

SHHA BOARD OF DIRECTOR'S MEETING

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

I. CALL TO ORDER

Kevin called the meeting to order at 7:30 PM.

II. APPROVAL OF MINUTES

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

June minutes are still under review.

III. OPEN FORUM FOR HOMEOWNERS – 4 homeowners were present for the meeting: Ray Antosh, Lisa Daniel, Cintia and Guillermo Ortiz de Zarde

Ray Antosh asked about the current status of the Audits. Kevin Replied that Metropolis has met with the Auditors, and there was more information later in the agenda. Ray agreed to wait for the topic to come up in the agenda.

Ray Antosh asked why the meeting continuation for June was cancelled. Kevin explained that there wasn't time to give proper required notice to homeowners and cited the VA Code that was sent out to homeowners via e-mail and posted on the web site, Facebook, and Nextdoor with the cancellation. Ray stated that the cited VA Code didn't apply to HOAs, but was relevant only to condo associations. David Masterman asked Ray what resolution he was seeking by raising the issue. Ray answered none – that he just wanted to make the Board aware that they could have - and in his opinion should have had the meeting, and he requested an apology from the Board to the community for citing the wrong statute.

IV. PROPERTY MANAGEMENT REPORT

A. Dues status

- a. Second Notices for 2016 dues were sent out on 4/27/2016, per Metropolis
- b. 74 homeowner accounts currently have a balance due as of 7/11/2016
- c. Accounts for 2016 were considered 30 days late as of June 1st
- d. Accounts were 60 days past due on July 1st
- e. The Board instructed Metropolis to send FINAL notices (60 days past due), and indicate that we will refer accounts that go 90 days past due to attorney for collection in August. Board members agreed that we will discuss this at the August meeting, and provide a final reco to Metropolis prior to referring accounts to collections.

Guillermo Ortiz de Zarde stated that although he paid his dues, he never received an invoice.

B. Metropolis report attached below

V. TREASURER'S REPORT – David Masterman

Nothing additional reported beyond dues status and Metropolis report.

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
- G. Yahoo Group** - Pete Seigman

Only Ray Antosh spoke from the committee chairs. He stated that the Braddock District Council's meeting was celebration "Best of Braddock". The Council is actively encouraging Associations to join and participate. A new Police Chief for Springfield district was introduced at the meeting.

VII. OLD BUSINESS

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

- a. Nothing to report.

B. Audits

- a. Awaiting 2011 – 2015 audits completion.
- b. Metro had a 7-hour meeting with auditors; more to come as the Auditors identify questions. They may contact Board Members with questions.

C. IRS EIN Number for SHHA

- a. Linda was able to contact the IRS and get a copy of our EIN number
- b. She requested that they update the address on file from the old management company, and a copy of the registration form
- c. Form received! JOB WELL DONE, Linda!!!

D. Stream restoration project

- a. Signed and returned “Letter of Permission” from the county
- b. Waiting for work to begin
- c. We were notified that the project site will be treated to kill invasive plants in the near future

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 in May
- b. Homeowners say Board placed fence at request / requirement of county due to drop off to drainage culvert
- c. Linda will ask John Cook’s office for help in establishing if the County requires a fence there.
- d. Kevin received a quote from The Outdoor Man for removal of the chain link fence; removal estimate is not to exceed \$5500.00
- e. The Board will continue investigation of this issue and ultimately decide what to do about the fence.

F. Fence Policy Questions / Updates

- a. The Board consulted with attorney following discussions at June meeting
- b. The attorney recommended a change to the wording in resale packets for homes with original builder installed split rails that are not compliant with the Restrictive Covenants. The attorney states that we should not note those fences as "violations" at resale, but rather we should document using the following or similar language:

"The current fence on the lot was constructed by the Declarant when the subdivision was developed and was therefore deemed approved. Nevertheless, at 48" in height, it does not conform to the 42" standard set by the restrictive covenant at Article VI, Section 10 of the Declaration. Per Section II of Policy Resolution No. 4 (Procedures for Resolution of Non-Compliant Fences), upon end-of-service life replacement of the existing fence, the replacement fence will have to conform in every respect with the fencing requirements set forth in Article VI, Section 10 of the Declaration."

