

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
May 12th, 2016 - 7:30 pm

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

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

II. APPROVAL OF MINUTES

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

III. OPEN FORUM FOR HOMEOWNERS – Homeowners attending; Nat Dunlap, Craig Ulmer, Abraham Aguilar. Ray noted that the letter from the Metropolis had the wrong HOA Name. Kevin said that other homeowners had noted that and apprised the Board.

IV. PROPERTY MANAGEMENT REPORT

A. Dues status

- a. Second Notices for 2016 dues were sent out on 4/27/2016, per Metropolis
- b. 319 homeowner accounts currently have a balance due as of 3/31/2016

B. Metropolis report at end of minutes

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

VI. COMMITTEE REPORTS - No report from any Chairs

A. ACC – Jack Hanly

B. WELCOMING – Ashley Brid, Carol Cannava

C. NEIGHBORHOOD WATCH – *vacant*

D. GROUNDS – vacant

E. WEBMASTER –

F. BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh

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)

- Still a section of tall, free-standing split rail on the left side, the Board needs to work with them on this issue

8907 Lake Braddock Drive (Moldy siding needs power washing)

- Non-resident homeowner requested copies of letters sent to property address. Kevin has established dialogue with homeowner and will send him copies of the letters this weekend. Further action will be delayed, so long as the homeowner is cooperative in resolving the issues.

B. Audits

- a. Awaiting 2011 – 2014 audits.

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

- a. Awaiting VA response

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 copy of new policy as of 5/10

E. Stream restoration project

- a. Signed and returned "Letter of Permission" from the county
- b. Waiting for work to begin
- c. Ray mentioned seeing equipment but that was on the other side of Lake Braddock Dr.

F. 9109 Lake Braddock Drive

- a. Neighbor asked that we take a look at a shed on the property – which appears to be metal from the picture provided
- b. Linda will check this out and report back to the Board.

G. 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. Board will investigate (with county as needed) history and requirement of fence
- e. Need to establish plan forward, but Board agrees that we should not have constructed, or leave in place an explicitly prohibited by the Restrictive Covenants chain-link fence.
- f. Linda will ask John Cook's office for help in establishing if the County requires a fence there. Kevin will ask Frank for a quote on removing the chain link fence.

H. 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. After some discussion and one abstention the Board voted to collect the fee.

VIII. NEW BUSINESS

A. Hearings Scheduled

- a. 9117 Blue Jug Landing - The existing fence is not compliant with SHHA Restrictive Covenants, which require that fences be 50% open design.
 - i. ARC request received for consideration
- b. 9009 Fort Craig Drive - White windows on basement level need to be painted brown to match other windows in the home. White windows are not approved for The Oaks section of SHHA.
- c. 5605 Herberts Crossing - Fence is in disrepair; newly painted white without approval.
- d. 5625 Herberts Crossing - Bin at curb; not on pick-up day. Kevin said bin is now OK.

B. The Outdoor Man submitted invoices:

- a. 10289 - \$1450 – Mowing, edging, entrance maintenance, downed tree consult
- b. 10291 - \$1795 – Spring entry flowers, mulching
- c. Both were submitted to Metropolis for payment and paid in full

C. IRS EIN Number for SHHA

- a. Linda was able to contact the IRS and get a copy of our EIN certificate.
- b. She got the actual number from them via telephone.
- c. She requested that they update the address on file from the old management company, and a copy of the registration form.

D. Received a complaint via e-mail that 8923 (turned out to be 8919) Lake Braddock Drive was constructing a 6' privacy fence

- a. Kevin and Pete visited and confirmed partial construction of un-approved 6' privacy fence; also located closer to the street than the house
- b. Informed homeowner of violation, and advised that they cease construction, remove fence, and submit an ARC request prior to any construction
- c. Violation "First Notice" letter sent to document issue so issue is now in process.

E. 9028 Parliament Drive

- a. Owner contacted the board about three violation letters received:
 - i. Damaged split rail fence at side of property
 1. Owner says this was damaged by tree from common area (also damaged 9100 neighbor). Kevin advised owner that he will need to get repairs done, and submit invoice for Board to consider reimbursement. The Board voted unanimously to pay for the repairs
 - ii. Large amount of tree debris in rear / side yard
 1. Owner says he is working to clean up remnants of large tree; manually cutting up to dry as firewood. Board asked owner to provide a reasonable date that they expect to be complete
 - iii. Cedar shake roof is end-of-life with shakes falling off
 1. Owner is aware of the issue, and requested extension (beyond 30 days in violation letter) to perform repairs. Board asked owner to provide a reasonable date that they expect to be complete.
 - iv. The Board will work with the homeowner on these issues

F. 9016 Lake Braddock Drive

- a. Inquired as to whether an ARC request is required to install a large, free-standing playset.
- b. Board replied that application, with a plat, would be required
- c. Request not yet received so no further action taken.

