

## **SHHA BOARD OF DIRECTOR'S MEETING**

Braddock District Conference Room

May 14<sup>th</sup>, 2015 - 7:30 pm

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

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

### **II. APPROVAL OF MINUTES**

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

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

New homeowners Heather and Bob Kraus at 9110 Parliament submitted a request for a split rail fence. Since the submission included wire mesh on the fence, their request was denied. The Board explained that wire is not allowed for fences, which the covenants specify must be made of wood. They graciously agreed to submit another design.

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

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

##### **a. 7 Homeowners currently owe for more than one year's dues**

- 3 of these accounts are in collections with Chadwick (\$750)
- 92 accounts owe their 2015 dues (included the 7 above)
- The Board recommends that the 4 "new" multi years go to collections in June, if not paid

#### **B. Metropolis report attached at end of minutes**

**V. TREASURER'S REPORT – David Masterman**

All information already covered in Metropolis report. SHHA has received a lot of complaints about the dues letters and confusing payment options.

**VI. COMMITTEE REPORTS**

**A. ACC** – vacant

**B. WELCOMING** – Carol Cannava

**C. NEIGHBORHOOD WATCH** – *vacant*

**D. GROUNDS** – vacant

**E. WEBMASTER** – Kevin Martin

**F. BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh

The presentation was on parks. Residents want trails more than any other option in the parks.

**G. Yahoo Group** - Pete Seigman Pete will forward Ed's email about the stream abatement

**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
- Kevin will re-inspect in ~30 days

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
- New request submitted, and under review (see below)

## 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
- New request submitted, and under review (see below)

### **B. Audits**

- a. 2011 Audit in progress. 2012, 2013 will be done after completion. Latest update mentioned in Metropolis report at end of minutes.

### **C. Homeowner question RE: Audit Payments**

- a. Dave working with Metropolis to finalize answer
- b. Wording in minutes may need to be corrected to clarify that no duplicate payments have been made.

### **D. SHHA Dues Invoices**

- a. Invoices considered late as of 4/1
- b. Metropolis send out second invoices to late homeowners

### **E. SHHA Received, completed, and paid application fee for VA State Corporation Commission for 2015 – waiting for certificate - Usually the certificate arrives in June or July.**

**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 down-selected to almond color and a single style; need review / approval
- e. Pete and Kevin have expressed concerns about the carriage house style
- f. Three Board members voted no, so the request was denied

**G. Entrance maintenance**

- a. The Outdoorsman working on approved entrance maintenance:
  - Power washing entrance signs - done
  - Grinding stumps at Rolling / Lake Braddock entrance - done
  - Removing a large pine that appears imminent to fall onto Rolling Road - done
  - Removing lower dead branches from another pine at Rolling / Lake Braddock - done
  - Replanting the entrance at Rolling / Lake Braddock to hide utility boxes - planning

**H. Spring inspections**

- a. Board should perform thorough spring inspections as soon as possible

## VIII. NEW BUSINESS

### A. Hearings Scheduled

9013	Lake Braddock Drive	Siding is moldy. Please power wash.
9111	Home Guard Drive	Siding / trim needs cleaning / paint
8913	Lake Braddock Drive	Peak vents need repair, scraping, painting Rear yard is once again cluttered and unkempt.
5612	Mount Burnside Way	Siding and gutters need to be power washed

### B. Stream restoration project

- a. Ongoing meetings / stream walks
- b. Ed – update – there have been a lot of emails about this and some residents, especially those bordering the stream have express interest.

### C. VDOT Repaving

- a. Received e-mail from office of Supervisor Cook that our neighborhood is on the list and funded to be re-paved this summer by VDOT (no specific dates given)
- b. Linda will check with John Cooke's office to see what, if any, kind of warning is given to residents before their street is paved.

### D. Insurance

- a. Received quote to add Umbrella / liability coverage to policy for \$375 / year
- b. Chadwick recommended that we seek this coverage; unanimous approved
- c. Submitted to Chadwick review to ensure that submitted coverage is adequate

**E. 8913 Lake Braddock Dr.**

- a. Received a complaint about signage in the front yard
- b. Contacted homeowners; sign was removed

**F. 8907 Lake Braddock**

- a. We and Metropolis have received complaints about any people / cars “living” at this address
- b. Kevin will ask Metropolis pursue FCP / FC Zoning avenues to get investigated.

**G. 5615 Meridian Hill Place**

- a. Submitted request for new front door and storm door
- b. Kevin requested more information (picture or proposed storm door style)
- c. Homeowner provided picture
- d. Request was electronically reviewed and approved.

**H. 5412 Mount Greenwich Ct**

- a. Submitted request to replace existing deck with expanded deck / sunroom
- b. Request was electronically reviewed and approved.