This would allow the existing fence to pass to the new owner, but would put them on notice that it is not compliant, and will need to be replaced with a fully compliant fence when it reaches end of life.

- c. Regarding fence height discussion, the Board can reconsider counting the fence posts as part of the "height" of the fence. After discussion, the Board recommends updating policy resolution / ARC guidelines to specify that we allow fence *posts* to be up to 48" tall, and consider the height of the fence to be the "the height above local grade of the top of the upper rail" for split rail fences, or "the height above local grade of the peak of the pickets / slats" for other fences.

There will be a few homeowners who will be slighted by this - those who we have made comply in the past 2-3 years - but there is nothing we can do to change this.

David Masterman made a motion that the Board accept the Counsel's advice regarding b. and c. above, and that the affected documents (Policy Resolution, Resale Template, FAQ, etc.) be updated to reflect the new language proposed and the definitions proposed for fence height. Kevin seconded this motion. The motion was approved by unanimous vote – 4 to 0.

- d. Regarding the wire fencing, the recommendation is not to change the Board's stance / enforcement since 2013

Guillermo Ortiz de Zarde argued that the wire fencing attached to a split rail was not the fence, but an attachment to the fence. David Masterman counter argued that if that were the case, then there should be no issue with a homeowner attaching 4' x 8' plywood sheets to the inside of a split rail fence, creating a 100% closed barrier 8' tall. Kevin countered that if the wire were considered a separate entity, it still would need explicit approval from the Board – which would not approve it based on enforcement language in PR#4.

Kevin Martin made a motion that the Board continue to consider wire fencing attached to a fence to be a part of the fence, and not allowed under the Covenant requirement that fences be of wood construction. Ed Rahme seconded the motion. The motion was approved by vote of 3 to 1, with Kevin, Dave, and Ed voting for the motion, and Pete voting against the motion.

- e. Kevin stated that based on all of the recent discussions regarding fencing, the over-all history of this issue within SHHA, and the stated objectives of the Board to ensure continuing and consistent enforcement, that the Board should consider enacting additional Policy Resolution with language that required greater than a simple majority of Board Members present at a given meeting voting in support of modifying existing Policy Resolutions, or adding / deleting new Policy Resolutions – and also getting the Board members to attest and assert that Policy Resolutions – although subordinate to the SHHA Governing documents – would be followed as written unless that PR was changed. This would be consistent with the other Governing documents which require a super-majority to change – in order to ensure consistency over time.

After some discussion about what percentage would be appropriate, **Kevin made a motion that a new Policy Resolution be written and adopted, requiring at least 75% of a quorum of Board members present at a meeting to approve any addition, deletion, modification, or deviation from approved Policy Resolutions. Ed seconded this motion. Discussion followed, which concluded that this was a good proposal and worthy of implementation, but Pete suggested that we table the vote until the August meeting, giving time to draft a resolution, and (hopefully) have all 5 Board members review and vote on it. The Board unanimously agreed to table vote on this motion until August.**

G. Aggressive foxes

- a. Information about homeowner concerns, and contact info for Fairfax County Animal Control were posted to web site, Facebook, and NextDoor

VIII. NEW BUSINESS

A. Hearings Scheduled

- a. None

B. The Outdoor Man submitted their May invoice

- a. \$1630 for mowing and common area fertilizing
- b. Invoice was paid

C. The Outdoor Man submitted June invoice

- a. \$1620 for mowing, trimming, bulb replacements
- b. Invoice was paid

D. 5631 Herberts Crossing

- a. Reported a tree down on their property from the common area to Metropolis
- b. Metropolis contacted JL Tree Service who removed the tree
- c. \$450 invoice for removal received and paid

