

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
January 12th, 2017 - 7:30 pm

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

A. Announcement of elected officers

- a. Kevin announced that Linda Wirth and Kent Ford were elected to the SHHA Board of Directors at the December Annual Meeting of Members
- b. Kent Ford was not present, so he was not introduced as a new member

B. Appointment of offices: Since all Board members were not present the Board unanimously voted to table the appointment of specific offices to the Board members until all Board members were present. Until then, the current Board members will continue in their present positions:

President	<u>Kevin Martin</u>
Vice President	<u>Pete Seigman</u>
Treasurer	<u>David Masterson</u>
Secretary	<u>Linda Wirth</u>
At-Large	<u>Kent Ford</u>

C. Introduction of new ACC Members

- a. Todd Karr and Kin Pedersen volunteered to assist with Architectural Committee at the annual meeting. Todd was present and introduced himself.
- b. Doña Thewes has lived in SHHA for eight years and volunteered to assist with Architectural Committee at this meeting.
- c. The Board is working with our new ACC members to establish e-mail accounts and get their inputs with respect to any process changes that we should make.

II. APPROVAL OF MINUTES

Minutes for the December 2016 Annual Meeting are still under review by the Board. They will be posted as DRAFT for the community once the Board completes their review. They will remain DRAFT until they are formally approved at the 2017 Annual Meeting of Members.

III. OPEN FORUM FOR HOMEOWNERS – Ed Naidamast, Ray Antosh, and Jackie Mora attended.

- A. Jackie Mora mentioned a new ARC request, which was discussed and approved under New Business below

IV. PROPERTY MANAGEMENT REPORT

- A. Metropolis report attached at end of minutes.
- B. Kevin read through it and the Board's responses to Metropolis. It covered all the points of the Treasurer's report.

V. TREASURER'S REPORT – David Masterman

A. Dues status

- a. Dues Notices for 2017 should be arriving to homeowners as Metropolis said they were mailed this week.
- b. Annual dues are due from all homeowners on February 1st each year
- c. 2017 Annual Assessment is \$140.00 (unchanged from 2016)

VI. COMMITTEE REPORTS

A. ACC – Jack Hanly

B. WELCOMING – Ashley Brid, Carol Cannava

- Ashley has called on one new homeowner

C. NEIGHBORHOOD WATCH – *vacant*

D. GROUNDS – *vacant*

E. WEBMASTER – Kevin Martin

– All the 2016 Minutes are posted and the website is up-to-date.

F. BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh December meeting cancelled.

G. Yahoo Group - Pete Seigman – There was a query on NeXT Door about the widening of Burke Lake Road at the Braddock Road intersection.

VII. OLD BUSINESS

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

- a.** Nothing to report.

B. Audits

- a.** 2011 – 2015 audits are in work

C. Stream restoration project

- a.** Waiting for work to begin
- b.** Nothing new to report
- c.** Kevin will check with Ed and see if he will still be Board's liaison for this project

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.** Board is working to establish path forward with the new owners of 9091 Blue Jug

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 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. The new owners have accepted this document as part of their resale / transfer packet.
- d. House has been sold at foreclosure (12/29/2017). This will delay enforcement until new deed is recorded, but attorney says new owners are fully responsible for documented violations.
- e. Legal counsel is included on all correspondence, as collections issues are in play
- f. Attorneys included on foreclosure correspondence, resale documents, and dues statements provided to title company. The told Kevin that the funds left after the sale may not be sufficient to pay SHHA for past dues.

F. 9120 Lyon Park Court

- a. Contacted us about a tall tree that they are concerned about falling
- b. Board requested that Frank look and provide a reco
- c. Frank has emailed the homeowners to set up an appointment

G. 5623 Signal Point Court

- a. Contacted us about a tall tree that they are concerned about falling
- b. Tree is located at the corner of Rolling and Lake Braddock Drive
- c. Board instructed the Outdoor Man to remove the tree
- d. Frank is getting quotes from a few companies to cut down, haul away, and grind the stump.

H. 9152 Fort Fisher Court

- a. Homeowner sent letter to Board regarding fence along his property line / SHHA access
- b. Fence was cited for disrepair, so he repaired – but new fence isn't compliant (top rail is at 48")
- c. Homeowner believes SHHA should share in the cost of this boundary fence repair
- d. Kevin met with homeowner, and the Board asked The Outdoor Man if he they can lower the fence to make it compliant
- e. The Outdoor Man provided a quote for \$700. The homeowner (Ed) expressed his feelings that the quote was too high - based on the time and effort it took him to put in the fence. Kevin had told Frank that the posts were set in concrete. Ed said they weren't so Kevin will talk to Frank again to see if that affects his quote.

VIII. NEW BUSINESS

A. The Outdoor Man

- a. Submitted invoice for \$1990 for November services such as mowing, trimming & edging.
- b. Included Christmas decorations at entrances
- c. Sent to Metropolis for payment

B. The Outdoor Man

- a. Submitted invoice for \$550 for December services
- b. Sent to Metropolis for payment

C. JL Tree Service

- a. Submitted two invoices for \$1500 and \$350 for taking down, hauling away, and grinding stump of rotting tree at entrance sign near Burke Lake and Signal Hill Oaks entrance sign.
- b. Sent to Metropolis for payment
- c. Linda spoke to the homeowner and he was very pleased that the Board had the tree taken down and thanked the Board. Linda also said that JL did an excellent job.

