for the certificate which asks for a \$125.00 fee.

## F. 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 contacted homeowners and asked them to down select to one option for review / approval
- d. Homeowners agreed to do so and will let the Board know when they decide.

**G. 9008 Home Guard Drive**

- a. Submitted an ARC request to install new vinyl windows in their home (The Oaks)
- b. Per Board request, homeowners provided material and product (brochure) samples for review
- c. Kevin showed the samples the homeowners provided to the Board. After examining the samples the Board unanimously approved.

**H. 8929 Lake Braddock Drive**

- a. Submitted a preliminary request to enclose carport
- b. Much more info will be needed (rough sketch only)
- c. Kevin informed homeowner that this type of project has been done / allowed before, but is a long process with the county.
- d. No formal request submitted for review as of yet. Homeowner is still working on a county permit.

**I. 5438 Flint Tavern Place**

- a. Submitted a request to replace a deck with a new deck.
- b. After examining the plan submitted by the homeowner the Board unanimously approved.

**J. 5632 Fort Corloran Drive**

- a. Submitted a request to build a "Little Free Library"
- b. Specific plan not submitted just link to a website with multiple different examples.
- c. After much discussion the Board agreed that the homeowner needs to submit a plan showing exactly where the Little Free Library will be placed on their lot and exact specifications of what they propose to erect. Kevin will ask the homeowners for this information.

Part of the discussion centered on legal liability of the Board in case someone finds objectionable literature or any other type of controversy. The Board agreed to ask our lawyers for advice.

## **VIII. NEW BUSINESS**

### **A. Hearings Scheduled**

None.

### **B. Entrance maintenance**

- a. Kevin worked with The Outdoorsman to get quotes for power washing entrance signs and replanting the entrance at Rolling / Lake Braddock to hide some of the utility boxes.
- b. Quote of \$700.00 received to grind stumps and replant Rolling / Lake Braddock entrance
- c. The Outdoorsman recommends removing a large pine that appears imminent to fall onto Rolling Road at a price of \$1850, and take out lower dead branches from another pine at Rolling / Lake Braddock
- d. Quote of \$350 received to power wash three signs
  - i. Need to coordinate with nearest homeowners to get approval to use water connections. Linda will do this.
- e. The Board unanimously voted to pay The Outdoor Man the above prices to have the work done.

### **C. Spring inspections**

- a. Board should perform thorough spring inspections as soon as possible
- b. Best time to deal with power washing needs and painting needs
- c. Every Board Member decided to stay with their currently assigned areas.

### **D. 5606 General Banks Court**

- a. Informed the Board that a large (60 ft) tree on the common area is in danger of falling
- b. Asked The Outdoorsman to take a look and provide a quote
- c. Currently waiting for The Outdoor Man to make a recommendation and provide a quote.

**E. 9109 Lyon Park Court**

- a. Submitted request to replace garage doors with new material, style, color
- b. Request was electronically reviewed and approved
- c. Homeowner notified

**F. 9023 Fort Craig Drive**

- a. Submitted a request to replace existing deck with a new composite deck
- b. Kevin showed the Board a picture of what the deck and the railings would look like. This property is at the end of a cul-de-sac and the deck and railings will not be visible from the street. After examining the picture and some discussion the Board unanimously approved this request.

**G. Resale Packets**

a. 5444 Flint Tavern	Delivered 3/29	\$350 PAID 3/28
b. 5413 Flint Tavern	Delivered 3/29	\$350 due
c. 5595 Marshall House Court	Delivered 3/29	\$300 due
d. 5637 Fort Corloran Drive	Delivered 4/2	\$300 due
e. 9009 Fort Craig Drive	Requested 4/2	
f. 5425 Flint Tavern Place	Requested 4/6	\$250 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:

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** – Meeting was adjourned at 8:00 PM

**XI. EXECUTIVE SESSION**

A. Legal and financial topics

**A. SIGNAL HILL HOMES ASSOCIATION**  
MONTHLY METREGISTER  
April 2015

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**ACCOUNT DISCREPANCY – 138095 – Attachment 1**

Member account discussion.

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**INSPECTION-SECOND NOTICE – 137103**

Metropolis has received a request from Ms. Smith of 5610 FCOD for an extension on their repairs as the homeowner slipped from their roof and broke their foot. They had begun the work but not completed it. **Please advise if work has now been completed.**

**Please forward us the request.**

**After receiving this request the Board unanimously agreed to grant a 60 day extension.**

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**RESALE PACKAGE – 137170**

Metropolis forwarded a resale request from 5638 FCOD to Mr. Martin. Mr. Martin stated he had responded to the homeowner. **Has the Board received the requested funds?**

**This is complete and closed.**

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**225 CYC – 138206 – Attachment 2**

Metropolis received a notice that the CD will be returned on March 14th, 2015. Per the Board's request, we have attached the information we received.

**Board decided to reinvest the funds in another CD.**

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**INSURANCE INQUIRY – 122537**

Per discussion with the Board, Metropolis has filled out the paperwork to increase the insurance coverage for the Association to include broken branches and fallen trees. We will forward the additional cost to the Board upon receipt.

**Please make sure we are getting the required “general liability” insurance quote. If there are any questions about what is required, you should speak to Chadwick – who advised us of the requirement.**

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**REQUEST FOR COPY OF LTR – 138044**

Legal issue.