

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
November 10th, 2016 - 7:30 pm

Kevin Martin - President Peter Seigman - Vice President
David Masterman - Treasurer

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

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

October 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.

Homeowners Present: Kathleen Clark, Gordon Evans, Ed Naidamast,
 Ray Antosh, Erin Barr, Jane Robbins,
 Anne & John Brinkerhoff

A. Ray asked about a correction to the July minutes that he had requested. Kevin responded that he had forgotten to make the update, but that he would do so.

- B.** Jane Robbins expressed her concern to the Board regarding a recent resale inspection. She stated that while she understands that the resale inspections are necessary, that it seems unfair to identify potential issues that need to be resolved late in the sales process. She also said that she thinks it is unfair to identify issues in a resale package that have never been previously cited.

Kevin responded that normal quarterly inspections are normally done from the street, so there are areas of the home that are not readily observed from that vantage. He also explained that resale inspections must be thorough, because they are binding; issues missed in the resale package may be grandfathered for the new owner. The Restrictive Covenants state that failure to identify an issue as any point in time (i.e. quarterly inspection) does not preclude documenting that issue at a future time (resale).

Jane also made some suggestions for the Board to improve homeowner experience. These included:

Adding the word “Minutes” to the web page header (vs. just Archives) to help owners find the minutes more easily

Posting photo examples of some “typical” compliant fences to go along with the descriptions

Getting e-mail addresses from more homeowners and mailing out meeting announcements and minutes (no suggestion as to how to compel homeowners to provide e-mail addresses)

Defining acronyms in all posted documents

Explicitly informing homeowners of the resale inspection process and encouraging them to get the package and inspection done as early as possible in the resale process

The Board thanked Jane for her constructive comments. We will investigate how to incorporate them into our processes.

- C.** Ray Antosh had some questions regarding the DRAFT 2017 budget. As David and Kevin attempted to answer the questions, Ray became increasingly animated and agitated and began to yell at them. When Ray’s tone became threatening, he was asked to take a seat and informed that the Board would not continue to address his questions at that time, due to his increasing hostility.
- D.** Ed Naidamast informed the Board that an SHHA access path to the common area beside his property was not being maintained by the grounds crew.

Kevin will inform The Outdoor Man of the issue and request that they add maintenance of this path to their weekly tasks.

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. 20 homeowner accounts currently have a balance due as of 11/10/2016
 - i. 2 of these homeowners have small residual balances (< \$50)
 - ii. 10 of these are already with the attorney for collections (prior year / other)
 - iii. 8 of these will go to collections soon

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. There was no meeting this month.

G. Yahoo Group - Pete Seigman

VII. OLD BUSINESS

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

- a. Nothing to report.

B. Audits

- a. 2011 – 2015 audits are in work
- b. Auditors have requested statements for CD accounts at BOA; Board will provide

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. Kevin is in contact with the “preservation company” that is responsible for maintaining 9091 Blue Jug

E. Annual Meeting Announcement

- a. Provided to Metropolis for mailing by 11/08
- b. Posted on SHHA web site, SHHA Facebook, SHHA Nextdoor on 11/06
- c. Included proposed 2017 budget from Metropolis

F. 9091 Blue Jug Landing

- a. Property is abandoned and has fallen into significant disrepair
- b. Numerous years behind on dues, and several un-answered violations
- c. Kevin compiled a 34-page document containing detailed photos of all violating conditions on the property and provided to the “preservation company” referenced on a door sticker on October 27th
- d. Legal counsel is included on all correspondence, as collections issues are in play
- e. Following normal violation process, using reservation company as point of contact, up to and including getting court injunction to have repairs made if required

G. 9087 Blue Jug Landing

- a. Submitted an ARC request for a new patio
- b. Location is front yard at corner of house
- c. BOD requested more information on materials to be used
- d. Homeowner provided photos of proposed materials on November 1st
- e. Request was approved 3-0

VIII. NEW BUSINESS

A. The Outdoor Man

- a. Submitted invoice for \$1430 for October services
- b. Sent to Metropolis for payment

