

# SHHA BOARD OF DIRECTOR'S MEETING

Kings Park Library Meeting Room

September 17<sup>th</sup>, 2015 - 7:30 pm

Kevin Martin -	President		
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 August 2015 meeting has been reviewed, approved, and posted to the SHHA web site.

**III. OPEN FORUM FOR HOMEOWNERS** – Jan and Stan Morgan of 5624 Herberts Crossing (ARC Request), Bob Trempe of 9105 Parliament Dr (ARC Request), Richard Ford of 9122 Lake Braddock Dr., Rich Silva of 9002 Home Guard Dr. (ARC Request), and Thomas Lombardi of 5413 Mt. Greenwich Ct.

Ray Antosh questioned work submitted for the address 9160 Fort Fisher which is not part of SHHA. We believe this to be an error in the minutes, but will follow up. He had the same query about 5635 Mt. Burnside. Although that property is not in SHHA it backs up to our commons and the tree work done there was on SHHA's property. Ray also asked if the 2014 taxes have been paid. We will follow up with the management company on any taxes required paid.

The Morgan's request for new front doors with craftsman style windows was unanimously approved.

## **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
- All accounts with past due balances or unpaid 2015 dues (43 properties) have been forwarded to Chadwick to add collections fees, and begin collection process

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

**V. TREASURER'S REPORT** – David Masterman - Essentials given in comments on Metropolis report.

**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 – The meeting focused on the budget and trying to get more HOAs to join.

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

**VII. OLD BUSINESS**

**A. Long Term Un-Resolved Violation(s) Status:** - Waiting for November deadline to pass before legal action is initiated.

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 waiting for a proposal from new auditors (see Metro report)

**C. SHHA** Received, completed, and paid application fee for VA State Corporation Commission for 2015 – waiting for certificate

**D. Entrance maintenance**

**a. The Outdoorsman working on approved entrance maintenance:**

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

Waiting until fall to install plantings.

**E. Stream restoration project**

**a. Ongoing meetings / stream walks**

**b. Ed – status / update – No report from Ed but Kevin noted that flags have been placed in the area**

**F. VDOT Repaving**

**a. Repaving is well underway in SHHA!**

**G. Insurance**

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

**b. Board approved additional coverage; waiting for confirmation from Metropolis**

**H. 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 removed tree; submitted \$850 invoice.**

**I. 9100 Parliament Drive**

**a. Owner complained of dead trees and tree stump chunks in dangerous location in common areas**

**b. TOM asked to investigate; TOM asked Kevin to join him in looking at them and deciding what to do.**

**J. 5624 Herberts Crossing**

- a.** Submitted a request for new front doors
- b.** August BOD meeting resulted in a split vote (2-2)
- c.** Have further investigation BOD unanimously approved; done earlier in the meeting

## VIII. NEW BUSINESS

### A. Hearings Scheduled

#### **9009 Fort Craig Drive**

White windows on basement level need to be painted brown to match other windows in the home.

#### **9017 Fort Craig Drive**

Driveway needs to be repaired.

#### **9018 Fort Craig Drive**

Garage door needs to be painted.

#### **8905 Lake Braddock Drive**

Fence and gates are broken. Fence is non-compliant with SHHA Restrictive Covenant requirements for height and openness.

#### **8907 Lake Braddock Drive**

Siding is moldy. Please power wash.

#### **5418 Mount Lookout Court**

Garbage bins in driveway.

#### **9019 Parliament Drive**

Trim and siding near electric meter need repair and paint

Trim around front door needs repair and paint

#### **9110 Parliament Drive**

Newly constructed gates are not 50% open - space between pickets must be equal to or greater than picket width

Newly constructed fence has wire (non-wood) backing, which was expressly denied in architectural request.

**B. Annual Meeting Notice**

- a. Need all content by October meeting – Discussed in Property Management Report

**C. TOM submitted an invoice for Commons tree removal behind 9100 Parliament Drive**

- a. \$2500 submitted to Metropolis

**D. TOM submitted an invoice for August Commons maintenance**

- a. \$1000 submitted to Metropolis; work done was mowing and various other work.

**E. 9105 Home Guard Drive**

- a. Notified BOD of a large dead tree in commons leaning toward their house
- b. Kevin asked TOM to investigate and recommend action
- c. Discussed in Management report. TOM has not reported back.

**F. 9013 Lake Braddock Drive**

- a. We received a complaint of “using their backyard as a dumping site for large cinder blocks. These twenty or so concrete building blocks were previously used for their landscaping. They have reconfigured their back deck and have not removed the blocks (3 months now). Are they allowed to use their backyard as a dump site?”
- b. Property has had multiple similar issues in the past
- c. Need to investigate and document with violation letter – Kevin will do so.

