

## SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room  
June 14<sup>th</sup>, 2017 - 7:30 pm

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

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

### II. APPROVAL OF MINUTES

Minutes for the May 2017 Meeting are under review. They will be posted once Board review is complete.

II. **OPEN FORUM FOR HOMEOWNERS** – H. Fleming - 5425 Mt. Lookout Ct., S. Crittenden – 5423 Mt. Lookout Ct, T. Crow – 5423 Mt. Lookout Ct., R. Antosh-9079 Blue Jug Landing, James Mike Davis- 9015 Ft. Craig

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 Davis would like to help the Board resolve the fence issue. He spoke about removing a comma from the By-Laws that would change the meaning of 75%. The Board is not interested in trying to sidetrack the rules and has already voted against this. Mike then discussed a survey to change the CCRs. The Board will support him in his efforts but will not authorize him to represent the Board. Since Mr. Davis will not proceed with a survey without the imprimatur of the Board this subject is closed.
- b. Mr. Crittenden then recounted the history of the fence violation at his property going back to an email from the Board in October 14, 2013. The fence was in place when he bought the property. After a discussion of the history, the Board voted unanimously to approve Mr. Crittenden's current ARC request for modifying the fence. The slats will be removed and cut down at the bottom so they will be 42" high when they are replaced. The spacing of the slats is already 50% open and that spacing will remain.
- c. Mr. Fleming reported on part of the Woodhirst Commons that borders his property and is weedy, overgrown and accumulating yard debris. Kevin looked up the president of the Woodhirst HOA and Linda agreed to email him about the situation.

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

**A.** Metropolis report is at the end of the Minutes

#### **V. TREASURER'S REPORT** – Kevin gave the report as David Masterman was not present

##### **A.** Dues status

- a. 2017 Annual Assessment is \$140.00
- b. Annual dues were due from all homeowners on February 1<sup>st</sup>
- c. ~20 homeowners have not yet paid their 2017 dues (in full or in part)
- d. Second Notices for dues (now 30 days past due) prepared, reviewed by attorney, and sent out
- e. "Final Notice" prepared to be to be sent on June 1<sup>st</sup> (120 days past due) stating that account will be sent to collections and incur fees if not paid by August 1<sup>st</sup>.

#### **VI. COMMITTEE REPORTS**

**A. ACC** – Jack Hanly, Todd Karr, Kim Pedersen

**B. WELCOMING** – Ashley Brid

**C. NEIGHBORHOOD WATCH** – *vacant*

**D. GROUNDS** – *vacant*

**E. WEBMASTER** – Kevin Martin – No report

**F. BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh – BDC voted on Officers and named the winners of the Best of Braddock.

**G. Yahoo Group** - Pete Seigman – No report

## **VII. OLD BUSINESS**

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

#### **a. 9091 Blue Jug Landing**

- i. Property was sold as a foreclosure in January.
- ii. It was numerous years behind on dues, and had several un-answered violations
- iii. Attorneys are working to see if excess funds will be disbursed to cover past due assessments and fees.
- iv. A 34-page document containing detailed photos of all violating conditions on the property and provided to the new owner at their foreclosure closing.
- v. Attorneys included on foreclosure correspondence, resale documents, and dues statements provided to title company
- vi. Significant work is being done on the property, but no ARC requests have been submitted.
- vii. A home made for sale sign has been posted and is still up.

### **B. Audits - 2012 Audit is complete and available for homeowners to request/review. Ray Antosh requested a copy and Kevin will send it to him.**

- a. 2013 – 2015 audits are in work
- b. We will request a 2016 audit once 2013-2015 are completed.

### **C. Stream restoration project**

- a. Project is being bid out by the County. No estimated start yet.

**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. Homeowners at 9089 Blue Jug are willing to work with the other homeowner to make the repair.
- d. 9091 Blue Jug was recently sold as a foreclosure. The driveway was documented in provided resale documents.
- e. As part of ongoing restoration at 9091, it appears that they have resurfaced ONLY the portion of the shared drive immediately in front of their garage doors.

