

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
March 17th, 2016 - 7:30 pm

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

. **CALL TO ORDER** – Kevin called the meeting to order at 7:30.

II. APPROVAL OF MINUTES

DRAFT minutes for the January 2016 meeting (annual meeting continuance) have been reviewed by the Board and posted. These will be updated with member input throughout the year, and approved at the 2016 Annual Meeting of Members.

Minutes for the February 2016 meeting have been reviewed, approved, and posted to the SHHA web site.

III. OPEN FORUM FOR HOMEOWNERS – Members present

Richard Ford, Ray Antosh, Linda and George Masnik

A. Mr. and Mrs. Masnik requested approval for a new front door, new sidelights, and a new garage door with windows. After reviewing the ARC with pictures of the doors, windows, and colors the Board unanimously approved.

IV. PROPERTY MANAGEMENT REPORT

A. Dues status

a. Dues letters for 2016 were sent out on 2/3/2016, per Metropolis but several homeowners have not received letters. These homeowners are advised to contact Metropolis so the company is aware that their names and addresses have been missed.

b.

B. Metropolis report attached at end of minutes.

V. **TREASURER'S REPORT** – David Masterman was absent so no report was made.

VI. **COMMITTEE REPORTS**

A. **ACC** – Jack Hanly

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

C. **NEIGHBORHOOD WATCH** – *vacant*

D. **GROUNDNS** – vacant

E. **WEBMASTER** – Kevin Martin – nothing new

F. **BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh – Mr. Long discussed the county budget at a meeting with lots of controversy.

G. **Yahoo Group** - Pete Seigman – nothing new

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
 - o Mostly compliant, but 4' “detached” section still exists on left side

8907 Lake Braddock Drive (Moldy siding needs power washing)

- Turned over to Chadwick for legal action

B. Audits

- a. Awaiting ETA for 2011 – 2014 audits.
- b. Metropolis has a meeting scheduled with the auditors for April.

- C.** SHHA Received, completed, and paid application fee for VA State Corporation Commission for 2015 – waiting for certificate
 - a.** Received paperwork from VA via attorneys that paperwork needs to be re-submitted (hard copy) by 3/31
 - b.** Turned over to Metropolis to complete and send
 - c.** Metropolis sent paperwork on 18 February; awaiting VA response

- D.** Stream restoration project
 - a.** Signed and returned “Letter of Permission” from the county
 - b.** Waiting for work to begin

- E.** 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 provided new color samples for trim; says they intend to keep the existing body color (hard to tell what that is due to significant fading and weathering).
 - d.** Submitted proposed trim color samples
 - i.** Still a couple of reds, but also included 3 cream colors
 - e.** Colors were reviewed and either Santo Domingo Cream or Waterbury Cream were approved (homeowner’s choice) by the Board

- F.** 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.
 - i.** Pete agreed to take a look at this

VIII. NEW BUSINESS

A. Hearings Scheduled

None.

B. Insurance Renewal

- a. Received a quote (via Metropolis) for renewal of Professional Liability Insurance
- b. \$2090 per year with option of three-year rate lock
- c. The Board voted unanimously to buy the 3-year policy. The umbrella policy is a separate policy that SHHA bought in the middle of the year and so it comes due at a different time.

C. 8925 Bald Hill Place

- a. Notified the Board that they were “regrading around their garage for correct drainage”
The homeowner needs to check with the County for any needed approvals, permits, etc.

D. 5631 Mount Burnside

- a. The Board received a complaint from a neighbor regarding the EOL condition of fencing
- b. SHHA to investigate

E. 5616 Herberts Crossing

- a. Homeowner asked if there were “any standards” for installing metal handrails
- b. Board replied that we would need to see an ARC request with location, style, color, and material as part of the request.
- c. No request has been submitted to date

F. 5626 Herberts Crossing

- a. Submitted an ARC request for new front door and garage door
- b. Approved earlier in the meeting.

G. 5420 Flint Tavern Place

- a. Submitted an ARC request for: new front door, vinyl siding, wrap trim, new downspouts, new shutters
- b. After reviewing the request, it was unanimously approved.

H. 5626 Fort Corloran

- a. Submitted ARC request for new shutters (architectural and Sand Dune color) along with new vinyl peak vents and siding.
- b. After reviewing the request, the Board unanimously approved the roofing and shutters but had reservations about the vertical orientation of the peak vent siding. It will need to be discussed further with the homeowner.

I. 8923 Bald Hill Place

- a. Submitted an ARC request for a replacement fence
- b. Replaces non-compliant fence with new compliant fence prior to resale
- c. Request was reviewed and approved
- d. Fence was inspected, and notice that the violation was resolved sent to owners
- e. Closed

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	\$250 due**

* Amount due has been added as an assessment to the owner's account

** Account is with Chadwick for collections

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:

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 7:55 PM

XI EXECUTIVE SEESION – Opened at 7:56 PM

XI. REOPENING OF MEETING – No homeowners were present to receive Executive Session summary, so the meeting was re-adjourned at 8:02 PM

SIGNAL HILL HOMES ASSOCIATION

MONTHLY METREGISTER

March 2016

INSURANCE INQUIRY – 122537

As the Board may recall, Metropolis forwarded a request from the insurance broker (B&B Insurance Associates, Inc.) regarding the expiring insurance policy. Ms. Gregorio had asked if the Board wished to keep the same insurance coverage, which had an annual premium of \$2,090.00 (for either 1 or 3 years), or if the Board would allow her to search for additional quotes. Metropolis has not received a response from the Board. Please advise which option the Board wishes to select.

The Board voted on and approved a three-year extension at March meeting.

MINUTES – 145219

Please advise if the February 2016 meeting minutes were approved.

Yes. They have been reviewed, approved, and are posted. I'm curious as to why you asked this.

AUDIT – 143024

Metropolis will be meeting with the auditor in person to provide hardcopies and answer questions for the 2011 Audit. The meeting dates have unfortunately been moved back till April 2016 due to tax season. We have filed an extension for the taxes as well to ensure everything is completed in a timely fashion.

Thanks for the update. I hope this isn't a foreboding sign. We too are paying customers!

CERTIFICATION – 145321

Per the Board's request, Metropolis requested a copy of the Association's Articles of Incorporation from legal counsel. This was provided to the Board President. We will be closing this action as it has been completed. The Board has been advised that the Articles of Incorporation and the minutes of SHHA's last annual meeting satisfies the bank's requirements in closing and/or transferring our accounts.

Thank you.

TAX ID – 145322

Metropolis was asked to procure the original EIN paperwork from the IRS. We have been given the instructions from the auditor, and this is in process.

Hoping you find success!!!

VOTING – 143399

As the Board may recall, Metropolis forwarded an email from the Attorney regarding applying the resale fee to an account. In further discussions, legal counsel advised that there are caps for the cost of the resale packages. They are as follows:

\$100 for the inspection

\$150 for printed hardcopy of the resale package or \$125 for an electronic copy

\$50 for setting up the account (transfer fee)

To this end, Metropolis waived \$25 from 5 accounts in collections accordingly, as instructed by the Board.

I believe this matter is now closed. We will adjust the amount charged moving forward to align with these caps.