**G. 5439 Flint Tavern**

- a. Asked if an ARC request is required for a new shutter style and color
- b. Kevin replied that a request form is required.

**H. 9002 Home Guard Drive**

- a. Submitted an ARC Request for exterior modifications to add an egress window, door, and stairway from basement. After examining the design plans the Board unanimously approved with two caveats. The color of the egress window must be brown to match the house and this color and the style of the door must be submitted in another ARC request when those two matters are decided on by the homeowner. Mr. Silva also informed the Board that the construction would involve piles of dirt and a dumpster in his driveway. The Board appreciated the heads-up.

**I. 9117 Home Guard Drive**

- a. Submitted an ARC Request for a new garage door (new style and color). This request was unanimously approved.

**J. 9105 Parliament Drive**

- a. Submitted an ARC Request to wrap wood trim with aluminum. After some discussion it was unanimously approved.

**K. 5600 Light Infantry Drive**

- a. Submitted an ARC request for painting (color match current dark green color, new trim color)
- b. BOD requested to see color samples
- c. No ARC submitted. Homeowner said they are looking for a painter who will match existing colors. Richmond and Colonial Red were suggested as colors. Board did not know these colors would look like and will not approve red color.

**L. 9007 Home Guard Drive**

- a. Submitted an ARC request for a new gray stone walkway in front of home. Linda and Dave need to look at the email with the ARC for this request before approving it.

**M. 9111 Home Guard Drive**

- a. Submitted an ARC Request covering:
  - New Roof (architectural shingles, new color)
  - New exterior paint (same color)
  - New gutters
- b. Request was electronically reviewed and unanimously approved.

**N. 9129 Lake Braddock Drive**

- a. Submitted an ARC Request to replace driveway with new concrete driveway, replace concrete walkway, and add brick facing to front stairs.
- b. Request was electronically reviewed and approved.

**O. 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. 5489 Signal House Court	Delivered 4/26/2015	\$300 due*
e. 9155 Fort Fisher Court	Delivered 6/2/2015	\$300 due*
f. 5629 Herberts Crossing	Delivered 6/6/2015	\$350 due*
g. 5622 Point Round Top Court	Delivered 9/14/2015	\$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:

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 8:08



**XI. EXECUTIVE SESSION**

None

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

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**ANNUAL MEETING – 118386**

The 2015 Annual Meeting is fast approaching. **Does the Board wish to include anything specific in the Call for Candidates?**

**SHHA will probably be over budget in lawyer's fees and grounds expenses. This year has had much more tree removal than normal and that budget category may go \$4,000-5,000 over. Therefore the financial review for the 2015 budget (which needs to be done for the October meeting) also needs to determine if we need to increase the annual fee. And before the October meeting Kevin will send the BOD a draft of the annual announcement letter for review.**

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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. **Was a decision regarding this item made at the August 2015 meeting?**

**Metropolis was notified by e-mail on 8/21 that we requested the coverage be obtained.**

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**LATE NOTICES – 139062**

The August report stated the Board wished any homeowner who owed more than \$110 to be turned over. Metropolis has constructed the spreadsheet and is sending over a copy of all the statements so legal counsel can begin work.

**Thank you. Please send us a copy of the spreadsheet / proposed actions.**

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**AUDIT – 118315**

Metropolis has attempted to complete the 2011 audit for the Association via two different vendors, both whom have not completed the work. Metropolis is now working with Turner, Leins and Gold LLC to have an engagement letter for 2011 through 2014 FE audits, and will provide the same.

**Please work to expedite their proposal. We REALLY need to catch up on audits.**

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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. In August, they had not yet begun their investigation. As of September, Metropolis was informed that a case worker would be assigned to this action. Upon receipt of the name, we will forward it to the Board.

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### **DPOR CERTIFICATE – 132593**

Metropolis completed the paperwork in June and submitted payment to DPOR for the certificate. When the certificate was not received, Metropolis emailed DPOR and provided the information via email as well. We have sent follow up emails to see what is causing the delay in receipt of the certificate.

**Kevin will ask Metropolis to follow up on this matter.**

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### **INSPECTION RESPONSE – 142309**

As the Board may be aware, the homeowner of 5603 Light Infantry Drive forwarded an email to Mr. Martin regarding the violation letter towards their home. **Please advise if there is any response the Board would like Metropolis to make on their behalf.**

**No action required. Kevin resolved the homeowner's concern.**

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### **TREE REMOVAL – 142496**

As the Board may recall, Metropolis forwarded an email from Louis Golomb regarding a dead tree threatening his home at 9105 Home Guard Drive. **Has the Board had a moment to review the email?**

**Board asked The Out Door Man to investigate and provide a recommendation.**