B. The Outdoor Man

- a. Completed work authorized at last meeting at entrances and grassy areas along roads
- b. Included re-planting entrances, and doing additional aeration and over-seeding along the roadways.
- c. Submitted invoices for payment of remaining balance (\$250)
- d. Sent to Metropolis for payment

C. 9152 Fort Fisher Court

- a. Sent letter to Board regarding fence along property line / SHHA access
- b. Fence was cited for disrepair, so he repaired – but new fence still isn't compliant (top rail is at 48")
- c. Homeowner believes SHHA should share in this boundary fence repair; offered to share cost of making it compliant.
- d. Kevin will meet with the homeowner at the property, discuss options, and report back to the Board for a decision on path forward

D. 9019 Home Guard Drive

- a. Submitted a CCIB complaint form on 11/4 requesting review of a violation cited in resale documents
- b. As required (within 7 days of receipt), the homeowner has been notified that we are in receipt of the complaint, and that we will schedule a discussion at an upcoming meeting if they request
- c. Meeting requires 14 days notice (VA requirement), and would have to be within 90 days of submission, so will be scheduled for January 12th if requested.
- d. The homeowner was present at them meeting and expressed her concerns to the Board (see open-forum above). Following the meeting, she told the Board that an additional follow-up meeting will not be required, and she considers the matter resolved.

E. 5623 Signal Point Court

- a. Contacted us about a tall tree that they are concerned about falling
- b. Corner of Rolling and Lake Braddock Drive
- c. Frank investigated; he is not sure that the tree belongs to SHHA
- d. The Board decided that the cost of doing a survey to determine ownership would outweigh the cost of having the tree removed. The Board voted 3-0 to have The Outdoor Man remove the tree.

F. 9120 Lyon Park Court

- a. Contacted us about a tall tree that they are concerned about falling
- b. Requested that Frank take a look and provide a reco
- c. Jane Robbins suggested that we take a look at the stream restoration plan and see if the County has plans to address the tree before we take action (unless the tree is an imminent danger to property)

G. 9020 Fort Craig Drive

- a. Neighbors contacted the board about noxious conditions in the rear yard
- b. Alleged multiple large dogs not being picked up after causing odor and health hazard
- c. Pete investigated the complaint and found that the property is indeed in poor condition as described.
- d. Board will follow the violation process. Additionally, Board will contact Fairfax County Health Department to see if they can offer assistance

H. Pete asked about a tree that he thought was reported down in the Fort Craig pipe-stem

- a. Other board members were not aware of the issue / didn't recall the report
- b. Pete said he would look for more info and provide to the other Board members

I. 9005 Parliament Drive

- a. Submitted an ARC request to replace end-of-life shake roof with black architectural shingles and paint shutters black to match roof
- b. Request was approved by a vote of 3-0

J. 9102 Parliament Drive

- a. Submitted an ARC request to install a modular handicap access ramp from the front porch to the driveway
- b. Requestors are tenants and management company
- c. Requestors have indicated willingness to plant screening if allowed by homeowner
- d. Request was approved by a vote of 3-0, with the stipulation that the property owner provide authorization to the Board for their tenant to install the ramp.

K. 9007 Parliament Drive

- a. E-mailed Board about intent to replace front, rear, and garage doors on the home
- b. BOD requested submittal of ARC request form, along with material photos / samples for review and approval.
- c. Photos were provided, but homeowner did not provide form. Informed us that the work was being done in the morning on 11/11 (today)

- d. Homeowner was notified of (possible) consequence of proceeding without gaining review and approval; acknowledged that she was going to proceed at risk.
- e. Request was approved by a vote of 3-0

L. 5638 Fort Corloran Drive

- a. Submitted ARC application to replace end-of-life shutters with new black shutters
- b. Request was electronically reviewed and approved.

M. 5412 Mount Greenwich Court

- a. Submitted ARC application to replace existing asphalt driveway with concrete
- b. Request was electronically reviewed and approved.

