

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
April 14th, 2016 - 7:30 pm

Pete Seigman	-	VP	Ed Rahme	-	At- Large
Linda Wirth	-	Secretary			
Ray Antosh	-	BDR			

- I. **CALL TO ORDER** – Pete called the meeting to order at 7:30.

- II. **APPROVAL OF MINUTES** - Minutes for the March 2016 meeting have been reviewed, approved, and posted to the SHHA web site.

- III. **OPEN FORUM FOR HOMEOWNERS** – Hank Fleming of 5425 Mt. Lookout Ct, Stuart Bender of 9127 Lake Braddock Dr., Ray Antosh, Jennifer Elam of 5596 Blake House Ct, Timothy Blaisdell of 9106 Lake Braddock Dr., Guillermo Ortiz of 5603 Mt. Burnside Way, and Nghien Nguyen of 5615 Mt. Burnside Way
 - A. Hank Fleming raised 3 topics: fence requirements, the 2016 budget, and the management company.
 1. Fence - Pete explained the rationale behind the fence policy resolution
 2. Budget - Mr. Fleming wanted to see a copy of the 2016 budget. The budget was posted to the SHHA website:

http://shha-burke.org/Governing_Documents/SHHA_2016_Approved_Budget.pdf
 3. Management company - Mr. Fleming expressed dissatisfaction with the performance of the management company vis-à-vis the money SHHA pays them. Linda explained that management companies the Board contacted wanted \$50,000.00 a year which is SHHA's total yearly budget. The Board was able to hire Metropolis for ~\$7,500.00 a year by splitting the duties between the Board and Metropolis with the Board doing local management work and Metropolis doing the administrative and financial work. Metropolis has checked with the printer and the post office and cannot find out what went wrong with this year with dues mailings. Working with the Board they have composed a letter to be sent to the homeowners explaining the situation and including the dues notification in the mailing. Because of the time involved the final deadline for payment of the dues is now June 1, 2016. Ed also explained that the dues letter was already delayed this year because a lack of quorum at the December annual meeting necessitated voting and approving the budget at a continuation meeting in January when a quorum was reached. Linda mentioned that information about the dues letter is available on SHHA's website at www.shha-burke.org.

- B.** Timothy Blaisdell contested a letter from the lawyers saying he owed money for a resale packet. He had a cancelled check that showed the money had been paid. The Board asked him to contact the lawyers with his proof of payment, as they handle all collections matters. Kevin will also be asked to contact the lawyers and confirm that this issue has been settled, and that Mr. Blaisdell's name is removed from the list of delinquent owners and all legal proceedings halted.

- C.** Jennifer Elam presented 2 requests: for a fence, and for new siding and shutters. Her fence request is for a picket fence with 42" high pickets and gates and with 50% opening between the pickets. The siding will be the same color as before but will be vinyl and wider as siding with the same width of the current siding is not available. Jennifer presented a picture of the colors of the siding the trim and the shutters. The Board unanimously approved both requests.

IV. PROPERTY MANAGEMENT REPORT

- A.** Dues status
 - a.** Dues letters for 2016 were sent out on 2/3/2016, per Metropolis
 - b.** 388 homeowner accounts currently have a balance due

- B.** Several homeowners have indicated that they did not receive invoices for 2016 dues
 - a.** Metropolis says that all were sent, and they opened an inquiry with USPS
 - b.** Board worked with Metropolis on a letter which was placed on the web site, and will be included with second notices to go out soon
 - c.** Dues will be considered 30 days late as of 1 June.

- C.** Metropolis report attached at end of minutes.

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

VI. COMMITTEE REPORTS

- A. **ACC** – Jack Hanly
- B. **WELCOMING** – Ashley Brid, Carol Cannava – Linda emailed Ashley about new homeowners at the corner of Flint Tavern and Parliament
- C. **NEIGHBORHOOD WATCH** – *vacant*
- D. **FOUNDATIONS** – vacant
- E. **WEBMASTER** – Kevin Martin will be asked to post the 2016 budget on the website
- F. **BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh reported that Vivian Watts sent an email stating that SHHA can raise the rates for the HOA packet up to what they are for managed associations. He also provided Vivian's email address, VWatts@erols.com. Ray also gave the Board a handout from the meeting with the 2016 Session highlights from
- G. **Yahoo Group** - Pete Seigman – Pete will notify via Yahoo Group when letters go out.

