

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
October 8th, 2015 - 7:30 pm

Kevin Martin -	President	Ed Rahme	-	At-Large
Linda Wirth	Secretary	David Masterman	-	Treasurer
Ray Antosh -	BDR			

I. **CALL TO ORDER** – Kevin called the meeting to order at 7:31

II. APPROVAL OF MINUTES

Minutes for the September 2015 meeting have been reviewed, approved, and posted to the SHHA web site.

A correction was made to the August minutes based on homeowner feedback. The address of 9160 Fort Fisher court listed for tree work was incorrect on the invoice from the tree company. The correct address should have been 9156 Fort Fisher Court. Corrected minutes were posted to the web site.

III. OPEN FORUM FOR HOMEOWNERS

A. A. Walter Knowles, accompanied by Nan Ackermann, have been working diligently with The Outdoor Man on a design and proposal to beautify the Lake Braddock / Rolling Road entrance area. Walter gave a presentation for the need for landscaping around the sign at the Signal Hill entrance. He presented a detailed landscaping plan developed for this area by Lanelle Kyle, who was present. Walter gave the Board a copy of his presentation which included listed all the plants to be installed, a diagram of their location, and a cost estimate of \$5340.00.

Kevin thanked Walter and Nan for all the time and effort they have put into this project.

David Masterman made a motion: The Board will accept the proposal as written and the Treasurer will take this expenditure into account when considering dues for next year.

The motion was unanimously approved.

The Board asked Walter if he would continue, as a Board appointee, to oversee the implementation of the project through completion. Walter accepted.

B. From last meeting, homeowner asked if SHHA had filed 2014 taxes. Kevin investigated; Metropolis responded that SHHA is “a not-for-profit association. You do file taxes each year, but it's just a form to report rather than paying taxes.” Metropolis is working to verify that the correct forms were submitted and when.

IV. PROPERTY MANAGEMENT REPORT

A. Dues status

- a.** 44 homeowners have accounts past due
- b.** 39 have balances equal or exceeding \$110
 - These 39 are with our attorneys, who are doing preparation work to pursue collections.
 - Collections / legal fees will be added to their accounts
 - 2 more will be sent to collections (newer balances for resale packets when they become 45 days past due for the resale fees)
 - 1 property owner filed for bankruptcy and the Board has written off the amount owed, per attorney notice and court dismissal.

V. TREASURER'S REPORT – David Masterman

- A.** Dave is preparing the 2016 budget, which will be completed and included in the SHHA Annual Meeting announcement mailing. Because of tree removal expenses and legal fees the homeowner fees will probably need to be raised again next year.
- B.** A homeowner asked for clarification on SHHA assets. Kevin explained that SHHA has (as of our end of September Statements) ~\$110,000 available across checking, savings, and laddered CDs for contingencies. The 4 laddered CDs make up ~\$44,000 of these funds. SHHA has additional accounts receivable of ~\$19,000.

VI. COMMITTEE REPORTS

- A. ACC** – vacant
- B. WELCOMING** – Ashley Brid has been calling on new homeowners.
- C. NEIGHBORHOOD WATCH** – *vacant*
- D. GROUNDS** – vacant
- E. WEBMASTER** – Kevin Martin - Nothing to report
- F. BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh – No meeting in October or November.
- G. Yahoo Group** - Pete Seigman – Nothing to report

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 – Has a November deadline

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

- Turned over to Chadwick for legal action - Has a November deadline

9110 Parliament Drive (Non-compliant fence constructed without approval)

- Turned over to Chadwick for legal action

8907 Lake Braddock Drive (Moldy siding needs power washing)

- Turned over to Chadwick for legal action

B. Audits

- a. Metropolis waiting for a proposal from new auditors (see Metro report). SHHA Board has signed the letter of engagement for the auditors.

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

D. Entrance maintenance

- a. The Outdoor Man working on approved entrance maintenance: Approved earlier in the meeting.

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

- b. Waiting until fall to plant shrubs

E. Stream restoration project

- a.** Ongoing meetings / stream walks
- b.** Ed – SHHA’s stream is next for restoration but must wait until there is money in the budget.

F. VDOT Repaving

- a.** Repaving is nearly complete in SHHA!

G. Insurance

- a.** Received quote to add Umbrella / liability coverage to policy for \$375 / year
- b.** Board approved additional coverage; waiting for policy confirmation from Metropolis

I. 5600 Light Infantry Drive

- a.** Submitted an ARC request for painting - color match current dark green color (pre-fading), new trim color
- b.** BOD requested to see color samples
- c.** Owner has not provided a color sample for the body, and submitted two additional (different) red colors for trim samples. The Board will not approve a color combination of red trim and green body.
- d.** We have informed the homeowner that the body color sample AND trim color will be required and considered before a final color scheme can be reviewed and approved.

J. 9109 Lake Braddock Drive

- a.** Submitted an ARC request to replace deck
- b.** BOD requested more detail
- c.** Some more info was provided, but specifics of request are still not clear. Linda will meet with homeowner to discuss specifics.

VIII. NEW BUSINESS

A. Hearings Scheduled

None.

B. Annual Meeting Notice

- a.** Draft notice prepared and under review
- b.** Budget in work
- c.** BOD agreed to send ADDRESSED (to Metropolis), but *not* stamped, return envelope

C. TOM submitted invoice for \$1855 for September mowing, pruning, aeration, and fertilizing

- a.** Submitted to Metropolis for payment
- b.** Metropolis says check mailed

D. 9105 Home Guard Drive

- a.** Notified BOD of a large dead tree in commons leaning toward their house
- b.** TOM says quote is \$800 to cut up and move tree debris Board unanimously approved.

E. 9120 Home Guard Drive

- a.** Reported a tree down on the commons behind their property
- b.** TOM investigate recommended cutting down. This action is of lesser urgency; TOM will cut it down and include in next invoice.

F. Received a complaint from a homeowner regarding a sign placed on the property at 8922 Bald Hill Place

- a.** Board confirmed the sign, and requested that it be removed

G. 8912 Lake Braddock Drive

- a.** Submitted an ARC request to replace current (non-compliant) fence with a new compliant fence. Current fence has reached end of life.
- b.** Kevin met with the homeowners, explained the fencing requirements, and helped them draft the request.
- c.** The pickets are 3 ½ “, opening between the pickets is 3 ½, and height is 42” and gates are 4’ wide.
- d.** BOD unanimously approved.

H. 9017 Fort Craig Drive

- a.** Submitted an ARC request for “Front Yard Landscaping” proposing installation of new structural elements based on tree stump materials
- b.** There was not enough detail in the request
- c.** Homeowner was notified, and the request was denied

I. 5611 Herberts Crossing

- a.** Submitted an ARC request to replace existing windows with new fiberglass windows
- b.** Color and style of windows will not change
- c.** Request was electronically reviewed and approved.

J. 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	PAID 10/3

* Amount due has been added as an assessment to the owner's account; Metropolis sending notification letters. The two overdue assessments were referred to earlier in the meeting.

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:

November 12th
December 3rd (Annual meeting of members)

X. ADJOURNMENT – Meeting was adjourned at 8:35.

XI. EXECUTIVE SESSION

None