

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room

July 16th, 2015 - 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 7:31

II. APPROVAL OF MINUTES - Minutes for the May and June 2015 meetings have been reviewed, approved, and posted to the SHHA web site.

III. OPEN FORUM FOR HOMEOWNERS – Hyung (Danny) Lee 9005 Grovers Theater Ct., Bab Treumpe 9105 Parliament, Matthew Dolan 8929 Lake Braddock, Ashley Brid 9023 Ft Craig

A. Mr. Treump requested a change in roof color. He presented a sample of the new shingles he wanted to use to reroof his home. After examining the sample the Board unanimously approved. Mr. Treump expressed his appreciation for all the work the Board does.

IV. PROPERTY MANAGEMENT REPORT

A. Dues status

a. 2 Multi-year delinquent homeowners are in collections with Chadwick (~\$630)

- Liens are being filed against properties

b. 47 accounts have balances due (including the two above, and unpaid resale docs)

- The Board unanimously voted to send the 7 new accounts with balances > \$110 be sent to Chadwick for collection

- The Board unanimously voted to wait one more month on the other 40 accounts that are past due for 2015 only before having Chadwick begin collection (legal fees would be added); they have had a stellar success rate of collections

B. Metropolis report at end of minutes.

V. **TREASURER'S REPORT** – David Masterman – David was absent. No report.

VI. **COMMITTEE REPORTS**

A. **ACC** – vacant

B. **WELCOMING** – Ashley Brid, Carol Cannava - Ashley is a new committee member. The Board agreed we would be open to reimbursing for small “housewarming” gifts such as baked goods.

C. **NEIGHBORHOOD WATCH** – *vacant*

D. **GROUNDS** – vacant

E. **WEBMASTER** – Kevin Martin – No news

F. **BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh – July meeting was picnic

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

VII. **OLD BUSINESS**

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

9008 Home Guard Drive

- Submitted ARC request to modify fence; approved.
- Modifications must be complete by 7/1 to avoid legal action
- Turned over to Chadwick for legal action

9005 Home Guard Drive

- Submitted ARC request to modify fence; approved.
- Modifications must be complete by 7/1 to avoid legal action
- Turned over to Chadwick for legal action

B. Audits

- a. Metropolis searching for new auditors

C. SHHA Received, completed, and paid application fee for VA State Corporation Commission for 2015 – waiting for certificate – Last year certificate was received in mid-July

D. Entrance maintenance

a. The Outdoor Man working on approved entrance maintenance:

Tall plantings at the entrance at Rolling / Lake Braddock to hide utility boxes

E. Stream restoration project

a. Ongoing meetings / stream walks

b. Ed – Ed was absent

F. 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). Linda mentioned that paving on Signal Hill and Home Guard might be behind schedule as new concrete paving at the corner must be torn up and redone. Someone called and complained that the angle was slightly off the ADA specifications.

G. Insurance

a. Received quote to add Umbrella / liability coverage to policy for \$375 / year

b. Board voted in May to add this coverage

c. Chadwick reviewing policy to ensure all required / recommended coverage included before we sign paperwork and pay premium. The Board is still waiting to hear from Chadwick.

VIII. NEW BUSINESS

A. Hearings Scheduled

None.

B. Metropolis say they are missing statements for:

BOA-0792 for March and April

BOA-0832 for Feb, Mar, Apr, May

They have not been received in our PO Box.

C. The Outdoor Man

a. Submitted invoice for \$1600 for June Mowing and tree consults

b. Sent to Metropolis for payment

c. TOM confirmed payment

D. 9110 Lake Braddock Drive

a. Asked about removal of a large tree on his property, near the common area

b. BOD responded that no approval is needed

E. 9158 Fort Fisher Court

a. Advised the board that a large tree from the common area had fallen, partly on to their property

b. The Outdoor Man investigated and removed the tree

F. 9100 Parliament Drive

- a. Advised the board that a large tree from the common area had fallen, partly on to their property, damaging their fence, and their neighbor's fence.
- b. The Outdoor Man investigated and removed the tree
- c. Kevin and Frank walked the common area and identified 4 other trees near the property line that are dead and hazardous; Kevin asked Frank to remove those as soon as possible
- d. **Fence repair(s)** – Discussed in Management report. When the Board receives pictures of the fence and receipts for repairs, we can discuss payment.