VII. OLD BUSINESS

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

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

- There is still a section of tall, free-standing split rail on the left side in front of the main fence that needs to be removed

8907 Lake Braddock Drive (Moldy siding needs power washing)

- Turned over to Chadwick send a demand letter
- Non-resident homeowner requested copies of prior letters, which were sent to the property address
- Board will contact homeowner, provide prior letters, and work with them on a resolution to the issues

B. Audits

- a. Awaiting 2011 – 2014 audits
- b. Metropolis working with auditors

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.** Metropolis sent paperwork on 18 February; awaiting VA response; still pending

D. Insurance Renewal

- a.** BOD voted to extend Professional Liability Policy for 3 years at \$2090 per year at the March 2016 meeting
- b.** Awaiting confirmation of extension and copy of new policy

E. Stream restoration project

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

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. This is still an action item for Pete.

VIII. NEW BUSINESS

A. Hearings Scheduled

- a. 5603 Mount Burnside Way
 - i. Non-compliant fence constructed without approval
 - ii. 4' high split rail with installed wire fencing

- b. 5615 Mount Burnside Way
 - i. Siding needs to be power washed

B. SHHA Web Hosting

- a. Web hosting contract is up for renewal - \$214.80 for 2 years
- b. Based on excellent reliability and established site, recommend renewal
- c. Kevin will pay renewal if Board approves re-imbusement
- d. Board voted unanimously to pay

C. The Outdoor Man

- a. Submitted an invoice for \$930 for January, February, March
- b. Included Common area clean-up, aeration, and initial mowing
- c. Submitted to Metropolis for payment

D. JL Tree Service

- a. Submitted an invoice for \$2500
- b. For fallen tree removals at 5615 and 5617 Meridian Hill Place
- c. Submitted to Metropolis for payment

E. Chain Link Fence along drainage (Meridian Hill)

- a. BOD identified a chain link fence along a concrete drainage culvert in the SHHA common area while investigating downed trees
- b. Uncertain who or when fence was placed
- c. Homeowners say Board placed fence at request / requirement of county due to drop off to drainage culvert
- d. Linda stated that Fairfax County had no record of this fence. Therefore, the Board voted unanimously to take it down and replace it with a compliant wooden fence if such a barrier is necessary.
- e. Board will seek quotes for removal and new fence if necessary.

F. 5611 Fort Corloran

- a. Asked SHHA Board to waive \$94 legal fees associated with collection of 2015 dues
- b. We have not done so in the past; these are funds that the Board has spent to get the dues paid
- c. If fees are waived, we will have spent \$94 to collect \$110
- d. Need a Board decision to provide to attorney.
- e. Board voted to table this until the next meeting.

G. 5638 Fort Corloran

- a. Asked SHHA Board to waive \$110 legal fees associated with collection of 2015 dues
- b. We have not done so in the past; these are funds that the Board has spent to get the dues paid
- c. If fees are waived, we will have spent \$110 to collect \$300
- d. Need a Board decision to provide to attorney.
- e. Board voted to table this until the next meeting, as we have indications that the prior Listing Agent has agreed to pay fees.

H. 9019 Home Guard Drive

- a. Contacted SHHA Board about “logs from trees cut down last year”
- b. Asked if they could be removed from the commons, as they are an “attractive nuisance”
- c. The Board voted unanimously to stay with current policy to leave logs in Commons. Removal of the logs makes common area tree maintenance significantly more expensive.
- d. Pete will check out the situation and talk with the homeowner who is a neighbor.

