

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
August 10th, 2017 - 7:30 pm

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

I. CALL TO ORDER Kevin called the meeting to order at 7:31.

II. APPROVAL OF MINUTES

Minutes for the May and June 2017 meeting have been reviewed and posted. There was no July meeting due to lack of quorum.

III. OPEN FORUM FOR HOMEOWNERS – H. Fleming, Thao Nguyen, Mike Davis, Ray Antosh

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 thanked Kevin for providing the 20123 audits and then had several comments.
- a.** The March and April minutes listed Dave Masterman as giving the Treasurer's report but he was absent at both meetings. Kevin will correct those minutes.
 - b.** Ed is still listed on the website as Treasurer. Kevin will correct that.
 - c.** Ray still believes that the minutes show that SHHA paid twice for the 2010 and 2011 audits. Linda and Kevin both said that this point had already been addressed in previous meetings. It was a question of timing that made it appear that SHHA had paid twice for these audits.
 - d.** Ray questioned a statement from the 2012 audit about lack of prior account (starting) balances. Kevin explained that this was caused by poor record turnover by the previous HOA Manager to the new HOA Manager, Metropolis. This is the fiduciary duty of the manager, not the Board's. Furthermore, attempts to get the information from the bank were not successful, as the bank only makes 24 months of records available.
 - e.** Ray questioned the lack of Reserve Study statement in the audit. Kevin explained that Reserve Study is for capital assets. SHHA doesn't have significant capital assets, so a study had not been done. In order to satisfy this for future audits, Metropolis will provide a company to do a Reserve study.

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 was \$140.00
- b. Annual dues were due from all homeowners on February 1st
- c. ~20 homeowners have not yet paid their 2017 dues (in full or in part)
- d. "Final Notice" was sent on July 10th stating that account will be sent to collections and incur fees if not paid by August 1st.
- e. Kevin e-mailed all homeowners with balance due for which we have e-mail on file, warning of impending collection and advising them to contact Metropolis. A handful of these homeowners responded and said they would make payment arrangements with Metropolis.
- f. Kevin motioned to have metropolis send outstanding balances > \$100 to Chadwick for collection as of 9/1/2017. This motion was seconded and unanimously approved.

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 will change Ed to Kent on the website.

F. BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh – No meeting in August.

G. Yahoo Group - Pete Seigman

VII. OLD BUSINESS

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

- a.** 9091 Blue Jug Landing - Still has for sale sign up but no contact with SHHA
 - 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.

B. Audits

- a.** 2012 Audit is complete, and available for homeowners to request / review. A few homeowners requested copies and they were sent to them.
- b.** 2013 DRAFT Audit findings have been received for review
 - i. Contains suggested re-categorizations of expense ledger for consistency. This did not mean any change in monetary value.
 - ii. Metropolis review says noting out of the ordinary regarding the proposed recategorizations
- c.** Metropolis has sent the auditor a letter of engagement to begin the 2014 - 2016 audits once 2013 is completed. Kevin told them to start as soon as possible.

C. Stream restoration project

- a.** Project is being bid out by the County. No Estimated Start yet. Some plant rescuers had harvested some native plants from the area of the restoration.

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. 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 reco
- c.** TOM advised that they met with the homeowner, and the trees in question are NOT on the common area

F. 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.** Homeowner responded to e-mail on file, and stated that they have hired a lawn maintenance service. No further info was provided.
- c.** BOD asked neighbors to keep us apprised of frequency and quality of lawn service
- d.** Neighbors e-mailed again that they had to mow because services were not being performed
- e.** BOD e-mailed owner again, but no further response.
- f.** Kevin will ask our Counsel if we can make arrangements for the property to be taken care of and get the homeowners to pay for it eventually.

G. 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
- e. Sidewalk was repaired by VDOT
- f. Homeowner thanked the Board.

H. Common area backing to Mount Lookout Court

- a. In June, homeowners complained that the area is not being maintained
- b. Believed to belong to neighboring HOA
- c. Linda Wirth e-mailed John Dupuy (last known Woodhurst HOA president)
- d. Received a response from Beth Felson (new HOA President) that she would investigate and resolve
- e. Linda will contact Beth again.

I. 5411 Point Longstreet Way

- a. Board investigated shutters / door in a pink shade
- b. No ARC Request was submitted; paint appears to be recent
- c. BOD sent a First Notice
- d. Homeowner responded that they had not painted recently
- e. SHHA thanked the homeowner for the information

VIII. NEW BUSINESS

A. The Outdoor Man

- a.** Submitted an invoice for \$450 for removal of dead tree in common area behind 5614 Meridian Hill Place
- b.** Submitted an invoice for \$1450 for June mowing services and arborist consults
- c.** Submitted an invoice for \$850 for removal of dead tree behind 5607 General Banks Court
- d.** Submitted an invoice for \$1400 for July mowing services and arborist consults
- e.** All invoices were forwarded to Metropolis for payment

B. SHHA Power outages

- a.** Linda proposed we discuss and see if a complaint is warranted to John Cook and / or Dominion due to the frequent power outages of late
- b.** Mike Davis said that he had contacted Dominion but they said they could not do anything. Linda suggested asking John Cook or our VA reps in Richmond to look into this.
- c.** Linda will follow up with John Cook or Representative

C. Solar Collection

- a.** Homeowner contacted SHHA to ask if solar collection (energy and hot water) would be considered within the community
- b.** Responded that we would add a discussion of this topic to the agenda
- c.** Per recent VA law, we will need to write a Policy Resolution defining guidelines and restrictions we enact (if any), which must be included in the Resale Documents
- d.** Kevin asked Chadwick if they have a template / suggested wording
- e.** Kent knows someone who might help us with this. HOA's are supposed to have wording in their documents covering this situation. Our Declarations don't prohibit solar panels. The Board needs to further investigate this issue.

