

## SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room  
February 23<sup>rd</sup>, 2017 - 7:30 pm

Kevin Martin -	President	Pete Seigman	-	VP
Linda Wirth	Secretary	Kent Ford	-	At-Large
David Masterman	Treasurer	Ray Antosh	-	BDR

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

A. Introduction of new officer – Kent Ford has lived in SHHA off and on since 1996. He is a retired U.S. Navy captain and enjoys living here.

B. Appointment of offices: After a brief discussion the 2017 offices were assigned as follows:

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

### II. APPROVAL OF MINUTES

Minutes for the December 2016 Annual Meeting have been posted as DRAFT. They will remain DRAFT until approved at the 2017 Annual Meeting.

Minutes for the January 2017 Meeting have been reviewed and posted to the web site.

### III. OPEN FORUM FOR HOMEOWNERS – Attending were: Alec Barker, Jackie Morra, Ray Antosh, and H.S. F. Kerry, and Henry Fleming.

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. Ray Antosh distributed and read to the Board a page with wide ranging questions on financial matters. Since the Board had no time to prepare answers it was unanimously voted to review the matters and provide answers at an upcoming Board meeting.

- B.** Jackie Morra presented two Architectural Requests. The first was to remove and replace the stone walk leading to the front door with a concrete sidewalk. The driveway would also be repaved with concrete and a small curved concrete walk would lead from the driveway to the new walk. The concrete stoop would also be replaced as part of this project. After viewing the drawings and pictures provided by Jackie, the Board unanimously approved this request.

Jackie Morra's 2<sup>nd</sup> request was for retroactive approval of a storm door installed by her brothers without her input. She provided pictures of the type of door and said it was beige, not white. After viewing the drawings and pictures provided by Jackie, the Board unanimously approved this request.

#### **IV. PROPERTY MANAGEMENT REPORT**

- A.** Metropolis report at end of minutes

#### **V. TREASURER'S REPORT – David Masterman**

- A.** Dues status

- a. 2017 annual dues in the amount of \$140 were due from all homeowners on February 1<sup>st</sup>
- b. ~90 homeowners have not yet paid their 2017 dues. The Board will ask Metropolis to send the 2<sup>nd</sup> dues letter on March 1, indicating that payment is 30 days past due.

- B.** Operating Account – The Operating Account has \$58,089.17. David suggests moving some of the money into savings. However, he wants to wait until April in case a lot of wind damage might incur heavy expenses.

- C.** There was a brief discussion regarding withholding approval of ARC Request for homes that have not paid their dues. Kevin recalled that the attorneys previously told us that there is no basis to do this in our Governing Documents, so we shouldn't.

- D.** Kevin indicated that he is purposely not paying his dues so he can monitor what communication is actually sent to delinquent homeowners by Metropolis and when it goes out. This gives insight into the procedure of the dues collection letters. The Board, and Ray agreed that this was a good idea.

## **VI. COMMITTEE REPORTS**

- A. ACC** – Jack Hanly, Todd Karr, Kim Pedersen, Dona Thewes - No report
- B. WELCOMING** – Ashley Brid – No report
- C. NEIGHBORHOOD WATCH** – *vacant*
- D. GROUNDS** – vacant
- E. WEBMASTER** – Kevin Martin – Nothing to report besides Minutes being posted.
- F. BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh – The School budget was discussed at the last meeting. The School Board sent a representative who said the School system is asking for \$130,000,000.00
- G. Yahoo Group** - Pete Seigman – Nothing to report.

## **VII. OLD BUSINESS**

- A. Long Term Un-Resolved Violation(s) Status:**
  - a.** Nothing to report.
  
- B. Audits**
  - a.** The SHHA Board of Director received a DRAFT 2012 Audit report for review on January 30<sup>th</sup>. We will complete our review of the report, finalize it with the auditors, and then publish the results.
  - b.** 2013 – 2015 audits are in work
  - c.** We will request a 2016 audit once 2013-2015 are completed.
  - d.** A report on the audit progress is in the Metropolis report at the end of the Minutes.
  
- C. Stream restoration project**
  - a.** Waiting for work to begin. Nothing new to report.
  - b.** Ed will remain out liaison to the county for this project, even though he left the Board.

**D. 9089 and 9091 Blue Jug Landing**

- a. Shared asphalt driveway is reaching end of life.
- b. Per Article VII, Section 3 b, replacement is the joint responsibility of the owners who access their properties via that driveway.
- c. Homeowners at 9089 Blue Jug are willing to work with the other homeowner to make the repair.
- d. Since 9091 Blue Jug was recently sold as a foreclosure, we will work with them through the violation process to resolve their part of the issue. The driveway was documented in provided resale documents.