D. Fairfax County – Change to leaf pick-up

- a.** As of July 2017, Fairfax County will require the use of PAPER bags for lawn waste for curb-side pick-up
- b.** SHHA will post info from the county to the SHHA web site, NextDoor, and Facebook

E. 9028 Parliament Drive

- a.** Submitted a request to replace EOL cedar shake roof with gray asphalt shingles
- b.** Kevin asked the other Board members to respond to this request via email, as they had not completed their reviews of the application

F. 9019 Fort Craig Drive and 9021 Fort Craig Drive

- a.** Submitted a request for a new picket fence
- b.** 42" tall from local grade, "dog ear" pickets, 3 ½" pickets spaced 3 ½" apart.
- c.** Jackie Mora, the homeowner, was present and mentioned there would also be 5 gates in the fence. She presented excellent documentation including pictures of the type of pickets she selected. Because a bordering neighbor has an existing fence there was a discussion of the legalities of the situation. Ed Naidamast read a section of the VA Code that was relevant to the situation. The Board recommended that she have a survey and consult with a real estate attorney if she was unsure how to proceed.
- d.** The Board approved the fence request as submitted.
- e.** The homeowner must inform the Board if she changes her mind about which picket style to use.

G. 5630 Fort Corloran Drive

- a.** Submitted ARC request for new roof using gray architectural shingles
- b.** Request was electronically reviewed and approved

H. 5622 Point Roundtop Court

- a.** Submitted ARC request for new vinyl siding, shutters, and trim.
- b.** Request was electronically reviewed and approved

I. 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 8/29/2016 | \$275 Due * |
| d. | 9004 Grovers Theater Court | Delivered 9/16/2016 | \$275 Due * |
| e. | 9019 Home Guard Drive | Delivered 11/4/2016 | \$275 PAID |
| f. | 5626 Home Guard Drive | Delivered 1/8/2017 | \$275 Due |
| g. | 9091 Blue Jug Landing | Delivered 1/10/2017 | \$0 PAID |
| | - As this was a foreclosure there was no charge assessed for the resale packet | | |
| h. | 5621 Point Roundtop Court | Delivered 1/10/2017 | \$275 PAID |

* Amount due has been added as an assessment to the owner's account

** Account is with Chadwick for collections

J. Fallen Stop Sign

- a. Pete contacted VDOT about the stop sign at the corner of Home Guard and Signal Hill that needed to be replaced
- b. He said It had been replaced promptly – within 24 hours of his report

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:

- | | |
|----|---|
| 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 at 8:12

SIGNAL HILL HOMES ASSOCIATION

MONTHLY METREGISTER

BONUS – 145196

Metropolis issued the bonus check of \$200 to the Outdoor Man.

Thank you!

HANDICAPPED ACCESS – 150496

Metropolis received a call from Mr. McGregor of 9102 Parliament Drive that they wish to install a handicapped ramp. Per the November 2016 report this was covered in the main agenda – please advise if there are any additional steps Metropolis needs to take.

The ramp was approved by the Board. No further actions required.

CONTINGENCY ACCOUNT CONTRIBUTION – 136151

Per the December 2016 financial report, \$5,150 of the projected \$7,230 has been placed in the Contingency Account. Please advise if the Board wishes Metropolis to move the remaining \$2,080 to Contingency Account.

We will contact Metropolis to get additional details / discuss.

David will check this figure against any outstanding bills before additional funds are transferred.

SCC ANNUAL REPORT – 142856

Metropolis has reached out to the attorney to ensure that the SCC Annual Report is filed correctly. The form was forwarded to the Board - was the form signed and returned to the Attorney?

Just received the form (hard copy) from the attorney on 1/10/2016.

Kevin has signed and returned the form.

FENCE CONCERN – 150927

Metropolis forwarded the report from 5592 Blake House Court regarding a collapsed fence next door. Has the Board has the time to investigate the matter?

We have not seen said report. Kevin will investigate.

PUD FORM – 150899

Metropolis forwarded the HUD form from 5621 Point Roundtop Court. Has the Board been able to respond to her?

Requested documents were sent.

RESALE PACKAGE – 150879

Metropolis received a call from 5256 Signal Hill Drive regarding a resale package. Did they contact the Board?

Requested documents were sent. Some Covenant Violations were noted on the resale inspection and Kevin is working with the seller's agent to resolve them.

2016 ANNUAL MEETING – 118386

The Annual Meeting was successfully held, and Metropolis welcomes the new Board of Director member!

Thank you.

AUDIT – 143024

Mr. Kerr of Turner, Leins & Gold, requires the year end statements for the Bank of America CDs from 2012 and 2013. Mr. Martin requested the needed information however Bank of America only provided info for one (checking) account. Mr. Martin has gone to Bank of America again to request the items a second time.

Please ensure that the auditor is made aware of the issue, and that we are working it.

DRAFT 2017 BUDGET – 121901

Metropolis has forwarded a copy of the Annual Dues Notice to Mr. Martin as well as legal counsel. The notice, along with a return envelope, has been issued to all homeowners.

Thank you.

PAYMENT PLAN REQUEST – 149533

Redacted – Legal issue.

WITNESS NEEDED: TRIAL – 277574

Redacted – Legal issue.