**E. Ray Antosh Finance Questions**

- a. Questions submitted to the Board in February which required research and consultation with management company.
- b. Responses provided to Ray (tonight at meeting) and included at the end of the minutes

**VIII. NEW BUSINESS**

**A. The Outdoor Man**

- a. Submitted an invoice for \$1860 for May contracted services (planting, watering, mowing)
- b. Invoice forwarded to Metropolis for payment

**B. Antosh / Financial Questions**

- a. Received more / follow-on questions from Ray Antosh regarding accounts / finance
- b. Also included at the end of the minutes

**C. 5614 Meridian Hill Place**

- a. Contacted us regarding dead trees behind property, believed to be on the common area
- b. BOD requested The Outdoor man review and provide us an assessment
- c. The Outdoor Man agreed that tree should come down and is on common area. They will get quotes and provide to BOD.

**D. 9021 Home Guard Drive**

- a. Informed the Board that they are about to sell the property, and would need to have a POD in the driveway for loading / moving
- b. BOD responded that this is fine on a temporary basis, with notification

**E. 5609 Meridian Hill Place**

- a. Notified the Board that a tree fell onto their property from the common area, damaging their fence
- b. Board contracted The Outdoor Man to remove tree debris from the property and repair the damaged fence section

**F. 5606 Meridian Hill Place**

- a. Contacted BOD about a large, dead Ash tree on common area behind his property
- b. BOD requested The Outdoor Man assess and provide a recommendation and a quote.

**G. 9017 Lake Braddock Drive**

- a. Contacted BOD about “several” dead trees on common area behind her property
- b. BOD requested The Outdoor Man assess and provide a recommendation and a quote.

**H. 5607 Mount Burnside Way**

- a. Neighbors contacted us and said that homeowners have not been seen / heard from, and lawn / beds are not being maintained at all
- b. BOD reached out to homeowners with e-mail on file, but no response for a few weeks.
- c. Neighbors have been cutting grass and pulling weeds to date
- d. Two days ago the homeowner responded to e-mail on file, and stated that they have hired a lawn maintenance service. No further info was provided.
- e. BOD asked neighbors to keep us apprised of frequency and quality of lawn service.

**I. 5589 Marshall House Court**

- a. Received complaint from neighbors that the rear yard is littered with tree debris and construction materials
- b. A fox den was also reported in some of the tree debris
- c. BOD sent violation letter, and recommended that the neighbor(s) file an on-line complaint with Fairfax County for faster resolution

**J. 9107 Lake Braddock Drive**

- a. BOD received a complaint of a car “on blocks” in the driveway
- b. Linda said car had blocks in front of two wheels
- c. Car has been removed; no further action is required.

**K. 8920 Bald Hill Place**

- a. BOD received a complaint about “new construction” of a large deck / pergola at subject property
- b. BOD investigated and found that part of deck / pergola is visible from the street
- c. BOD contacted homeowner who says the construction is repairing / replacing previously existing elements
- d. No further action is required

**L. 5424 Flint Tavern Place**

- a. Homeowner notified BOD of severely damaged sidewalk in front of 5423 and 5425 Flint Tavern Place
- b. Kevin contacted Fairfax County, who informed him that VDOT maintains the sidewalks in our community
- c. Kevin opened a ticket with VDOT to assess and repair
- d. Homeowner was notified of BOD actions

**M. 5634 Fort Corloran Drive**

- a. Owner submitted request to cut down “all the trees in my front and back yard”
- b. Kevin looked at property; this would be two large mature trees in front yard and 8-10 large mature trees in the rear yard.
- c. Board does not have authority to say trees cannot be removed, but we will require that the stumps be ground to maintain the appearance of the property.

**N. 9107 Blue Jug Landing**

- a. Submitted an ARC request for a new rear yard Ranch Style shed
- b. Approved, 3 yes and 1 abstain.

**O. 5589 Marshall House Court**

- a. Submitted a new (second) request for modification to non-approved, non-compliant fence
- b. New design is fully compliant; unanimously approved.

**P. 5423 Mount Lookout Court**

- a. Submitted ARC request to modify rear fence to achieve 42” for resale
- b. Amended request removes pickets, trims BOTTOM of pickets, and replaces
- c. Already approved (Open Forum discussion)

**Q. 5410 Mount Greenwich Court**

- a. Submitted an ARC request for a new shed “beside the house”
- b. BOD requested a plat / sketch of the proposed location
- c. Homeowner responded with a plat showing shed is adjoining to the home on the right side of the garage.
- d. Also noted that there is a large hedge off the corner of the garage that will partially block view from the street
- e. Approved with 3 yeas and 1 abstain.