G. 5415 Flint Tavern Place

- a. Informed the Board that they mailed a request to replace shingles
- b. Indicated same color, but did not mention style
- c. Said that they hoped we would receive by and consider at the 5/12 meeting
- d. Board unanimously approved contingent on new shingles being same style as existing shingles

H. 5603 Mount Burnside Way

- a. Submitted an ARC request for a new fence
- b. Resolves non-compliant fence issues (reduces height, and removes metal wire fencing)
- c. Board unanimously approved fence request

I. 5410 Point Longstreet Way

- a. Submitted an ARC request for new covered deck / porch / stairs
- b. ARC request had great details; new addition will be behind house and not seen from street.
- c. After reviewing the plans, the Board unanimously approved.

J. 5413 Flint Tavern Place

- a. Submitted an ARC request to install new bay window in rear of home to replace dining room window
- b. Request was electronically reviewed and approved, with the caveat that the bay roof shingles match the existing roof shingles

K. 9117 Blue Jug Landing

- a. Submitted an ARC request to re-space the pickets along the front of their fence to 50% open
- b. Hearing tonight on this issue

L. 5626 Point Roundtop Court

- a. Submitted an ARC request for a new split rail fence to replace old EOL fence
- b. 3 rail fence, specifies 42" tall
- c. Unanimously approved as long as fence meets all other requirements such as being made of pressure treated wood and posts no taller than 42"

M. 5637 Fort Corloran Drive

- a. Submitted ARC request to paint existing shutters black (vs. red), and garage door "buckwheat" to match siding (vs. red)
- b. Request was electronically reviewed and approved.

N. 5607 Herberts Crossing

- a. Submitted an ARC request to install a chimney mounted antenna
- b. Will be on rear of chimney, as much as possible
- c. Request was electronically reviewed and approved.

O. Resale Packets – No past dues

P. Pete has been working on getting replacements installed for missing caps in the street in front of 9106 and 9112 Lake Braddock. So far, no success.

Q. ARC from 5597 Blake House Ct.

- a. Homeowner asks to replace front door and sidelights; new door will be Sundried tomato color and door trim and garage trim will be painted Bluff.
- b. No images of the proposed door, no color samples were submitted so request was tabled and Kevin will ask for more information on style of door and sidelights and color samples.

R. Pete asked about streaming a video of a rehab in The Oaks that was featured on HGTV

- a. This was decided against because of potential copyright issues.

S. Kevin noticed some bad sections of sidewalk on Flint Tavern Place

- a. These should be reported to VDOT as they are responsible for sidewalks.

T. Kevin noted that there was a speed indicating sign at the top of Lake Braddock Dr for about 2 weeks.

- a. Ray said that it had now been moved further down the street.

U. Pete responded to an email from homeowners near a stream who were concerned about the Zika virus.

- a. He responded that SHHA has no plans for this; mosquito control is a county function.

V. There was a complaint about foxes sighted in the neighborhood.

- a. Kevin will put up a notice about this on the website.
- b. Homeowners should contact Fairfax County Animal Control if any wildlife appears aggressive to humans or pets

- W.** Linda suggested that the first person to read Architectural Request emails respond to the homeowner, letting them know that their request had been received – and that depending on the scope of the request, approval may take up to 60 days.
 - a. Board members agreed that they will make an effort to do this

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:

16	June
14	July
18	August
8	September
13	October
10	November
8	December (Annual meeting of Members)

- X. ADJOURNMENT** - Meeting was adjourned at 8:32

- XI. EXECUTIVE SESSION – No Executive session**

SIGNAL HILL HOMES ASSOCIATION
MONTHLY METREGISTER
May 2016

ACCOUNT CONCERN – 146934

WAIVER REQUEST – 146226

Discussed in minutes.

ACCOUNT CONCERN – 145857

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. We are awaiting a new date from Ms. Dizon who was ill for our last meeting.

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. This was mailed out.

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. Metropolis has called the IRS three times since last month, receiving a recorded message stating that due to high call volume, please call back tomorrow. We have attempted to file online, only to be told we must call the IRS.

It appears that Linda has been able to contact the IRS and request a copy of our EIN. She asked them to update the mailing address (from that of the prior management company), and mail us a copy.