

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
September 21st, 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 7:30

II. **APPROVAL OF MINUTES**

Minutes for the August 2017 meeting have been reviewed and posted.

III. **OPEN FORUM FOR HOMEOWNERS** - Attending homeowners were: Harija Privitera, Brandon Eaton, Brian & Sandy Leppert, Bill Karabelas, and Ray Antosh

A. Ray Antosh presented the following request to the Board:

"The Board of Directors is assuming I believe something that is not true. I have never said that the 2010 and 2011 audits were paid for twice. At the August meeting I asked for the documentation that made up the entry under 'Audits, Taxes, , Fees for \$3675'. I can't find where it was paid for the first time. The BOD has not retained any audits, so how is anyone in the Association or BOD supposed to make any assumptions as to payment. In the March 2015 minutes the BOD said 'the Audits being currently done will conclusively answer Ray's question'. Doesn't the BOD want this question answered? If the BOD knows the answer to the question, then state it for record in the minutes."

Kevin replied that the question would be sent to Metropolis for an answer.

B. Brian Lippert, a new homeowner, asked for help with bringing his fence into compliance as he accepted doing this as part of his purchase of his house. Currently his split rail fence is 48" high with wire fencing and a metal frame. He believes that part of the fence may belong to a neighbor.

Kevin said that the documentation of the sale should have a survey which will show to which property the fence belongs. The homeowner is only responsible for the part of the fence on their property.

Kevin summed up the problems he found with the fence in his inspection; gates are solid without spacing and split rail is 48" high at top rail. Kevin then explained Policy Resolution # 4 which details how fences are brought into compliance at end-of-life or resale.

Mr. Leppert listed all the issues he is working on as a new homeowner and asked for an extended time frame for fixing the fence. Since Mr. Leppert is cooperating with the BOD and cold weather winter will probably be here before he can solve his other problems, the

Board unanimously agreed to give Mr. Leppert until May 1, 2018 to bring his fence into compliance. The Board stressed that an ARC will need to be submitted and approved before any modifications are made to the fence.

- C. Harjo Privateers explained that her rear neighbor – who purchased a home with a non-compliant fence – is planning on removing it rather than replacing it. Part of that fence completes the enclosure of her rear yard. After a discussion, the Board agreed that if she would – in writing – accept ownership / responsibility for the shared fence sections, and her neighbor would agree to same in writing, we would give her until May 1st 2018 to arrange for and complete replacement of the fence in a style that matches the remainder of her (compliant) fence.

IV. PROPERTY MANAGEMENT REPORT

- A. Metropolis report at end of Minutes.

V. TREASURER'S REPORT – Kevin Martin

- A. Dues status
 - a. 2017 Annual Assessment is \$140.00
 - b. Annual dues were due from all homeowners on February 1st
 - c. ~10 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. Remaining accounts with balances >\$100 have been sent to Chadwick for collections

VI. COMMITTEE REPORTS

- A. **ACC** – Jack Hanly, Todd Karr, Kim Pedersen – no report
- B. **WELCOMING** – Ashley Brid – no report
- C. **NEIGHBORHOOD WATCH** – *vacant*
- D. **GROUND**S – *vacant*
- E. **WEBMASTER** – Kevin Martin updated prior minutes to reflect that David Masterman was not present, per Ray Antosh request.
- F. **BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh – No meeting
- G. **Yahoo Group** - Pete Seigman

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. A 34-page document containing detailed photos of all violating conditions on the property and provided to the new owner at their foreclosure closing.
- iv. Attorneys included on foreclosure correspondence, resale documents, and dues statements provided to title company
- v. Significant work is being done on the property, but no ARC requests have been submitted.
- vi. New Resale Documents were ordered and provided in September; all existing violations and unpaid assessments that Kevin found when he reinspected were included.

B. 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.
- f. This issue was included in delivered Resale Documents for the property

C. Audits

- a. 2012 Audit is complete, and available for homeowners to request / review.
- b. 2013 DRAFT Audit findings have been received for review
 - i. Contains suggested re-categorizations of expense ledger for consistency
 - 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
- d. Currently we are waiting for a final version from the Auditor.

D. Stream restoration project

- a. Project is being bid out by the County. No Estimated Start yet.

E. SHHA Power outages

- a. Linda to check with John Cook and / or Dominion regarding the frequent power outages of late in Signal Hill. Linda will also check with our elected state officials. Goal is to see if common issue can be identified, and if anything can be done to improve the situation with respect to outage frequency.

F. Solar Collection

- a. 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.
- b. This is a work in progress.

VIII. NEW BUSINESS

A. David Masterman Resignation

- a. David formally resigned via e-mail on August 30th
- b. David's term ends December 2018
- c. Per SHHA By-Laws, Article V, Section 3 (emphasis added):

Section 3. Removal - Any directors may be removed from the Board, with or without cause by a majority vote of the members of the Association. *In the event of death, resignation, or removal of a director, his or her successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of his predecessor.*
- d. Kevin made a motion to appoint Ed Rahme to the Board to fill David's remaining term.
- e. After discussion, this was unanimously approved. Welcome back Ed!