**I. 9008 Home Guard Drive**

- a. Submitted new fence request to replace non-compliant fence around pool
- b. Unanimously approved with condition that “2x2 pickets spaced 1 ½” apart are really 1 ½” pickets giving 50% open”. Letter will not mention size of pickets and spaces but stress the 50% open rule.

**J. 9005 Home Guard Drive**

- a. Submitted new fence request to replace non-compliant fence around pool
- b. Unanimously approved

**K. 9112 Parliament Drive**

- a. Submitted request for new garage door and front door color
- b. Pete and Kevin expressed concerns with carriage house style
- c. Request denied

**L. Resale Packets**

a. 5413 Flint Tavern	Delivered 3/29	\$350 due
b. 5595 Marshall House Court	Delivered 3/29	\$300 due
c. 5637 Fort Corloran Drive	Delivered 4/2	\$300 due
d. 9009 Fort Craig Drive	Requested 4/2	\$300 due
e. 5425 Flint Tavern Place	Requested 4/6	\$300 due
f. 9019 Parliament Drive	Requested 4/13	\$300 due
g. 5489 Signal House Court	Requested 4/25	\$300 due
h. 9110 Parliament Drive	Requested 5/1	\$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: and move the August meeting to Aug. 20<sup>th</sup>.

June 11<sup>th</sup>  
July 9<sup>th</sup> (Linda will try to change to July 16)  
Aug. 13<sup>th</sup> (Linda will try to change to August 20)  
Sept. 10<sup>th</sup>  
Oct. 8<sup>th</sup>  
Nov. 12<sup>th</sup>  
Dec. 3<sup>rd</sup> (1<sup>st</sup> week of December, on a Thursday)

**X. ADJOURNMENT - Meeting was adjourned at 7:18**

**XI Reconvene** – After the Executive Session the meeting was reconvened at 8:20 and a summary of the Executive session was given.

1<sup>st</sup> topic concerned a property violation of long-standing

2<sup>nd</sup> topic was an ARC request that, on the advice of counsel, was not approved.

3<sup>rd</sup> topic concerned financials.

Reconvene was adjourned at 8:22



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

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**ACCOUNT DISCREPANCY – 138095**

**Redacted – legal matter.**

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**225 CYC – 138206**

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. Did the Board discuss this matter at the April 2015 meeting?

**The Board wants the CD and any interest to be re-invested in a new CD of the same term.**

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**COMPLAINT – 139754**

Metropolis received a call from a neighbor of 8907 Lake Braddock Drive regarding what they feel are an excessive number of families living within the Unit. The homeowner wished to be anonymous; however they stated they have attempted to speak to the offsite homeowner many times to no avail. There is also a recorded complaint that 8907 has between 7 and 9 vehicles linked to their home. Please advise what actions, if any, the Board wishes to take in regards to this complaint.

**Please contact the Fairfax County Police / Zoning as appropriate and request that they investigate the multiple complaints.**

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**DOG ISSUE – 139218**

Metropolis received a complaint from neighbors of 9020 Fort Craig Drive that their dogs bark continually during the night. Please advise what action, if any, the Board wishes to take in this matter.

**This is a neighbor / police matter.**

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**HOA QUESTIONNAIRE – 139414**

Metropolis received faxed request from 5595 Marshall House Court for a PUD form. Metropolis filled out the form and note that a new homeowner has moved in. Did the Board receive the resale request and payment?

**We received the request and provided resale docs. Payment of \$300 has not been received**

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**HOA QUESTIONNAIRE – 139416**

Metropolis received several faxed PUD forms for 5637 Fort Corloran Drive. To aid in the closing, Metropolis completed the forms but informed the seller that the resale package must come from the Board. Did the Board receive the resale request?

**We received the request and provided resale docs. Payment of \$300 has not been received.**

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**HOA QUESTIONNAIRE – 139446**

Metropolis completed the information sheet for 5444 Flint Tavern. Please advise if the Board received the resale question and payment for this address.

**We received the request and provided resale docs. Payment of \$350 was also received.**

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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. Metropolis forwarded the information from the insurance agent to the Board. Please advise if there are any questions or if the Board approves the addition yearly cost of \$375 for the Umbrella Liability Coverage.

**Adding the insurance was unanimously approved. Will submit to Chadwick for final review before purchase.**

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**LATE NOTICES – 139062**

Metropolis has mailed out the late notices for homeowners who have not yet paid their annual assessments. When does the Board wish to send out a final notice?

**Final notice should go out 30 days after the second notices went out.**

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**AUDIT – 118315**

The audit is in process for all three years, 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. As we have not received a response from Kishore for this and other communities, we (Metropolis) have contacted Legal Counsel in order to get to move this matter along.

**Please get this done. We contracted with them to do the work well before tax season.**