

## SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room

August 20<sup>th</sup>, 2015 - 7:30 pm

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

- I. **CALL TO ORDER** – Kevin called the meeting to order at 7:30.
  
- II. **APPROVAL OF MINUTES** - Minutes for the July 2015 meeting has been reviewed, approved, and posted to the SHHA web site.
  
- III. **OPEN FORUM FOR HOMEOWNERS** – Bill and Jean Wydo of 9100 Parliament Dr. Mr. Wydo submitted a report discussing a dangerous situation involving dead trees in the Commons behind their house and tree chunks in the entryway to the Commons beside their house. Kevin asked if Mr. Wydo could show these areas to The Outdoor Man so he could evaluate the situation and report to the Board. Mr. Wydo agreed to meet with Frank so Kevin will call him and ask him to inspect both areas.  
Mr. Wydo presented the Board with the bill for repair of his fence that was damaged by a tree in the Commons falling on it. The Board voted unanimously to reimburse Mr. Wydo as this is the precedent but will raise the question of reimbursement at the annual meeting.  
Kevin asked Mr. Wydo whether or not he felt SHHA should pay for this type of damage, even though not legally required to do so. Mr. Wydo said it was a great gesture, but he personally didn't think the Board should pay for damage as homeowners' insurance would also cover this damage and SHHA is not liable.

#### **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. 8 accounts with balances >\$110 being sent to Chadwick for collections (based on July vote to do so).
- c. 31 other accounts have balances due for 2015 – The Board unanimously approved having Chadwick begin collection of these dues. (Legal fees will be added.) The Board also decided to make sure that 3<sup>rd</sup> letters sent next year and following years should state that unpaid dues would go to our lawyers for collection.

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

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

1. Checking account balance is \$20,150.00. Cash on hand is \$106,645.34.
2. Tree removal – So far in 2015 ~\$12,000.00 has been spent on tree removal. There is still ~\$1,000 left in this budget category for the rest of the year but it will probably not be sufficient and we will over-run.
3. Work on 2016 Budget needs to begin so it will be ready for the Annual Meeting announcement.

#### **VI. COMMITTEE REPORTS**

**A. ACC** – vacant

**B. WELCOMING** – Ashley Brid, Carol Cannava

**C. NEIGHBORHOOD WATCH** – *vacant*

**D. GROUNDS** – vacant

**E. WEBMASTER** – Kevin Martin – Nothing to report

**F. BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh - No meeting.

**G. Yahoo Group** - Pete Seigman – Pete sent out notification of paving.

## **VII. OLD BUSINESS**

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

9008 Home Guard Drive (Non-compliant fence, documented in resale docs)

- Turned over to Chadwick for legal action

9005 Home Guard Drive (Non-compliant fence, documented in resale docs)

- Turned over to Chadwick for legal action

### **B. Audits**

- a. Metropolis has found a new auditor; they are drafting a proposal.

### **C. SHHA Received, completed, and paid application fee for VA State Corporation Commission for 2015 – waiting for certificate – Kevin will ask them to check with the State Board as it is long overdue.**

### **D. Entrance maintenance**

- a. The Outdoorsman working on approved entrance maintenance:  
Tall plantings at the entrance at Rolling / Lake Braddock to hide utility boxes.  
Kevin has emailed him about this project.

### **E. Stream restoration project**

- a. Ongoing meetings / stream walks
- b. Ed not present, so no update.

### **F. VDOT Repaving**

- a. Repaving has begun in SHHA!

**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 reviewed policy and stated it may have some “extra” things we don’t necessarily need. Agent responded that there are some circumstances i.e. personal auto use for official BOD business) that “extra” coverage would benefit
- d.** The Board voted unanimously to pay for this coverage.

**H. Metropolis say they are missing statements for:**

BOA-0792 for March and April  
BOA-0832 for Feb, Mar, Apr, May

- a.** Kevin got replacement statements from the branch and mailed to Metropolis
- b.** The Board discussed the situation at the bank as all present signatories have to be present to change the people signed on. Also, a copy of SHHA’s EIN is needed.

The Board unanimously voted on the following: Any Board Member willing to do so is authorized to contact the IRS on behalf of SHHA’s Board in any manner deemed apropos for the purpose of obtaining a copy of the Association’s EIN certificate.

**I. 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 \$683 reimbursement was discussed and approved earlier in the meeting.

## VIII. NEW BUSINESS

### A. Hearings Scheduled

#### a. 5623 Signal Point Court - Resolved

Wood structure in yard was not approved for construction.

Wood structure over deck was not approved for construction.

#### b. 5413 Flint Tavern Place - Resolved

The wire fence is not compliant with the SHHA Restrictive covenants, which stipulate that fences must be constructed of wood.

#### c. 9017 Fort Craig Drive

Tree debris and large stumps in front yard for an extended period after tree removal

#### d. 5620 Herberts Crossing - Resolved

Lawn debris, bin, and misc. items stored in front of garage.

#### e. 9121 Home Guard Drive - Resolved

The fence around the rear yard is not 50% open by design. The fence must be brought into compliance with the Restrictive Covenants.

Concrete in front of the garage door is eroded and needs to be repaired.