D. 9010 Home Guard Drive

- a. Sections of privacy fence constructed without approval in April 2016
- b. Multiple letters sent and a hearing conducted
- c. Homeowners son agreed at hearing to work with homeowner to resolve
- d. Chadwick sent a final demand letter in June 2016 requiring removal by July 14th
- e. No change to situation
- f. The Board unanimously voted to authorize Chadwick to pursue legal actions to make the homeowner comply.

E. 5606 Meridian Hill Place

- a. Homeowner alerted us of a large, dead Ash tree in the common area
- b. Requested TOM investigate and advise
- c. Quote was for \$1500 to take off the “top” of the tree above a “tree fort” that is in place
- d. E-mailed the homeowner as to the status / ownership of the tree fort, as it should not exist in the common area, before proceeding.
- e. The Board unanimously voted to get a new quote that included taking down the tree and the tree house and hauling the debris from the tree house away.

F. 5617 Meridian Hill

- a. Homeowner submitted a photo of and request to have removed a large dead tree on the common area
- b. Asked TOM to investigate and provide a quote

G. 5631 Fort Corloran

- a. Submitted an ARC request for a new front door and sidelights in mahogany stain
- b. BOD acknowledged and requested a sample of the Mahogany Stain color
- c. Photo was received (e-mail)
- d. Unanimously approved by the Board

H. 5615 Meridian Hill Place

- a. Submitted an “e-mail request” to build a pergola
- b. ARC form was a very small photo, and could not be enlarged enough to be readable for review
- c. Homeowner was notified that the request is denied until a readable form is submitted.
- d. Homeowner was at the meeting and provided written and pictorial evidence for the project which had also been mailed to SHHA’s mailbox and was provided by Linda.
- e. After reviewing the material, the request was unanimously approved.

I. 5606 General Banks Court

- a. Submitted an ARC request to install a screened porch with roof over existing deck
- b. Need more info on materials and finishes?

J. 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 PAID
d. 9018 Home Guard Drive	Delivered 4/2/2017	\$275 PAID
e. 9085 Blue Jug Landing	Delivered 5/10/2017	\$275 Due
f. 5423 Mount Lookout Court	Delivered 5/10/2017	\$275 PAID
g. 5614 Meridian Hill Place	Delivered 5/10/2017	\$275 PAID
h. 9021 Home Guard Drive	Delivered 5/22/2017	\$50 PAID
i. 9113 Home Guard Drive	Delivered 7/15/2017	\$275 PAID

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

** Account is with Chadwick for collections

Linda provided confirmation of payment for 9018 Home Guard, 5614 Meridian Hill Place, 9021 Home Guard, and 9113 Home Guard. Kevin marked those properties PAID.

K. 5615 Mount Burnside

- a. Thao Nguyen said that the curb was broken in front of her house. \
- b. Kevin will contact VDOT about this as VDOT is responsible for this area.

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:

- 14 September
- 12 October
- 09 November – Kent pointed out that this is the day before the VA Holiday.
- 07 December (2017 Annual Meeting of Members)

X. ADJOURNMENT – Meeting was adjourned at 8:13.

XII. SCHEDULED HEARINGS

A. None.

XI. EXECUTIVE SESSION

A. None.

SIGNAL HILL HOMES ASSOCIATION
METREGISTER
AUGUST 2017

Action Items

2017 ANNUAL MEETING — 118386

The Annual Meeting is scheduled for December - does the Board wish to include any other material in the annual meeting call for candidate notice?

We will discuss and let you know. The Board needs to draft a budget before the next meeting. A letter and proxy statement also needs to be made ready to send with the budget.

ANNUAL DUES NOTICE — 120079

The third and final notices for 2017 were mailed out to the homeowners. Metropolis provided a due date of August 1st - after that, accounts will be turned over to the attorney. **Please advise which accounts the Board wishes to turn over for collections.**

We will discuss and respond, based on the (just received) DQ report.

DRAFT 2018 BUDGET — 121901

After reviewing the financials, does the Board wish for an increase in 2018?

We will discuss and let you know. Right now, the answer is probably no.

HOA REQUEST - 5423 MOUNT LOOKOUT COURT — 283463

Metropolis received a request for HOA information for 5423 Mount Lookout Court. This was forwarded to the Board. **Please let us know if there are any questions.**

Information that was requested was provided.

ACCOUNT CONCERN – Redacted

AUDIT — 143024

The 2013 audit by turner and Leins was completed and a DRAFT forwarded to the Board. Frank Hajek and Associations provided a proposal for 2014 - 2016, and the Board approved the same. The signed engagement letters have been signed. Metropolis will work with the new firm to have the audits completed as swiftly as possible.

Thank you.

RESALE REQUEST - 5614 MERIDAN — 283293

Metropolis forwarded the resale request for 5614 Meridan Hill Place to the Board.

Information that was requested was provided.