G. 5409 Flint Tavern Place

- a. Advised the board that sections of the fence along Rolling Road adjoining her property were damaged in the storm; asked who owns the fence
- b. BOD advised homeowner that the fence belongs to her

H. 9126 Home Guard Drive

- a. Advised the board that a small tree from the common area had fallen across their fence
- b. The OutdoorMan removed the tree, and included \$150 in June invoice

I. 5635 Mount Burnside (not a member of SHHA but backs to our Common Area)

- a. Advised the board of what she considered to be dangerous trees in the common area (she believes ours) behind her home
- b. The OutdoorMan investigated and resolved the situation. He confirmed the trees are on SHHA property

J. 5413 Flint Tavern

- a. Advised the board of trees that "her arborist deemed dangerous"
- b. Board asked The Outdoor Man to investigate
- c. Frank and Kevin went to the property and spoke to the owner; trees are not on common area. The owner may remove if they deem necessary.

K. 9106 Lake Braddock Drive

- a. Contacted the Board about speeding concerns on Lake Braddock
- b. Wants the board to propose speed humps to FCP
- c. BOD replied that police should be contacted about speeders, and that speed humps had been previously discussed at an annual meeting, but those present strongly disapproved of them.
- d. There was some discussion of the stop sign installed at Bald Hill Place. This was an effort to stop speeding that was sponsored and overseen by residences of Lake Braddock.

L. 9105 Parliament Drive

- a. Submitted a request to replace roof in new shingle style / color
- b. Board requested a material sample for review
- c. Approved earlier in the meeting.

M. 9110 Parliament Drive

- a. Submitted an ARC request for a new fence (3 rail, split)
- b. Fence has already been constructed prior to approval (noted 7/12 inspection)
- c. Fence has wire backing (expressly disapproved at last BOD meeting)
- d. Gates are not 50% open by design
- e. Violation letters sent
- f. The Board unanimously voted to deny the request and pursue removal of wire and redesign of gates

N. 5424 Flint Tavern Place

- a. Submitted a request to replace asphalt driveway with pavers
- b. Request was electronically reviewed and denied

O. 5409 Point Longstreet Way

- a. Submitted a request to replace existing windows with new windows in a slightly lighter shade of brown
- b. Linda reviewed the color
- c. Request was electronically reviewed and approved
- d. Homeowner plans to paint the new windows so their color matches the old ones.

P. 5439 Flint Tavern

- a. Submitted a request to replace two single garage doors (currently dark green, wood with rot) with two single, aluminum, white garage doors with a row of windows along the top.
- b. Request was electronically reviewed and approved

Q. 5600 Light Infantry Drive

- a. Submitted an ARC request for siding and trim replacement new will be vinyl
- b. Correcting a violation of rotting siding
- c. The Board reviewed the submitted sample of olive siding and burgundy trim.
- d. The Board requested a resubmission with a different color trim as burgundy trim was not approved.
- e. Approval will be contingent on garage door replacement as well.

R. 8929 Lake Braddock Drive

- a. Submitted a request to replace front door with new style and color (black) and paint shutters black to match – Unanimously approved

S. 8929 Lake Braddock Drive

- a. Submitted a request to enclose carport to a garage
- b. BOD requested material samples
- c. Concerns expressed about black garage door on brick / light siding house. When the Board was informed that the front door and shutters would be painted the same black color as the new garage door the color black was approved. The walls enclosing the carport will match the siding and color of the house. The walls will be built without windows and as approved by the County.

T. 5603 Mount Burnside Way

- a. Inquired about building a new fence (non-compliant design)
- b. Linda replied to e-mail and homeowners resubmitted request with 42" height and without wire.
- c. The new request was unanimously approved.