The boards across the entry walkway from garage to home are rotting / damaged. Please repair / replace and paint.

The cinder block foundation all around the home has peeling paint, and needs to be repaired, cleaned, and repainted.

The siding, trim and gutters need to be power washed.

**B. Welcome Letter**

- a. Linda Drafted a proposed Welcome Letter for the Welcoming Committee
- b. Other members provided redlines.
- c. Linda will sent the revised letter to the Board.

**C. TOM submitted an invoice for Payment (\$1000)**

- a. 5635 Mount Burnside tree work (our common area)
- b. Paid

**D. TOM submitted an invoice for Payment (\$1750)**

- a. 9158 Fort Fisher, 9156 Fort Fisher, Parliament / Rolling clean-up
- b. Paid

**E. TOM submitted an invoice for Payment (\$1550)**

- a. July mowing and edging
- b. Paid

**F. 9124 Home Guard Drive**

- a. Informed the BOD that large trees had fallen across the path in the common area behind her home.
- b. TOM and JL Tree looked at this; quote coming soon.

**G. 9118 Lyon Park Court**

- a. Informed the BOD that large tree in the common area has died.
- b. TOM says tree removed. Invoice coming.

**H. 5604 Mount Burnside Way**

- a. Asked the BOD if approval is required for a DirecTV install
- b. BOD responded that, if possible, we ask that the dish be installed out of street view, but “That being said, FCC rules do not allow us to regulate installation in an area on your property that affords you adequate signal reception.”

**I. 5603 Herberts Crossing**

- a. Submitted a request for a new fence with “no information in your request regarding the type, size, material, location, finish, etc.”
- b. BOD requested more information; none received

**J. 5603 Mount Burnside Way**

- a. Submitted a request for a new rear yard fence
- b. Initial request was non-compliant (48” tall, included wire backing)
- c. Request re-submitted at 42” and no wire
- d. Constructed a Non-Compliant fence; a letter will be sent.

**K. 9109 Lyon Park Court**

- a. Submitted a request for a new roof – Unanimously approved.

**L. 5624 Herberts Crossing**

- a. Submitted a request for new front doors
- b. Requested info / a link to a better image
- c. Linda will take a picture of the house and email it to the Board.

**M. 9129 Lake Braddock Drive**

- a. Submitted and e-mail (not a request form) for new driveway, walkway, brick façade on steps
- b. BOD requested a completed and signed form
- c. Deferred until request form received.

**N. 5636 Fort Corloran**

- a. Submitted a request for a new roof (current roof leaking)
- b. Request was electronically reviewed and approved.

**O. 9104 Lyon Park Court**

- a. Submitted a request for new garage door, garage lights, front door, and mailbox
- b. Request was electronically reviewed and approved.
- c. Needs a letter of approval.

**P. 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. 5629 Herberts Crossing	Delivered 6/6/2015	\$350 due*

\*All payments are 45 days past 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:

September 17 in Small Conference Room of library  
October 8<sup>th</sup>  
November 12<sup>th</sup>  
December 3<sup>rd</sup> (Annual meeting of members)



**X. ADJOURNMENT** – Meeting was adjourned at 8:25

**XI. EXECUTIVE SESSION**

None

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

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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. 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. Metropolis received the response from the Attorney and forwarded it to the Insurance Agent. After some discussion, Metropolis forwarded the conversation for the Board's review. **Does the Board have any responses to Ms. Gregorio's email?**

**Unanimously approved at the meeting.**

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**LATE NOTICES – 139062**

Metropolis has mailed out the second notices for homeowners who have not yet paid their annual assessments. The July report response informed Metropolis would receive instruction. **Did the Board agree to turn over all Units which owe over \$110?**

**Yes. All owners with a balance > \$110 should be referred to Chadwick for collections.**

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**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. At the July meeting, the Board stated they would advise the next step. **Please advise if the Board has decided upon the next step.**

**BOD approved reimbursement of \$683 for damage to fence caused by tree from Commons.**

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**VIOLATION RESPONSE – 141666**

Metropolis was contacted by Ms. Weimer of 5425 Flint Tavern Place. Ms. Weimer stated that all of her violations have been corrected and would like a letter from the Board stating the same as she is going to settlement on August 26th. **Please advise if the Board has reviewed her home and agrees that all of the repairs have been completed.**

**Kevin did the inspection. It did not pass but he will work with her to get it compliant.**

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**AUDIT – 118315**

Metropolis has found a new firm, Turner, Leins and Gold LLC, and are awaiting a formal proposal to forward to the Board.

**Thank you.**

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**COMPLAINT – 139754**

Metropolis received a call from a neighbor of 8907 Lake Braddock Drive regarding what they feel is 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. Metropolis has, at the Board's behest, contacted the County to investigate these claims.

As Metropolis had not heard from the County, we placed a follow up call to see the status of the request. The County has not yet begun its investigation. We will continue to monitor this action.

**Thank you.**

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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.

**Addressed during meeting; asked Metropolis to double check with VA**

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**LETTER NEEDED – 141190**

Per the Board's request, Metropolis has assigned the \$300 resale charge to 5489 Signal House Court and forwarded a letter informing them of the same.

**Thank you.**