**R. 9083 Blue Jug Landing**

- a. Submitted ARC request for new roof with new color (cobblestone) and style (architectural) shingles
- b. Linda and Kevin expressed concerns about the color matching the light beige siding
- c. Unanimously approved

**S. 9005 Parliament Drive**

- a. Submitted an amended ARC request to replace windows with new white vinyl windows
- b. New request uses traditional 6 over 6 grids vs. Prairie style previously denied
- c. Trim will match existing trim.
- d. Unanimously approved

**T. 5602 Mount Burnside Way**

- a. Submitted an ARC request to replace EOL fence (from resale) with new fence
- b. Same style, compliant
- c. Request was electronically reviewed and approved

**U. 5611 Mount Burnside Way**

- a. Submitted an ARC request for a new roof in Black Architectural shingles
- b. Request was electronically reviewed and approved

**V. 5408 Mount Greenwich Court**

- a. Submitted an ARC request to replace an EOL split rail fence with a new picket fence
- b. Request was electronically reviewed and approved with normal fence caveats AND a clarification that due to being a corner lot, the fence must not be closer to either street than the house is located to said street.



**W. 9120 Lake Braddock Drive**

- a. Submitted an ARC request to install a new picket fence
- b. Request was electronically reviewed and approved with normal fence caveats

**X. 5425 Flint Tavern**

- a. Request for a PODs
- b. Kevin responded that one POD at a time is allowed for 2-3 weeks.

**Y. Trailer on Flint Tavern**

- a. A picture of an unusual trailer was shown to the Board.
- b. A homeowner told the Board that it had already been removed.

**Z. Resale Packets**

a. 9004 Grovers Theater Court	Delivered 9/16/2016	\$275	Due *
b. 5620 Fort Corloran Drive	Delivered 3/20/2017	\$325	Due
c. 9110 Parliament Drive	Delivered 4/10/2017	\$275	Due
d. 9018 Home Guard Drive	Delivered 4/2/2017	\$275	Due
e. 9085 Blue Jug Landing	Delivered 5/10/2017	\$275	Due
f. 5423 Mount Lookout Court	Delivered 5/10/2017	\$275	Due
g. 5614 Meridian Hill Place	Delivered 5/10/2017	\$275	Due
h. 9021 Home Guard Drive	Delivered 5/22/2017	\$50	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	July
10	August
14	September
12	October
09	November
07	December (2017 Annual Meeting of Members)

**X. ADJOURNMENT** – Meeting was adjourned at 8:27

**XII. SCHEDULED HEARINGS**

**A.** None.

**XI. EXECUTIVE SESSION**

**A.** None.

**SIGNAL HILL HOMES ASSOCIATION**  
**METREGISTER**  
**JUNE 2017**

**Action Items**

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**ANNUAL DUES NOTICE — 120079**

The first notices for 2017 were mailed out to the homeowners. Per discussion, Metropolis forwarded out the second notice. Per the May report, the Board would inform Metropolis of the next step. **Please advise which accounts the Board wishes to turn over to the attorney for collections.**

**We will let you know whom and when should be referred to collections.**

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**Information Items**

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**ACC REQUEST - 9083 BJJ — 282736**

Metropolis received a call from 9083 Blue Jug Landscaping regarding their ACC request for their roof. Mr. Martin informed Metropolis the Board was still reviewing the ACC request. Metropolis informed the owner of the same.

**Thank you.**

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**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 was forwarded to the Board. The Board has authorized a one-time charge of \$120 regarding outstanding reserve bank statements. Mr. Kerr has forwarded a request for the bank statements from CD 3836 and 3807. As Metropolis is not a signer on this account, we cannot provide them with this information. Metropolis has informed the auditor to simply complete the 2013 audit and continue on with 2014.

**BOD has requested the accounts from BOA on multiple occasions. It appears that they are CDs that matured and subsequently rolled forward into new CDs with new account numbers. BOA has been unsuccessful in providing us with statements for the “old” accounts. Have them proceed with the audits. Goal is to get us to current ASAP; at least the last couple of years should have no “missing” data and should be able to get a clean response / reco.**

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**QUESTION FOR SHHA REGARDING POD — 281944**

The new owners of 9021 Home Guard Drive stated they would like to have a POD to help them move in mid-summer. Mr. Martin stated that it was allowable for a few days, however he asked for a date when it was closer. We will forward any date we receive.

