

## SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room  
February 11<sup>th</sup>, 2016 - 7:30 pm

Kevin Martin	-	President	Pete Seigman	-	VP
Linda Wirth		Secretary	Ed Rahme	-	At-Large
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 November 2015 and December 2015 meetings have been reviewed, approved, and posted to the SHHA web site.

### **III. OPEN FORUM FOR HOMEOWNERS**

1. Betsy Schwerts asked about the process of posting the minutes. Ed explained that Linda transcribes them and emails them to the Board members. Each one reads and approves or makes any corrections and/or additions they think necessary before approving and emails Linda their input/approval. Then Kevin posts the approved minutes. The approval is announced and documented at the next BOD meeting.
2. Ray Antosh stated that SHHA's lawyer had answered his questions on the budget and showed him where to find the information he needed.
3. Frank and Christian Vegerita presented reasons for ameliorating the fence restrictions for their home, which is being sold. However, Linda stated the Board is constrained by law and does not have any power to adjust the fence restrictions, or any of the CCRs, in any manner. All the CCRs must be enforced or the Board may lose the ability to enforce any of them. This restriction has been a sore point with the Board as well as with SHHA homeowners and the current policy is one developed with the advice of SHHA's lawyers to try and enforce the fence restrictions without causing undue hardship. There was a general discussion of various remedies for the Vegeritas and Kevin said that if the Vegeritas want to submit an ARC the Board could expedite review to meet their closing date.
4. Paul Oh, the contractor for new homeowners Mr. & Mrs. Park of 8997 Parliament, showed the Board material samples of the siding replacement and a window that will be installed. Everything will be the same color as before except for white frames for the windows. The new windows will have the same mullion pattern as the old ones. Also the dental molding in the frieze will be slightly different, 3" x 3". After reviewing the samples and listening to Mr. Oh's explanation the Board unanimously approved this request.

#### **IV. PROPERTY MANAGEMENT REPORT**

##### **A. Dues status**

- a. Dues letters for 2016 were sent out on 2/3/2016, per Metropolis
- b. 21 accounts are currently past due and with attorney for collection; down from 38

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

**V. TREASURER'S REPORT** – David Masterman reported that we need to figure out a solution to the fact that SHHA is still having trouble trying to change to signatories on the Bank of America account. He is frustrated when people ask him questions about SHHA finances and he can't answer. He added that next year the dues letter should tell homeowners that if there is a fee for paying online.

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

**A. ACC** – Jack Hanly

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

**C. NEIGHBORHOOD WATCH** – *vacant*

**D. GROUNDS** – *vacant*

**E. WEBMASTER** – Kevin Martin

**F. BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh

- a. The reasoning behind the new school budget was discussed at a contentious meeting.

**G. Yahoo Group** - Pete Seigman

#### **VII. OLD BUSINESS**

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

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

- Turned over to Chadwick for legal action
- Board members are request to check out this fence and determine if its current state resolves the violations or not.

8907 Lake Braddock Drive (Moldy siding needs power washing)

- Turned over to Chadwick for legal action

**B. Audits**

- a. Engagement letter sent to auditor.
- b. Awaiting ETA for 2011 – 2014 audits.
- c. Metropolis has a meeting scheduled with the auditors for next week.

**C. DPOR CERTIFICATE – This certificate has been downloaded**

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

- a. Received notice from VA via attorneys that paperwork needs to be re-submitted (hard copy) by 3/31 due to new VA laws.
- b. Turned over to Metropolis to complete and send.

**E. Stream restoration project**

- a. Received a “Letter of Permission” from the county
- b. Forwarded to BOD for review; Kevin made a motion that he sign and return
- c. Ed seconded the motion; the Board voted unanimously to have Kevin sign the letter and return it.
- d. Information about the restoration project will be posted on the website as available.

**F. 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.

## **VIII. NEW BUSINESS**

### **A. Hearings Scheduled**

None.

### **B. Election of Officers**

- a.** After discussion, all the Board members decided to keep their current offices. Kevin Martin – President, Pete Seigman – VP, Ed Rahme – At-Large, Dave Masterman – Treasurer, Linda Wirth – Secretary
- b.** Kevin made a motion that all SHHA officers will retain their current offices for 2016; Linda seconded
- c.** BOD unanimously accepted new offices (unchanged).

### **B. Bonus Check**

- a.** Instructed Metropolis to issue along with a letter to The Outdoor Man, Frank Kyle.

### **C. 5636 Fort Corloran Dr**

- a.** Informed the board that they are going to have a POD on site for a couple of weeks moving items to storage.

### **D. 9111 Lake Braddock Drive**

- a.** Contacted the Board about several concerns with her neighbor, including their approved deck with a “bridge” to the upper part of their yard.
- b.** The Board responded that the structure was reviewed and approved, and any code compliance issues would have to be taken up with the county.
- c.** She asked that we take a look at a shed on the property – which appears to be metal from the picture.
- d.** Pete will check this out when the weather permits. Ray stated that the CCRs prohibit metal sheds.

### **E. 8997 Parliament Drive**

- a.** Submitted an ARC request for a new fence to replace a non-compliant fence for resale.
- b.** Request was electronically reviewed and approved.
- c.** The non-compliant fence has been replaced

**F. 8997 Parliament Drive**

- a. Submitted an ARC request to replace windows and siding, and wrap trim with PVC
- b. Board requested material samples
- c. Unanimously approved, based on contractor samples provided (see Open Forum)

**G. 5623 Signal Point Court**

- a. Submitted an ARC request for a new roof using pewter architectural shingles
- b. Request was electronically reviewed and approved.

**H. Resale Packets – Six are unpaid**

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	\$250 due*
f. 8997 Parliament Drive	Delivered 11/23/2015	\$300 PAID 12/2
g. 5440 Flint Tavern Place	Delivered 12/20/2015	\$300 PAID 2/6

\* 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:

17	March
14	April
12	May
16	June
14	July
18	August
8	September
13	October
10	November
8	December (Annual meeting of Members)

## **X. ADJOURNMENT**

Meeting was adjourned at 8:22 for Executive Session, then reconvened at 8:27.

Dave announced that the Board discussed the legal status of past violations in executive session, and the reconvened meeting was adjourned at 8:28

**SIGNAL HILL HOMES ASSOCIATION**

**MONTHLY METREGISTER**

**February 2016**

**LANDSCAPING CONTRACT – 137948**

Does the Board wish to retain the Outdoor Man for 2016?

**Our current contract runs through 12/31/2017.**

**RESALE PACKAGE – 144241**

Has the resale package for 5440 Flint Tavern Place been completed?

**Yes. Delivered 12/20/2015.**

**RESALE PACKAGE – 145007**

Has the Board completed the resale package for 8923 Bald Hill?

**Yes. Delivered 2/7/2015. Working with seller on violations.**

**TREE REMOVAL – 144054**

Did Ms. Choi of 5624 Signal Point Court contact the Board about removing two trees from her lot

**Yes. Pete replied 12/10/2015.**

**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. The Board has been working with both homeowners in order to resolve the issue. Has the Board found out any additional information?

**Yes. We met with the homeowners and they agreed to fix their portion of the violation.**

**AUDIT – 143024**

Metropolis will be meeting with the auditor in person to provide hardcopies and answer questions for the 2011 Audit.

**Keep us informed; let us know if you need anything. The Treasurer needs to know the cost of this audit.**

**CHECKS – 145097**

Metropolis asks that all checks received through the P.O.Box be sent to our office so they may be processed via Smart. This will ensure that the financial report and account summaries are accurate.

**OK. We will do so.**