**E. 9091 Blue Jug Landing**

- a. Property was sold as a foreclosure in January.
- b. It was numerous years behind on dues, and had several un-answered violations
- c. Attorneys are working to see if excess funds will be disbursed to cover past due assessments and fees.
- d. A 34-page document containing detailed photos of all violating conditions on the property and provided to the new owner at their foreclosure closing.
- e. Attorneys included on foreclosure correspondence, resale documents, and dues statements provided to title company

**F. 9120 Lyon Park Court**

- a. Contacted us about a tall tree that they are concerned about falling
- b. Frank investigated and removed a dead tree from the common area
- c. Invoice sent to Metropolis for payment

**G. 5623 Signal Point Court**

- a. Contacted us about a tall tree that they are concerned about falling
- b. Board instructed the Outdoor Man to do the work
- c. Frank got multiple quotes; the best one is for \$1750 to remove and grind stump. It is \$500 -600 cheaper than the others. Board voted unanimously to approve the expenditure and go ahead with the removal and grinding of the stump.

#### **H. 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 isn't compliant (top rail is at 48")
- c. Homeowner notified SHHA that they should share in this fence, as it is a boundary fence along SHHA common area access.
- d. The Board reviewed options, and contracted with The Outdoor Man for \$700 to remove, shorten, and replace the posts to make the fence compliant.
- e. The fence is now fully compliant, and an example we can cite showing that a three-rail split-rail fence CAN be compliant, constructed with the top rail at 42"

#### **I. 9028 Parliament Drive**

- a. Submitted a request to replace EOL cedar shake roof with gray asphalt shingles
- b. The request was electronically reviewed and approved.

### **VIII. NEW BUSINESS**

#### **A. The Outdoor Man**

- a. Submitted an invoice for \$700 for re-posting fence at 9152 Fort Fisher Court
- b. Sent to Metropolis for payment.

#### **B. SHHA SCC Forms**

- a. SHHA received annual State Corporation Commission forms from our attorney
- b. Forms were completed and mailed to VA SCC on 1/18
- c. Electronic courtesy copy was provided to attorney for their records

#### **C. Braddock District Counsel**

- a. Metropolis was contacted regarding membership renewal
- b. \$50 fee to renew
- c. Renewal unanimously approved.

**D. Dead trees along Rolling Road**

- a. The Outdoor Man informed us of two trees that are dead along Rolling Road. He also straightened the bent handrail at this location.
- b. Trees were tagged with pink ribbon
- c. These trees belong to VDOT. Kevin notified VDOT of the trees; they opened tickets to review and resolve if they are responsible for the trees.

**E. ARC Templates**

- a. Kevin sent all ACC members template responses for ACR request receipt, approval, denial
- b. ACC team will work with Board to refine processes for efficient use of volunteers
- c. Linda suggested cc'ing all Board members and ACC members when replying to an ARC.

**F. Fairfax County – Change to leaf pick-up**

- a. Previously, Fairfax County had stated that as of July 2017, they would require the use of PAPER bags for lawn waste for curb-side pick-up
- b. Fairfax County has re-evaluated their position (at least for now)
- c. Clear plastic bags will continue to be picked up for the foreseeable future

**G. 5616 Meridian Hill Place**

- a. Submitted an ARC request for a new shed in rear yard
- b. Shed will be brown with white trim
- c. The shed will be 8' 6" tall and 9' from the property line.
- d. The Board unanimously approved.

**H. 9005 Home Guard Drive**

- a. Submitted an ARC request for new windows and sliding doors
- b. All windows and doors will match existing styles and brown color
- c. Request was electronically reviewed and approved.

**I. 5637 Fort Corloran Drive**

- a. Submitted an ARC request to replace failed HVAC compressor with new model and new location at the side of the house
- b. Board requested a plat showing new location, which was provided
- c. Request was electronically reviewed and approved.

**J. 5591 Marshall House Court**

- a. Submitted an ARC request for new vinyl siding and shutters with color change to taupe.
- b. Request was electronically reviewed and approved.

**K. 5442 Mount Corcoran Place**

- a. Submitted an ARC request to replace failing roof with new, gray Architectural shingles
- b. Request was electronically reviewed and approved.

**L. Jackie Morra's ARC requests where reviewed and approved in the Open Forum for Homeowners.**

**M. Resale Packets**

- |                               |                     |       |       |
|-------------------------------|---------------------|-------|-------|
| a. 8905 Lake Braddock Drive   | Delivered 6/13/2016 | \$275 | Due * |
| b. 5634 Fort Corloran Drive   | Delivered 8/29/2016 | \$275 | Due * |
| c. 9004 Grovers Theater Court | Delivered 9/16/2016 | \$275 | Due * |
| d. 9091 Blue Jug Landing      | Delivered 1/10/2017 | \$0   | Due   |
| e. 5602 Mount Burnside Way    | Delivered 2/17/2017 | \$275 | Due   |
| f. 9005 Fort Craig Drive      | Requested 2/22/2017 |       |       |

\* 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:

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 8:27.