**Thank you. Kevin has already responded to this request under New Business**

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More Antosh Financial Questions

Meeting minutes

I provide the following responses to your answers, as you offered when they were read at the May 11, 2017 BOD meeting.

Question

- A. In 34 years as a resident of SHHA I have never seen what accounts SHHA had or the amounts in them. So I was shocked when SHHA BOD assumed I had. The Contingency fund is suppose to [sic] be a Savings Account only, not a Checking account. Read the 2012 Annual Minutes meeting, when the Contingency Fund was established. There is no mention of an operating/checking account. Can members of the Association also see any other accounts SHHA have as well as the Balance Sheet, which the Treasurer mentioned at the 2015 Annual Meeting?

**We have provided a full disclosure of accounts. It is under the purview and discretion of The Board, under advisement of the Treasurer, Management Company, and Counsel as to how many, and what types of accounts (operating and contingency) are used. We have heard your concern / suggestion, and will take it into consideration. These are all the accounts.**

- B. Since "liquid funds are the summation of the monies in the Operating account and the Reserve account." How do you come up with \$1001 in Liquid Funds? I assume the figure is as of 10/31/2016.

**This is a question for Metropolis. It's their term. The \$1001 figure comes from Metropolis. Ray has been given a spreadsheet of all SHHA finances.**

- C. This answer requires I provide some backup history. At the 2016 Annual Meeting I asked the Metropolis Representative why Metropolis provided budget numbers instead of actual numbers his response was "we provided the BOD what was asked for." The BOD received the budget in early Sept 2016. The stated in the Sept 2016 BOD meeting "Thank you for the draft budget. We will review it at the meeting." It was not reviewed at the Oct 2016 meeting. At the November 2016 meeting, the BOD brought nothing on the budget and cited me as getting "animated and agitated, and could not address his questions at the time." I then emailed the BOD requesting the actual figures for 2014 and 2015. The BOD only provided 2015 actuals at the 2016 Annual meeting as a handout.

**Again, we have provided the information that was requested, both to you, and to the membership. No one at the recent annual meeting shared your concerns.**

- D. Has SHHA ever used money from the Contingency fund to pay for any of the activities in Para III (H) 2016 Annual Meeting minutes? You neglected to explain what are Replacement Reserves and what accounts they are in?

**No. we have not drawn from CDs or Savings to pay for expenses. All expenses have been paid from either Metropolis' Operating account, or the BOD's Operating account. Both are checking accounts. "Replacement Reserves" is a term Metropolis uses to describe transfer of monies from Operating accounts (checking) to contingency accounts (Savings or CDs). Again, this transfer is under the purview of the Board. Ray stated that Dave said in the letter to the Association that SHHA has \$75,00 in the Contingency Fund. Kevin told Ray to re-look at the spreadsheet.**

- E. Have the quorum requirements increased? They should still be the same, who increased them? Since SHHA has a total of \$78,964 in the contingency fund (your figures and 2016 SHHA Finances Letter) and a total of \$26,848 leftover (your figures) 2017 Comparison sheet. SHHA should have approximately \$95,812 in the Contingency Fund. Please explain? SHHA will never achieve a contingency fund at 100% to 150% if the money is continually being spent. Move it to a Saving account, as stated when the Contingency Fund was set up at the 2012 Annual Meeting. If the money was spent from the Contingency Fund operating account, what was it spent on?

**You are well aware of the increased quorum requirements (above that required for annual meeting) to raise dues in Article 5, Sections 3-6. We are not spending money from the Contingency accounts. Any and all unspent amounts every year stay in an Operating account until / unless the Board directs metropolis to transfer monies to a contingency account, or we do it ourselves for the accounts that we control.**

- F. I trust my response to your answers will appear at the end of your answers. If you have any problems getting it formatted for publishing, I will be more than happy to assist you as I know your time is valuable.

**At this time, the Board feels that we have fully disclosed to you all aspects of our finances; you yourself have stated that you do not believe there have been any misuses of funds. We do not intend to continue debate over the allocation of funds with you. Unless you have specific concerns regarding expenditures of funds, we are considering these matters closed.**

**The Board members explained to Ray that all the money in all SHHA accounts belongs to SHHA and is merely managed by Metropolis**