B. Reserve Study

- a. Requested Metropolis get quotes to have a Reserve Study performed as the Auditor said this is required to be done on a 5-year basis.
- b. Received 1 quote from Reserve Advisors for \$1950.
- c. Kevin will request Metro to ask for more bids, so we can make an educated decision based on multiple bids.

C. Budget

- a. DRAFT 2018 Budget prepared by Metropolis
- b. October meeting is the target for finalizing the 2018 Budget and all annual communications with homeowners.

D. The Outdoor Man

- a. Submitted an invoice for \$1260 for August services.
- b. Submitted an invoice for \$3996 for September along with seasonal clean-up, flowers, and mulching.
- c. Invoices were sent to Metropolis for payment.

E. 9186 Lake Braddock Drive

- a.** Contacted the board with a concern – lack of litter pick-up and median maintenance for roads surrounding the community
- b.** Homeowner believes this lowers desirability and values of homes
- c.** Homeowner requested that the Board contact Supervisor Cook's office and see what can be done. They have also contacted Supervisor Cook.
- d.** Linda will contact John Cook's office.

F. 5631 Mount Burnside Way

- a.** Reported a few dead trees in common area, in danger of falling on their shed or house
- b.** Requested TOM investigate and advise
- c.** There were 2 smaller trees tied to a large tree and TOM had them all taken down.

G. 5613 Herberts Crossing

- a.** Reported a few dead trees in common area, in danger of falling on their property
- b.** Requested TOM to investigate and advise

H. 9104 Blue Jug Landing

- a.** Received a complaint regarding a "basketball court" installed in the rear yard
- b.** No ARC request was submitted for a basketball court
- c.** Kevin will investigate

I. Ray Antosh

- a.** Requested information about expenses from 2012 audit report
- b.** Request submitted to Metropolis to gather response

J. 5423 Mount Lookout Court

- a.** Submitted an ARC request to install a child's play / swing set in their rear yard
- b.** Reviewed and approved electronically.

K. 8925 Bald Hill Place

- a.** Submitted a request to install a section of fence in side yard dividing from neighboring property. Bushes and landscaping will be planted along the fence line
- b.** Board requested more details on the fence style, dimensions, and materials
- c.** Kevin inspected and asked for more details.
- d.** Action deferred until more details provided.

L. 9014 Parliament drive

- a.** Submitted an ARC request for a new patio, retaining walls, and French drain
- b.** Board requested more information on materials, finishes, and path / discharge for drain
- c.** Kent inspected the property and provided the Board with all necessary details including the fact that the drain would direct water to a culvert.
- d.** Based on Kent's report the Board unanimously approved this request.

M. 5626 Mount Burnside Way

- a.** Submitted an ARC request for new vinyl siding
- b.** Board requested more info (current and new siding color)
- c.** Mr. Karabelas attended the meeting a showed the Board a sample of the new siding.
- d.** The Board unanimously approved this request.

N. 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. 9085 Blue Jug Landing	Delivered 5/10/2017	\$275 Due
d. 9004 Home Guard Drive	Delivered 9/17/2017	\$325 Due
e. 5407 Flint Tavern Place	Delivered	\$275 Due
f. 5631 Herberts Crossing	Delivered	\$275 Due
g. 9091 Blue Jug Landing	Delivered	\$275 Due
h. 9017 Lake Braddock Drive	Requested	

* 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:

12	October
09	November
07	December (2017 Annual Meeting of Members)

X. ADJOURNMENT – Meeting was adjourned at 8:15.

XII. SCHEDULED HEARINGS

A. None.

XI. EXECUTIVE SESSION

A. None.

SIGNAL HILL HOMES ASSOCIATION
METREGISTER
SEPTEMBER 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?

Material and budget review are in work and Kevin will give it to them in October.

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. **Has the Board has the time to review the delinquency report and advise which accounts should be turned over for collections?**

We have advised you by e-mail that all accounts with a balance > \$100 should be sent to collections. This was voted on at the last meeting.

DRAFT 2018 BUDGET — 121901

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

Budget review is in work.

RESALE REQUEST — 285667

Metropolis forward the resale request for 9085 Blue Jug Landing to the Board. **Has the Board responded to the title company?**

Documentation was provided.

RESALE REQUEST — 285670

Metropolis forwarded the PUD form for 5631 Herberts Crossing Drive to the Board as a rush request from the title company. **Does the Board require any information to complete the form?**

Documentation was provided.

RESALE REQUEST — 285706

Metropolis forwarded the information request for 9004 Home Guard Drive to the Board. **Does the Board need any information to complete the request?**

Documentation was provided.

Information Items

AUDIT (2014 - 2016) — 143024

The 2013 audit by Turner and Leins was completed and 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 provided the requested information to the auditor on August 16.

Has there been any follow-up / response to the proposed recategorizations of expenses for the 2013 audit?

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

Thank you.
