

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
October 13th, 2016 - 7:30 pm

Kevin Martin	-	President	Peter Seigman	-	Vice President
David Masterman	-	Treasurer	Ed Rahme	-	At Large

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

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

September minutes are still in work, and will be posted once reviewed and approved.

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.

Homeowners Present: Patty & Jim Smith, Ray Antosh, Henry & Barbara Fleming,
Jill Spencer-Garcia, Alec Barker, Craig Ulmer

IV. PROPERTY MANAGEMENT REPORT

A. Metropolis report is 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. 32 homeowner accounts currently have a balance due as of 10/12/2016
 - i. 4 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
- e. Kevin is working with Metropolis on 6 accounts that the Board has questions about prior to initiating collections process.
- f. Kevin has now attempted to e-mail all accounts for which we have e-mail on file. Several have replied and say they will contact Metropolis and make payment.

B. DRAFT Budget

- a. Currently under review by the Board
- b. Based on 7 months of 2016 actuals
- c. Initial review indicates no need for additional dues increase in 2017

VI. COMMITTEE REPORTS

A. ACC – Jack Hanly

B. WELCOMING – Ashley Brid, Carol Cannava

- a. Linda is working on developing a spreadsheet to track new community members and ensure info delivered to Metropolis and Welcoming Committee

C. NEIGHBORHOOD WATCH – *vacant*

D. GROUNDS – vacant

E. WEBMASTER – Kevin Martin

- a. Updated documents with clarifications to the fence interpretations (height and wire usage) have been posted.

F. BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh

- a. Focus was on the proposed Fairfax County meals tax coming to vote

G. Yahoo Group - Pete Seigman

VII. OLD BUSINESS

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

- a. Nothing to report.

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. Stream restoration project

- a. Waiting for work to begin
- b. Nothing new to report

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. Ed spoke to homeowners at 9089 Blue Jug; they are willing to work with the other homeowner to make the repair
- d. The Board has asked legal counsel how to best handle the seemingly abandoned property at 9091 Blue jug, and their portion of this expense.

E. Upcoming elections

- a. No homeowner has volunteered to serve as nomination committee chair
- b. As voted at last meeting, Kevin has placed a call for candidates on the SHHA web site, Nextdoor, and FaceBook pages

F. DRAFT Annual Meeting Announcement

- a. Board reviewed and approved with minor grammatical corrections
- b. Kevin will send to Metropolis for printing and mailing once the 2017 budget is finalized

G. DRAFT 2017 Budget

- a. Metropolis created initial draft; sent to Board members to review
- b. David has sent a few questions / clarifications back to Metropolis
- c. Board will review and approve when satisfied

H. SHHA Procedures for Review and Approval of Requests

- a. Updated on web site and in resale package to reflect definitions of height for split rail fences, and decision that wire fencing is NOT allowed.

I. 5627 Herberts Crossing

- a. Submitted an ARC request for a new white, metal garage door with windows
- b. Request was electronically reviewed and approved

VIII. NEW BUSINESS

A. JL Tree Service

- a. Submitted invoice for \$250 for tree clean-up in common area behind 9008 Fort Craig Drive
- b. Submitted to Metropolis for payment.
- c. Paid on 9/21 with check #2328.

B. The Outdoor Man

- a. Submitted an invoice for September Services amount of \$1760
- b. Sent to Metropolis for Payment

C. The Outdoor Man

- a. Submitted a proposal for additional re-seeding on commons along road ways to restore grass damaged by salt and plowings. Cost is \$1100.
- b. Board approved this proposal 4-0.

D. The Outdoor Man

- a. Submitted a proposal for fall entrance flower plantings. Cost is \$1976.
- b. Board approved this proposal 4-0.

E. 9091 Blue Jug Landing

- a. Property is abandoned and falling into significant disrepair.
- b. Numerous years behind on dues, and several un-answered violations
- c. Kevin spoke to attorneys, and took numerous photos to document condition.
- d. Sticker on front door references "preservation company" with contact information
- e. Kevin will forward photos and "preservation company" info to attorneys and seek their advice on how to proceed.

F. 5589 Marshall House Court

- a. Several neighbors in the community notified the Board of a non-compliant (6-foot privacy) fence being constructed
- b. No ARC request was submitted for review / approval
- c. Kevin spoke to the homeowner and followed up in writing, telling them that the fence is in violation of the covenants, and they should stop construction and submit an ARC request for a compliant fence
- d. Board will follow normal violation process

G. 9118 Blue Jug Landing

- a. Neighbor informed us of a large tree on the property leaning toward their property
- b. Board informed neighbor who reported that the need to work with the other homeowner and / or their insurance. SHHA has no jurisdiction to resolve hazardous trees on private property

H. 5409 Point Longstreet Way

- a. Submitted an ARC request for new Hardyboard siding, new trim, new paint (same colors)
- b. Board approved this request 4-0

I. 5609 Mount Burnside Way

- a. Submitted a request to repaint peeling shutters (same color)
- b. BOD replied that ARC request / approval is not required since the color isn't changing

J. 8932 Bald Hill Place

- a. Submitted an ARC request for new vinyl windows, same style and color
- b. Included image of windows and color
- c. Board approved this request 4-0

K. 9087 Blue Jug Landing

- a. Submitted an ARC request for a new patio
- b. Location is front yard at corner of house
- c. Board requested additional information on materials and finished from homeowner

L. 9006 Grovers Theater Court

- a. Submitted an ARC request for a new front door with side lights
- b. BOD requested specific color be provided
- c. Board approved this request 4-0

M. 9017 Lake Braddock Drive

- a. Submitted an ARC request for a new front door with side lights
- b. Board approved this request 4-0

N. 9021 Parliament Drive

- a. Submitted an ARC request for a new 10' wide front step of concrete
- b. Board approved this request 4-0

O. 5410 Point Longstreet Way

- a. Hand delivered at the meeting a request for new vinyl siding and shutters
- b. Material samples were also given to the Board
- c. Board approved this request 4-0

P. 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. 5634 Fort Corloran Drive	Delivered 8/29	\$275 Due
e. 9004 Grovers Theater Court	Delivered 9/16	\$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:

- 10 November
- 08 December (Annual meeting of Members)

X. ADJOURNMENT

Meeting was adjourned without further discussion at 8:37 pm

XI. EXECUTIVE SESSION

None.

XII. SCHEDULED HEARINGS

None.

**SIGNAL HILL HOMES ASSOCIATION
MONTHLY METREGISTER**

Action Items

DRAFT 2017 BUDGET – 121901

Metropolis forwarded the draft budget to the Board for their review. **Did the Board approve the draft budget at the September 2016 meeting?**

This is in work.

2016 ANNUAL MEETING – 123760

Has the Board finalized any of the documents they wish Metropolis to mail out for the 2016 Annual Meeting?

These are in work.

PAYMENT PLAN REQUEST – 149533

Redacted – financial information.