

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
September 8thth, 2016 - 7:30 pm

Kevin Martin -	President	Ed Rahme -	At Large
Linda Wirth -	Secretary		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

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

August minutes are still in work.

III. OPEN FORUM FOR HOMEOWNERS

Members are requested to register to speak at the meeting so the proper amount of time can be allocated. Members are also asked to submit their issues in writing prior to the meeting to ensure the Board can adequately research them and provide answers.

A. Mike Neumann – 9120 Lyon Park wishes to speak about “public utilization of private property between 9120 and 9121 Lyon Park Court in order to access the SHHA common area.”

Mike and his wife and neighbors were present to present their concerns about the amount of foot traffic that passes between their homes (on private property) from the culs-de-sac to the common area behind their homes. They wanted to remind the community that this is private property, and that while passage is not necessarily forbidden, loitering and littering are not welcome.

The Board thanked them for raising the issue; we encourage homeowners to honor private property, and never loiter or litter on the property of others.

B. Another homeowner asked the Board to investigate an end-of-life fence in the community.

IV. PROPERTY MANAGEMENT REPORT

A. Metropolis report attached below

V. TREASURER'S REPORT – David Masterman

A. Dues status

- a. Final Notices for 2016 dues were sent out on 7/24/2016
- b. 34 homeowner accounts currently have a balance due as of 08/31/2016
 - i. 5 of these homeowners have small residual balances (< \$50)
- c. Accounts were 90 days past due on August 1st
- d. BOD voted at August meeting to refer past due accounts with balances >\$100 to attorney for collections

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. Meeting scheduled for next week.

G. Yahoo Group - Pete Seigman

VII. OLD BUSINESS

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

- a. Several Hearing Result letters sent out from last month.
- b. Homeowners who did not show up for Hearings will be contacted by counsel (final demand letter).

B. Audits

- a. Awaiting 2011 – 2015 audits.
- b. Auditors say that they are working with Metropolis to get a final few documents to complete audit – mostly various bank statement copies
- c. As requested by auditor, The Board provided four (4) The Outdoor Man invoices, and one Insurance policy invoice from e-mail archives.

C. Stream restoration project

- a. No updates.

D. 9089 and 9091 Blue Jug Landing

- a. Shared asphalt driveway is reaching end of life. Grass growing 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. Need to contact homeowners to coordinate replacement, but 9091 is unreachable.
- d. **Kevin made a motion to consult with the attorney regarding path forward on this in order to ensure that owners of 9091 are legally responsible for their portion of the repair. Ed seconded the motion. Motion unanimously approved.**
- e. Ed will reach out to the homeowners at 9089 to inform them that we are going to begin the violation process on the shared drive, and will work with them to resolve the issue.

E. Policy Resolution #5

- a.** At the August meeting, the Board tabled a vote on adopting Policy Resolution #5 – Continuity of Policy and Interpretation for additional review. Pete indicated that although he would not be present, he was OK with the rest of the Board voting on the resolution in his absence.
- b.** Kevin made a motion to adopt Policy Resolution #5. Ed seconded. The motion passed by a vote of 3-0; the resolution is officially adopted.

VIII. NEW BUSINESS

A. Upcoming elections

- a.** Kevin and Dave were elected in 2015. Pete was elected in 2014.
- b.** Ed and Linda were elected in 2013, and are up for re-election. Both have expressed their intent to run for re-election.
- c.** Kevin asked homeowners present if anyone is interested in serving at the Nomination Committee chair. No one volunteered.
- d.** Kevin will post a call for candidates on the SHHA web site, NextDoor, and Facebook

B. DRAFT 2017 Budget

- a.** Metropolis created initial draft; sent to Board members to review

C. TOM submitted August invoice

- a.** \$1550 for monthly mowing and services
- b.** Forwarded to Metropolis for payment

D. 9008 Home Guard Drive

- a.** Reported a dangerous tree in the common area behind their home
- b.** Pete asked TOM to investigate

E. 5632 Fort Corloran Drive

- a.** Worked with homeowner to resolve issues with a non-compliant fence on property line
- b.** Neighbor at 5634 is selling their property
- c.** Based on a survey provided by selling neighbor at 5634, the homeowner's (5632) e-mail statement that they own the fence, a conversation with Kevin at the residence (5632), and an ARC request submitted by 5632 to replace the fence with a compliant fence, the fence on the property line was deemed to be solely owned by 5632.
- d.** Homeowner acknowledged and understands that it will need to be made compliant under the terms of PR#4

F. 9005 Parliament Drive

- a.** Asked the Board questions about the process and review timeline for a new roof request
- b.** BOD replied that review may take up to 60 days, but is usually much quicker, once completed ARC request and material samples are submitted

G. 5627 Herberts Crossing

- a.** Submitted an ARC request for a new white, metal garage door with windows
- b.** Request will be reviewed outside of meeting.

H. 5602 Light Infantry Drive

- a.** Submitted an ARC request to replace deteriorated asphalt driveway with new concrete driveway
- b.** Request was electronically reviewed and approved.

I. 5602 Light Infantry Drive

- a.** Submitted an ARC request to install a rear yard patio made of concrete stamped and colored "flagstone".
- b.** Request was electronically reviewed and approved.

J. Resale Packets

a. 5408 Mount Greenwich Ct.	Delivered 5/23/2016	\$275 Due *
b. 5410 Mount Greenwich Ct.	Delivered 5/24/2016	\$275 Due *
c. 8905 Lake Braddock Drive	Delivered 6/13/2016	\$275 Due *
d. 5608 Meridian Hill Place	Delivered 8/22	\$275 PAID
e. 5634 Fort Corloran Drive	Delivered 8/29	\$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:

13	October
10	November
08	December (Annual meeting of Members)

X. ADJOURNMENT

Kevin motioned to adjourn at 8:18 pm. Linda seconded. Meeting was adjourned.

XI. EXECUTIVE SESSION

None.

XII. SCHEDULED HEARINGS

- | | | | |
|-----------|------|----------------------|---|
| A. | 5600 | Light Infantry Drive | Garage doors are rotting and paint is peeling. |
| B. | 5611 | Light Infantry Drive | Mailbox and post are tipping over. |
| C. | 9028 | Parliament Drive | Roof is at end of life with loose / falling off shakes. |
| D. | 9028 | Parliament Drive | Rear split rail fence is damaged and needs repair. |

**SIGNAL HILL HOMES ASSOCIATION
MONTHLY METREGISTER**

AUDIT – 143024

Metropolis has had the first meeting with Turner and Liens regarding the outstanding audits for the Association. While the audits are progressing, the transition audit is proving difficult due to the transfer of files. Per the last report, the Board stated they did not have any additional items to provide. We will continue on with the audit process.

Thank you; again, we would be glad to help track down any specific information that they request that we may have in e-mail archives. We provided four (4) requested The Outdoor Man invoices, and one requested B&B Insurance invoice to the auditors via e-mail.

DRAFT 2017 BUDGET – 121901

Metropolis forwarded the draft budget to the Board for their review. **Please advise if there are any questions regarding it.**

Thank you for the draft budget. We will review at the meeting.

ANNUAL MEETING – 123760

Metropolis will wait to receive the documents the Board wishes to send out with the Call for Candidates.

Thank you.

ACC REQUEST – 149213

Metropolis forwarded the ACC request from 5602 Light Infantry Drive. **Please advise if the Board has reviewed the form, and if it is approved or not.**

We have informed the homeowner that the requests were received, and subsequently reviewed and approved.