N. Resale Packets

a. 5408 Mount Greenwich Ct.	Delivered 5/23/2016	\$275 Due *
b. 8905 Lake Braddock Drive	Delivered 6/13/2016	\$275 Due *
c. 5634 Fort Corloran Drive	Delivered 8/29	\$275 Due
d. 9004 Grovers Theater Court	Delivered 9/16	\$275 Due
e. 9019 Home Guard Drive	Delivered 11/4	\$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:

08 December (2016 Annual Meeting of Members)

Proposed 2017 meeting dates (pending Board Member review and availability):

12 January

09 February

09 March

13 April

11 May

14 June

13 July

10 August

14 September

12 October

09 November

07 December (2017 Annual Meeting of Members)

X. ADJOURNMENT

Meeting was adjourned without further discussion at 8:42 pm

XI. EXECUTIVE SESSION

A. None.

XII. SCHEDULED HEARINGS

- A.** 5419 Mount Lookout Court Right side door and trim need scraping and paint
Peak vents need scraping and paint.

- B.** 9017 Fort Craig Drive Garage door needs repair and paint.

- C.** 5412 Mount Greenwich Court Mailbox post is leaning

- D.** 5411 Point Longstreet Way Left side fence posts are failing.
Fence is non-compliant due to wire, height, openness
requirements.
Rotting vents need repair and paint

**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 Mr. Kerr of Turner, Leins & Gold, they require the year end statements for the Bank of America CD's from 2012 and 2013. As Metropolis does not receive these, and is not a signor upon the account, **we ask the Board to please provide the same.**

We will coordinate with BOA to get the requested statements.

BONUS – 145196

Does the Board wish to give a bonus to the Outdoor Man for his services?

Board approved a \$200 Year-End Bonus.

COMPLAINT – 150528

Metropolis received a complaint from 9019 Home Guard, which they stated was sent to the Board as well. **Does the Board wish Metropolis to take any action regarding this?**

Homeowner indicated following the meeting that they are satisfied with the resolution; no further follow-up meeting is required. The issue is closed.

GARAGE DOOR – 150579

Metropolis has received a call from 9007 Parliament Drive regarding the installation of a new garage door. The homeowner has stated that they would reach out to the Board - **has the homeowner done so?**

Yes. Covered in main agenda.

HANDICAPPED ACCESS – 150496

Metropolis received a call from Mr. McGregor of 9102 Parliament Drive that they wish to install a handicapped ramp. **Has the homeowner contacted the Board? Is the first step the typical ACC form?**

Yes. Covered in main agenda.

RESERVE CONTRIBUTION – 136151

As the financial year is coming to an end, does the Board wish to move any additional funds to the Reserve Account?

At year's end, please provide us as a part of the year end summary the amount collected above what was spent for 2016. We will discuss allocation of that money at the January meeting.

VIOLATION LETTER – 150343

Redacted – specific owner / property issues.

2016 ANNUAL MEETING – 118386

As the Board is aware, the Annual Meeting is set for December 8, 2016. Metropolis plans to be in attendance. Metropolis received the Annual Meeting mailing package and forwarded the same to the printer so it would be post marked by November 8th.

Thank you.

DRAFT 2017 BUDGET – 121901

Metropolis forwarded the draft budget to the Board for their review. The corrections requested by the Board were made and the budget was included in the Annual Meeting mailing.

Thank you.

MANAGEMENT REPORT – 123760

Metropolis will be attending the Annual Meeting on December 8th. Please note that as it is the Annual Meeting, there will be no management report prepared that month.

Thank you. We will at least need updated DQs.

PAYMENT PLAN REQUEST – 149533

Redacted – Legal / collections issue.

RESALE – 149416

Metropolis was informed that the owners of:

5408 Mount Greenwich Ct

5410 Mount Greenwich Ct

8905 Lake Braddock Drive

had not paid their resale package cost. Metropolis has forwarded letters to 5408 MG and 8905 LB as 5410 MG has now paid the outstanding fee.

Thank you.

SCC ANNUAL REPORT – 142856

Metropolis has reached out to the attorney to ensure that the SCC Annual Report is filed correctly.

Thank you.