# SIGNAL HILL HOMES ASSOCIATION

## MONTHLY METREGISTER

---

### ANNUAL DUES NOTICE — 120079

The first notices were mailed out to the homeowners. When does the Board wish for the second notices to be sent?

**Please send second notices on March 1<sup>st</sup>.**

---

### FENCE CONCERN — 150927

At the January 2017 meeting, Metropolis mentioned the report from 5592 Blake House Court. As the Board did not receive it, please be aware that the owner of 5592 Blake House Court commented that the fence next door has collapsed. Has the Board issued a repair notice?

**No. Kent will investigate and give the Board a report.**

---

### RESERVE CONTRIBUTION — 136151

Metropolis received financial questions regarding the reserves and general income from Mr. Masterson. Metropolis has responded to the same. Please advise if the Board wishes to move any additional monies to Reserves.

**The information you sent is under review. We will instruct if more monies should be transferred.**

---

### SCC ANNUAL REPORT — 142856

Metropolis has reached out to the attorney to ensure that the SCC Annual Report is filed correctly. Mr. Martin stated he received a hard copy from the Attorney in January. Was the form filled out and returned?

**The form was completed and mailed on January 18<sup>th</sup>. Electronic copy was also sent to Chadwick, per their request.**

---

### AUDIT — 143024

Metropolis and the Board of Directors continue to work with Turner and Liens regarding the outstanding audits for the Association. Currently Mr. Kerr is working on the 2013 FYE audits - the 2012 draft audit is done and was forwarded to the Board. Because not all records are available the Board needs to authorize a one-time charge of \$120 regarding outstanding reserve bank statements. Once this information is retrieved the 2013 audit should be completed and Mr. Kerr will move on to FY 2014. The Board voted unanimously to pay the \$120.00 fee and have Kevin sign the release form for the documents.

**Thank you. Keep us posted.**

---

### BROKEN FENCE — 278599

Metropolis forwarded an email from the homeowner of 8995 Rolling Road to the Board that their fence had fallen over. The Board confirmed that the fence was a homeowner responsibility and Metropolis informed Mr. Park of the same.

**We also had you issue a First Notice of violation.**

---

### FORECLOSURE — 278661

**REDACTED – Legal / collections issue.**

---

### PAYMENT PLAN REQUEST — 149533

**REDACTED – Legal / collections issue.**

---

## **Questions submitted by Ray Antosh:**

Questions about SHHA Finances from the 2016 Annual Meeting minutes

Following Section III, paragraph letters from the minutes of the 2016 Annual Meeting:

- A. According to the Treasurer report, the Contingency Fund is in laddered CD's (3 x 12,000 + 8,800= \$44,800). That does not equal \$75,000 as stated in the SHHA Finances letter included in our 2016 Annual Minutes Packet. There is a \$30,200 discrepancy – explain please? Does this mean a new CD is in the process of being purchased?
- B. What are Liquid funds? SHHA has \$1001. This term has not been used before. Is it petty cash in a SHHA checking account somewhere that a Board member can get to quickly or what is it? Where does it appear in the SHHA books? Is it part of the \$26,848 SHHA has forecast to have left over from the 2016 budget?
- C. The actual money spent in 2014 and 2015 were not provided to the homeowners to see when the 2017 proposed budget was provided for the annual meeting. The 2014 and 2015 actuals were known, readily available and are currently being audited. 2014 and 2015 amounts expended are not based on historical expenditures but should be facts. To say they were “an estimate of unknown future expenses based on historical expenditures” is to suspend all reality. What is the reason for not including what the SHHA spent in 2014 and 2015 in the 2017 Proposed Budget so the homeowners could see how their money was spent?
- D. There were many examples of Contingency Funds being used. If that's the case, then the contingency fund amounts would not have 3 with \$12,000 each and 1 with \$8,800 since they are in CD form and you would take a loss if you withdrew money prior to maturity. The Contingency Fund has NEVER been used to pay for any of the examples cited. These examples should have been indicated as being paid out of the yearly operating expenses. In every case except possibly one, the Association had money left over at the end of the year. The extra money was placed in the Replacement Reserves. What is the Replacement Reserves and what account is it in?
- E. Finally, this is from my unanswered response to the Board of Directors found in my email at the end of the 2017 Annual Meeting Minutes: In the 2017 Comparison Sheet provided at the annual meeting, \$26,848 was projected as income for 2016. Why then was the increased assessment of \$30 per household necessary – can you explain. The increase of \$30 x 493 homes = \$14,790 and by subtracting that from the projected \$26,848 incomes leaves the SHHA with a profit of \$12,058, more than it has ever before. What is SHHA planning on doing with the \$26,848 unspent this year? In future years when there is a large amount of capital coming back to the SHHA what is planned for that additional money? Will the SHHA suspend an assessment for a year?

I believe the SHHA homeowners need these questions answered so they understand where their hard-earned money goes. I trust the answers will be included in the Board of Directors meeting minutes.