U. Resale Packets

a. 9106 Lake Braddock Drive	Delivered 8/1/2014	\$350 due*
b. 5638 Fort Corloran Drive	Delivered 1/26/2015	\$300 due*
c. 5637 Fort Corloran Drive	Delivered 4/2/2015	\$300 due*
d. 5425 Flint Tavern Place	Delivered 4/14/2015	\$50 due*
e. 5489 Signal House Court	Delivered 4/26/2015	\$300 due*
f. 9155 Fort Fisher Court	Delivered 6/2/2015	\$300 due
g. 5603 Mount Burnside	Delivered 6/2/2015	\$300 due
h. 5264 Signal Hill Drive	Delivered 6/2/2015	\$300 due
i. 9120 Lake Braddock Drive	Delivered 6/2/2015	\$300 due
j. 5629 Herberts Crossing	Delivered 6/6/2015	\$350 due

* Amount due has been added as an assessment to the owner's account; Metropolis sending notification letters.

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:

August 20 th	(In small meeting room at Kings Park Library)
September 10 th	
October 8 th	
November 12 th	
December 3 rd	(Annual meeting of members)

X. ADJOURNMENT – Meeting was adjourned at 8:34

XI READJOURNMENT – After the Executive Session the meeting was reopened as a homeowner had stayed to learn what had transpired in the Executive Session.

XI. EXECUTIVE SESSION

A. Discussion of legal counsel recos relative to architectural violations / pending litigation

SIGNAL HILL HOMES ASSOCIATION

MONTHLY METREGISTER

July 2015

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. This was forwarded to the Board at the May meeting. Metropolis did not receive a response. At the June meeting it was noted that the Board has sent this to the Attorney. **Please advise if there are any questions or if the Board approves the addition yearly cost of \$375 for the Umbrella Liability Coverage.**

This is still with Chadwick for legal review before we sign and pay.

LATE NOTICES – 139062

Metropolis has mailed out the second notices for homeowners who have not yet paid their annual assessments. The June report response informed Metropolis would receive instruction. **Please advise what the Board wishes to do in regards to the outstanding assessments.**

Discussed at meeting; Board approved that all accounts > \$110 due be sent to collections.

TREE DOWN – 140755

As the Board is aware, a tree fell on the fence of 9100 Parliament Drive. Per the email we received, the Outdoor Man was to inspect the tree. The homeowner, Mr. Wydo, has asked who is going to repair his fence as the tree was part of the common elements. **Please advise if the Board has a contractor they wish to utilize for this work or if they wish for Metropolis to hire someone?**

Discussed in main agenda. SHHA had the fallen tree removed, along with 4 smaller trees flagged as dangerous.

Ray Antosh asked why SHHA was removing standing trees and Kevin explained that when a property owner notifies SHHA that trees are an imminent danger (dead), SHHA could be held liable for damage caused by the trees if they were to fall on the owner's property.

HOA INFO – 140045

Metropolis received a resale request from Won Bae Chi for 9120 Lake Braddock Drive. The Board provided the resale package on June 2nd. Metropolis notes that the past two years of assessments are still due on the account.

We will send this to collections with the others if still unpaid. Dues are also owed on this lot.

HOA INFO – 140177

Metropolis received a call from Ms. Ryan of Hazelwood Title regarding a resale package. The Board informed Metropolis that they had provided the requested information, and to charge their account \$300 for non-payment. We have done so.

We will send this to collections with the others if still unpaid.

HOA INFO – 140309

Metropolis received a request for resale information for 5413 Flint Tavern. Per the Board's request, we have applied the resale fee of \$350 to the account.

5413 Flint Tavern paid \$350 fee on 6/20. Please credit account.

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. Per the Board's request, we have charged the resale fee of \$300 to the account.

We will send this to collections with the others if still unpaid. This is a multiyear delinquency

RESALE PACKAGE – 140436

Per the Board's request, Metropolis will send out letters to homeowners who did not pay their resale cost at settlement.

We will send these to collections with the others if still unpaid. Money is due at closing, or 45 days after package delivery, whichever comes first.