E. 9104 Lake Braddock Drive

- a. Owners are requesting waiver of legal and collection fees.
- b. \$250 in dues recently paid upon receipt of threat of lien from attorney
- c. Waiver would mean \$105.74 spent to collect \$250
- d. *The Board unanimously voted not to waive the fees.***

F. 8913 Lake Braddock Drive

- a. Board received multiple complaints regarding the condition of the rear yard of the property
- b. Allegations included a large above ground pool with no safety fence, piles of cinderblocks, and misc. debris and trash strewn over the yard
- c. The Board confirmed that the condition of the rear yard was poor, as reported, and violation notices were sent

G. 9089 and 9091 Blue Jug Landing

- a. The shared asphalt driveway leading to these properties is reaching end of life. Grass is growing up through many cracks.
- b. Per Article VII, Section 3 b, replacement is the joint responsibility of the owners who access their properties via that driveway.
- c. BOD members should review and reco path forward
- d. Ed agreed to look at this and make a recommendation at the August meeting, as this is very near his house.

H. 5622 Fort Corloran Drive

- a. Submitted an ARC request for a new fence – 42” tall, 50% open design
- b. Design is 42” tall and 50% open, except for the rear, which is along the railroad and allowed to be 7’ tall and 0% open.
- c. The board voted unanimously to approve this request 4-0.

I. 5412 Meridian Hill Place

- a. Submitted an ARC request for new windows, cladding, change front door and shutters to black, and paint garage door to match trim color
- b. Some Board members requested additional time to review this request, so it was tabled

J. 8905 Lake Braddock Drive

- a. Submitted an ARC request to remove an existing ground level deck and replace with a patio and privacy screen.
- b. Requested more information on specific size, location, and design of screen and a plat showing location of everything relative to house and existing fence
- c. Kevin has agreed to meet with the homeowner to walk through the project at the property, and will make a reco to the Board based on this discussion.

K. 9107 Lake Braddock Drive

- a. Submitted a request for a new stone patio in rear yard
- b. BOD requested plat, which was provided
- c. The board voted unanimously to approve this request 4-0.

L. 5410 Mount Greenwich Court

- a. Submitted an ARC request for a new playset / swing set in rear yard
- b. Some Board members requested additional time to review this request, so it was tabled

M. 9016 Lake Braddock Drive

- a. Submitted an ARC request to install a wooden playset in the rear yard
- b. Request was reviewed and approved; specified natural wood finish / stain option

N. 5597 Blake House Court

- a. Submitted an ARC request for a new front door with sidelights, and to paint garage door and door trim.
- b. BOD requested a picture of / link to the proposed new door
- c. Had not received requested information by June meeting
- d. Homeowner posted commentary on NextDoor.com, and came to June meeting to complain about timeline for approval. Board told homeowner that timeline is not unreasonable, and that average turn-around for ARC requests over the last 3 years is < 15 days.
- e. Request was approved

O. 8927 Bald Hill Place

- a. Submitted a request to convert an existing carport to a garage
- b. Request was electronically reviewed and approved

P. 9007 Grovers Theater Court

- a. Submitted an ARC request for a new black roof, and change shutter paint color to black
- b. Request was electronically reviewed and approved

Q. 5626 Fort Corloran Drive

- a. Submitted an ARC request for a fence to replace an EOL fence
- b. Design is 42" tall and 50% open, except for the rear, which is along the railroad and allowed to be 7' tall and 0% open.
- c. Request was electronically reviewed and approved

R. 5614 Meridian Hill Place

- a. Submitted an ARC request for new gray siding, and new black door and shutters
- b. Request was electronically reviewed and approved

S. 5414 Mount Greenwich Court

- a. Homeowners submitted an ARC request for several changes:
 - 1. Install a 42" wood picket fence (50% open) along the back of the property line
 - 2. Install a concrete pad for garbage /recycling/yard cans and a generator.
 - 3. Install a generator. Install a 3-foot screen to block view of the generator from the street (generator measures 29 inches in height).
 - 4. Replace our old, cracked asphalt driveway with a concrete driveway.
 - 5. Add concrete walkway on the right side of the driveway back to the garbage can pad
 - 6. Replace an existing shed in our backyard with a concrete pad and new 8' x 10' shed
- b. After requesting and receiving some additional clarifications from the homeowners, the request was electronically reviewed and approved

