

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
November 12th, 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 7:30

II. **APPROVAL OF MINUTES**

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

III. **OPEN FORUM FOR HOMEOWNERS** – Ray Antosh, Kathleen Galdo, Kendall Conner and Virgil & Renee Seay

Ray Antosh had a number of concerns and questions which the Board addressed as best they could. He pointed out that the date on the proxy statement mailed out for the annual meeting was wrong, and there was no stamp on the envelope.

Kevin responded that we were aware of these issues, and that the attorney reviewed the proxy and told us that as long as the proxy was signed and dated correctly, it would still be valid. The decision not to provide stamps was made by the board (as a cost savings, given that ~75% of them are never returned), but the words were left in the mailing implying that the envelope was stamped.

Kevin has posted information about the proxies and a request for them on the website.

Ray asked why there are no minutes for a December 2014 meeting. Since a quorum was not established for the annual meeting, the meeting was cancelled. Although a few homeowners chose to stay and chat with the board – since they were already there - it was not an official meeting of directors, or members. The fact that there would be no meeting – and therefore no minutes - was announced / disclosed when the meeting was canceled.

Ray had questions regarding the proposed 2016 budget. Since neither the treasurer, nor a Management Company representative was present, the remainder of the Board could not answer those questions.

Ray asked for a list of delinquent homeowners, and for a list of properties and amounts that the Board had spent “self-correcting” violations under court injunctions. Kevin will consult our legal counsel as to whether that information is releasable. Ray pointed out that delinquent homeowners can lose the right to vote so that could reduce the number of proxies need for a quorum at the annual meeting.

Kathleen Galdo expressed concern about the safety of children because of alleged speeding on Lake Braddock Dr. She saw a cat run over by a car right where her children wait for the bus. The Board explained that they have no jurisdiction or power over the streets. She suggested speed limit signs and a crosswalk. The Board advised that she should relay her concerns to the Fairfax County Police and / or VDOT, as they have Jurisdiction over the streets in SHHA.

IV. PROPERTY MANAGEMENT REPORT

A. Dues status

- a.** 39 homeowners have accounts past due
- b.** 37 have balances equal or exceeding \$110
 - 35 of these 37 are in collections with our attorneys
 - Collections / legal fees will be added to their accounts
 - 2 more will be sent to collections (newer balances for resale packets) once they reach 90 days past due.

B. Metropolis report attached at end of minutes

V. TREASURER'S REPORT

A. David Masterman was not present, so there was no treasurer's report.

VI. COMMITTEE REPORTS

A. ACC – Jack Hanly

B. WELCOMING – Ashley Brid, Carol Cannava (question if Metro is sending Ashley names and addresses of new homeowners)

C. NEIGHBORHOOD WATCH – *vacant*

D. GROUNDS – *vacant*

E. WEBMASTER – Kevin Martin

F. BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh No meeting was held.

G. Yahoo Group - Pete Seigman posted corrections to the proxy

VII. OLD BUSINESS

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

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

- Executive session topic

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

- Executive session topic

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

- Turned over to Chadwick for legal action – Although some corrections have been made, not all corrections were made as required, and not all corrections were done in a workman-like manner.

8907 Lake Braddock Drive (Moldy siding needs power washing)

- Turned over to Chadwick for legal action as it is past the period of the demand letter

B. Audits

- a. Signed engagement letter sent to auditor.
- b. Awaiting ETA for 2011 – 2014 audits.

C. SHHA Received, completed, and paid application fee for VA State Corporation Commission for 2015 – waiting for certificate Kevin has asked Metropolis to check on this.

D. Entrance maintenance

- a. COMPLETE!!!

E. VDOT Repaving

- a. COMPLETE!!!

F. Stream restoration project

- a. No new status.

G. Insurance

- a. Received quote to add Umbrella / liability coverage to policy for \$375 / year
- b. Board approved additional coverage
- c. Board provided a signed “no loss” statement
- d. Waiting for confirmation from Metropolis of new policy

I. 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. Owner has not provided a color sample for the body, and submitted two additional (different) red colors for trim samples. The Board has stated that it will not approve red trim on a green house.

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 were still not clear.
- d. Linda met with homeowner. A 4’ section in the middle of the present deck’s railing will be removed and a 4’ step added to the deck. From the step a 4’ wide deck will extend from the present deck at the back of the house, bridge a steep gully immediately behind the house, and end at a level section on the other side of the gully at the back of the yard.
- e. Based on Linda’s explanation, the Board voted to approve the request.