I. 5637 Fort Corloran Drive

- a. Asked the Board if there are restrictions on changing from concrete to asphalt driveways
- b. BOD replied that an ARC request will be required to make a change, but both materials are used throughout the community
- c. No Architectural Request Form has been received

J. 5413 Flint Tavern Place

- a. Asked Board if replacing double hung window bank with a bay window requires review and approval
- b. Kevin responded this it does
- c. No Architectural Request Form has been received

K. 5615 and 5617 Meridian Hill Place

- a. Reported trees down from the common area damaging fences
- b. BOD approved removal quote, and had trees removed from their properties (\$2500)

L. 5615 Meridian Hill Place

- a. Submitted an estimate for \$795 to repair sections of fence damaged by fallen trees from the common area
- b. Board voted unanimously to pay for fence repairs

M. 5603 Mount Burnside Way

- a. Submitted an ARC request for a new patio
- b. Homeowner was notified that request received (3/29) and review may take up to 60 days
- c. Request was approved as submitted, caveated that homeowner is responsible for all county code requirement, including set-backs.

N. 5412 Point Longstreet Way

- a. Submitted an ARC request for a shed
- b. Linda noted that placement of shed on plat provided by homeowner may violate Fairfax County Code
- c. The Board voted unanimously to approve the shed design, with the caveat that the approval letter warn the homeowner that he needs to ensure compliance with County set-backs.

O. 5637 Fort Corloran Drive

- a. Submitted an ARC request to replace French doors with new sliding doors.
- b. After reviewing the request, the Board unanimously approved the request.

P. 5596 Blake House Court

- a. Submitted an ARC request for a new fence
- b. 42" "Gothic Picket" with two 4 foot gates
- c. Requested that applicant provide a photo of what "Gothic Picket" style looks like
- d. During the Open Forum for Homeowners, homeowner provided samples of the picket design. This request was unanimously approved.

Q. 5596 Blake House Court

- a. Submitted an ARC request for new siding and shutters
- b. Aluminum siding in color "Saddle"
- c. Panel style shutters in dark blue
- d. During the Open Forum for Homeowners this request was unanimously approved.

R. 9094 Blue Jug Landing

- a. Submitted an ARC request for a new fence
- b. BOD informed homeowner that max allowed height is 42" (vs. 48" submitted), and asked for clarification on the intended spacing of pickets (to ensure 50% open design)
- c. Request was updated to state that maximum height would be 42" or less, and 1 ½" pickets would be 1 ½" apart for 50% open design
- d. Request was electronically reviewed and approved, citing the conditions above.

S. 5406 Flint Tavern Place

- a. Submitted an ARC request for a new fence
- b. 42" split rail
- c. Request was electronically reviewed and approved. Maximum height (including posts) shall be 42"

T. 5409 Flint Tavern Place

- a. Submitted an ARC request for new garage doors to replace rotting garage doors (cited violation)
- b. Request was electronically reviewed and approved.

U. Resale Packets

- a. 9106 Lake Braddock Drive Delivered 8/1/2014 \$350 due**
During Open Forum for Homeowners Mr. Blaisdell indicated that this fee has been paid. He was advised by the Board to contact the lawyers with proof of payment.
- 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:

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 8:40.

XI. RECONVENEMENT - The meeting was reconvened at 9:16. Ed checked to see if any homeowners wanted to attend but none were present.

XII. ADJOURNMENT – The meeting was adjourned at 9:20.

SIGNAL HILL HOMES ASSOCIATION
MONTHLY METREGISTER
April 2016

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.

Any update / progress on this? SHHA needs to know if form has been filled out and sent in to IRS

INSURANCE INQUIRY – 122537

The Board has approved the insurance renewal, which was duly forwarded to the Broker, B&B Insurance Associates. Metropolis has requested a copy of the updated insurance information, but has not received it from the Broker. We forwarded a copy of the correspondence with the Broker to the Board for their records.

REPORT – 120079

As the Board is aware, there were issues with many homeowners not receiving their first annual dues letter. We have worked with the Board to craft an apology cover letter, and once approved plan on sending out a current statement account with the letter. **Please let us know if there are any additional changes needed to the letter.**

Board is finalizing review of draft letter and invoices.

WAIVER REQUEST – 146226

Metropolis received a request from 5611 Fort Corloran Drive to have the legal fees of \$94.74 waived from the account. The owner claims she was not aware of the unpaid 2015 assessment until she received the notice from the attorney in November. The homeowner paid the 2015 assessment in December. We note they have paid 2016. **Please advise if the Board approves this waiver.**

Board tabled this until the next meeting.

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.