T. 5632 Fort Corloran

- a. Submitted an ARC request for a new side fence and gate
- b. Worked with BOD on compliant design
- c. Request was electronically reviewed and approved

U. Resale Packet Status

a. 5254 Signal Hill Drive	Delivered 5/23/2016	PAID
b. 5636 Fort Corloran Drive	Delivered 6/5/2016	PAID
c. 9187 Lake Braddock Drive	Delivered 6/5/2016	PAID
d. 5596 Blake House Court	Delivered 6/13/2016	PAID
e. 5408 Mount Greenwich Ct.	Delivered 5/23/2016	\$275 Due
f. 5410 Mount Greenwich Ct.	Delivered 5/24/2016	\$275 Due
g. 5489 Signal House Court	Delivered 5/24/2016	\$275 Due
h. 8905 Lake Braddock Drive	Delivered 6/13/2016	\$275 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:

18	August
08	September - Pete stated that he will not be present at this meeting
13	October
10	November
08	December (Annual meeting of Members)

X. ADJOURNMENT

Kevin adjourned the meeting at 8:33 PM.

**SIGNAL HILL HOMES ASSOCIATION
MONTHLY METREGISTER
June 2016**

VIOLATION RESPONSE – 147444 – Attachment 1

Metropolis received the attached letter from 5625 Signal Point Court regarding the repairs to their unit. After review, please advise what response, if any, the Board wishes to make.

Kevin has replied to the homeowner. No further action required by Metropolis.

VIOLATION RESPONSE – 147447 – Attachment 2

Metropolis has received the attached letter from the owner of 5609 Mount Burnside Way regarding the inspection of their home. After review, please advise what response, if any, the Board wishes to make to the homeowner.

Kevin has replied to the homeowner. No further action required by Metropolis.

RESALE REQUEST – 147179

Metropolis informed the owner of 5254 Signal Hill Drive to contact the Board for their resale package. Has the Board received the payment yet?

Package was requested, produced, delivered, and paid for.

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. Metropolis was then informed that Ms. Wirth was able to reach out and request a letter be sent to the previous management agent. *Has the Board received the copy of the letter yet?

Linda was able to reach the IRS, get the number, and requested the certificate be sent. No further action required from Metropolis.

ACCOUNT CONCERN – 146934

Redacted – Homeowner Financial matters

FENCE REPAIR – 147033

Metropolis was instructed to forward a reimbursement check to Tom McDevitt of 5615 Meridian Hill Place for \$795.00. Check #2302 was cut on May 18, 2016 and mailed to the homeowner. It was cashed on May 31st.

Thank you!

INSURANCE INQUIRY – 122537

The Board has approved the insurance renewal, which was duly forwarded to the Broker, B&B Insurance Associates. Metropolis received the insurance policy and COI, which were both forwarded to the Board.

Thank you.

**SIGNAL HILL HOMES ASSOCIATION
MONTHLY METREGISTER
July 2016**

AUDIT – 143024

Metropolis has had the first meeting with Turner and Liens regarding the outstanding audits for the Association. We will continue to work with them to complete the audits as swiftly as possible.

Thank you. Please do press on this as hard as possible. We need to get fully caught up on audits through 2015.

DUES QUERY – 148122

Metropolis forwarded a resale request from 5627 Herberts Crossing Drive to the Board.

BOD completed request. No further action required.

VIOLATIONS – 147762

Metropolis forwarded a concern from the homeowner next to 8913 Lake Braddock Drive to the Board. It seems that there is a hard side pool upon their deck without a fence, as well as dozens of trash bags. Does the Board wish any additional steps with this violation?

BOD inspected and issued violation notices.