K. Annual Meeting Notice

- a. Mailed on 11/3 to all homeowners
- b. Proxy e-mailed to homeowners for whom we have e-mail address with reminder that we need 296 votes in person or by proxy (60%) in order to avoid a continuance and associated mailing costs.
- c. Included ADDRESSED, but not stamped return envelope (as BOD instructed)
- d. Error found after printing / mailing.
 - i. Proxy had last year's date in bottom text - consulted legal; they said that this error will NOT invalidate returned, properly signed and dated proxies. They recommended posting information about the error and our intent to use the proxies as is. We e-mailed homeowners (as available), and updated Facebook and NextDoor pages. This information was also be added to the website.

VIII. NEW BUSINESS

A. Hearings Scheduled

5605 Fort Corloran Drive

Fence along rear property line has reached end of life. Please remove or submit an Architectural Request for review and approval prior to constructing a replacement fence.

5607 Fort Corloran Drive

Fence along rear property line has reached end of life. Please remove or submit an Architectural Request for review and approval prior to constructing a replacement fence.

5611 Fort Corloran Drive

Fence along rear property line has reached end of life. Please remove or submit an Architectural Request for review and approval prior to constructing a replacement fence.

5605 Herberts Crossing

Fence is in disrepair; newly painted white without approval

Trim all around house (door, windows, garage door, etc.) needs scraping and painting

Front door needs painting

Siding needs to be power washed

Deck screen needs to be painted

B. Lake Braddock Drive Speeding

- a.** A homeowner on Lake Braddock e-mailed the board about her concern regarding the speed of vehicles on Lake Braddock Drive and concerns about bus stop safety
- b.** She said that she had asked the Braddock District supervisor if a 4 way stop could be installed at Light Infantry and Lake Braddock, and was told that the SHHA Board would first have to request a “traffic survey”.
- c.** Pete responded that this issue comes up from time to time, and invited the homeowner to the meeting to discuss. This discussion was held in Open Forum for Homeowners (above).

C. 9108 / 9110 Home Guard

- a.** Notified Board of dead trees on common near property line
- b.** BOD requested that TOM investigate and provide recommendation / estimate
- c.** No estimate yet received.

D. 5439 Flint Tavern Place

- a.** Submitted and ARC request for new raised panel shutters in black
- b.** Unanimously approved

E. 9002 Home Guard Drive

- a.** Submitted an addendum to their request for egress window, door and stairs showing their choice of door
- b.** This was a stipulation of the project approval at last meeting
- c.** Unanimously approved.

F. 9104 Lyon Park Court

- a.** Submitted a request to replace current windows and sliding doors with vinyl windows and sliding doors in “bronze” color to match current frames, and replace front door
- b.** Front door color appeared red.
- c.** Linda and Pete have seen the color and think it is reddish-brown. Pete will show Kevin the actual sample color; Kevin has only seen an online color sample.

G. 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

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

Motion by Kevin to send the last two homeowners to collections once 90 days past due was unanimously approved.

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:

December 3rd (Annual meeting of members)

2016 Meeting dates

1/7 (possible annual meeting 2015 continuance),
2/11
3/17
4/14
5/12
6/16
7/14
8/18
9/8
10/13
11/10
12/8 (annual meeting 2016).

X. ADJOURNMENT – Meeting was adjourned at 8:29

XI. EXECUTIVE SESSION

After Executive Session the meeting was reconvened at 8:38. Kevin summarized the session:

The path forward on cases of violations was discussed and voted on.

The Board discussed assignment of overdue packet fees and voted to assess all past-due fees to the new homeowners.

The meeting was once again adjourned at 8:40.

SIGNAL HILL HOMES ASSOCIATION
MONTHLY METREGISTER
November 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. It was signed on October 25, 2015. 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. As the Board approved the changes, we have informed the Insurance Agent. We then worked with the Board to provide the No Loss letter on October 25th, and awaiting the new certificate.

The policy update should take 3-6 weeks.

REGISTRATION – 136210

Metropolis has not yet received the District Council registration form. **The Board was to look into this at the October meeting - was the form available?**

We did not receive anything from Braddock District. Please contact them, and let us know what we need to authorize / sign.

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. The Board responded that the Outdoor Man was going to investigate the issue. **Metropolis was informed at the October meeting that a report would be forwarded - has the Board received the report?**

The issue has been resolved.

VIOLATION RESPONSE – 142595

Metropolis was informed by 5605 Fort Corloran Drive that they feel the violation notice they received was for the home behind them. **Has the Board found out any additional information?**

We are working with the homeowner (and the rear neighbor) to resolve the issue.

VOTING – 143399

Executive Session topic regarding resale packet fees.

ANNUAL MEETING – 118386

Metropolis worked with the Board to mail out the Annual Meeting notice. They were mailed out December 3, 2015 and posted on the website. Metropolis notes that we have already received nearly two dozen proxies.

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. Metropolis has forwarded the signed engagement letter to the auditor.