

SHHA BOARD OF DIRECTOR'S MEETING

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

Kevin Martin	-	President	Kent Ford	-	At-Large
Linda Wirth	-	Secretary	Ed Rahme	-	Treasurer (acting)
Ray Antosh	-	BDR			

I. CALL TO ORDER – Meeting was called to order at 7:34

II. APPROVAL OF MINUTES

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

II. OPEN FORUM FOR HOMEOWNERS Ray Antosh, Carol Cannova, Barbara and Henry Fleming

- A. Carol Cannova commented that she would no longer be taking baked goods to new homeowners after an unpleasant exchange with a new homeowner who implied that the board could get sued if they got "food poisoning".

III. PROPERTY MANAGEMENT REPORT

A. Metropolis report at end of Minutes

IV. TREASURER'S REPORT – Ed Rahme will take over duties as Treasurer and fulfill the end of David Matterson's term which ends in 2018.

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) These accounts have been sent for collection
- d. Remaining accounts with balances >\$100 have been sent to Chadwick for collections. Legal fees for this process are added to their debt.

V. COMMITTEE REPORTS

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

B. WELCOMING – Ashley Brid, Carol Cannover hasn't heard anything from Metropolis about new homeowners. The last one she visited rejected her baked goods.

C. NEIGHBORHOOD WATCH – *vacant*

D. GROUNDS – *vacant*

E. WEBMASTER – Kevin Martin – no news

F. BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh – Topic of last meeting was Emergency Notification System

G. Yahoo Group - Pete Seigman - absent

VI. 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. New Resale Documents were ordered and provided; all existing violations and unpaid assessments were included.

b. 9089 and 9091 Blue Jug Landing

- i. Shared asphalt driveway is reaching end of life. Grass growing through many cracks.
- ii. Per Article VII, Section 3 b, replacement is the joint responsibility of the owners who access their properties via that driveway.
- iii. Homeowners at 9089 Blue Jug are willing to work with the other homeowner to make the repair.
- iv. 9091 Blue Jug was recently sold as a foreclosure. The driveway was documented in provided resale documents.
- v. 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.
- vi. This issue was included in delivered Resale Documents for the property at 9091

B. Audits

- a.** 2013 DRAFT Audit findings have been received for Board review
- b.** Contains suggested re-categorizations of expense ledger for consistency
- c.** Metropolis review says nothing is out of the ordinary regarding the proposed recategorizations
- d.** Metropolis has sent the auditor a letter of engagement to begin the 2014-2016 audits once 2013 is completed

C. SHHA Power outages

- a.** Linda to check with John Cook and / or Dominion regarding the frequent power outages of late in Signal Hill
- b.** Linda realized she doesn't have the dates of the last two power outages so has decided not to pursue this.
- c.** Linda introduced a letter from Greg Simmons. It is a copy of a letter he sent to John Cook stating that the Dominion has never fixed the damage to his property. Ed took the letter and will contact Mr. Simmons and suggest he ask Eileen Filler-Corn, our representative in the Virginia House of Delegates for help with this matter.

D. 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.** The Board needs to decide how, if at all, we would like to regulate this matter.
- c.** Linda will contact Supervisor Cook's office for advice on this topic.

E. 9186 Lake Braddock Drive

- a.** Contacted the board with a concern – lack of trash pick-up and median maintenance for roads surrounding the community
- b.** Homeowner believes this lowers desirability and values of homes
- c.** Requested Board contact Supervisor Cook's office and see what can be done
- d.** Linda agreed that she would speak to Supervisor 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.** Trees were confirmed and removed.

G. 5613 Herberts Crossing

- a.** Reported a few dead trees in common area, in danger of falling on their property
- b.** Requested TOM investigate and advise
- c.** TOM advised that there are a total of 13 dead trees in the common area behind 5613 and 5614 Herberts Crossing.
- d.** Proposal to cut and remove all for \$7900 was reviewed and approved by the Board
- e.** This project was being worked on today.

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 contact the homeowners and ask about inspecting the backyard.

I. Ray Antosh

- a.** Requested information about expenses from 2012 audit report
- b.** Request submitted to Metropolis to gather response
- c.** Received:
 - Turner, Leins: \$3,602
 - VA CSC (Charter): \$73
- d.** Requested more detail

J. Reserve Study

- a.** Requested Metropolis get quotes to have a Reserve Study performed
- b.** Received 1 quote from Reserve Advisors for \$1950
- c.** Board requested that Metropolis seek additional quotes

K. Shared Fence 5256 Signal Hill Drive and 9005 Fort Craig Drive

- a.** At the September meeting, at the request of the homeowner at 9005 Fort Craig Drive, the Board agreed that if:

"Both homeowners will submit to the Board in writing an agreement that the owners at 9005 Fort Craig Drive accept responsibility for the shared section of fence behind their property, AND the owners of 5256 Signal Hill Drive will give permission for access and removal / replacement of the shared fence by the owners of 9005 Fort Craig Drive", the *shared* section of fence may remain in place up to May 1st 2018 in order to allow the homeowners at 9005 Fort Craig drive to arrange for replacement with a compliant fence matching their existing (compliant fence).

- b.** We have heard nothing further from either homeowner.

L. 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.** Kevin visited the property and took measurements. The proposed 11' x 17' dimensions do not bring the fence past the front of the house on the property. They enclose an additional ~200 square feet of property beside the house.
- e.** With additional information, the request was electronically reviewed and approved.

VII. NEW BUSINESS

A. Annual Meeting Announcement and 2018 Budget

- a. Both were prepared and submitted to the Board members for review
- b. Need to finalize both and send to Metropolis for printing and mailing prior to November 1st.

B. The Outdoor Man Bonus

- a. Do we want to provide a bonus for exceptional service in 2017?
- b. The Board unanimously approved a \$200.00 bonus

C. Stream restoration project

- a. Angler Environmental won the County bid for the project. They are in the process of awarding the contract to Angler and hopefully by the end of this month will have a start date for construction.
- b. Angler will be in the community for CCTV inspection of all the sewer lines and manholes that are within the construction area.
- c. Construction will be starting soon.
- d. "Pardon Our Dust" meeting setup for next Wednesday (10/18) at 7 PM at Lake Braddock High School
- e. Ed will attend
- f. Pete will be asked to put an announcement about this meeting on Yahoo Group and Kevin will post it on the website.

D. 9112 Parliament drive

- a. Replaced EOL fence with new split rail fence
- b. Received violation notice that fence gates are not 50% open design
- c. Kevin visited the property, and confirmed that the 3-rail split rail fence IS compliant (42” to top rail), but the gates are not 50% open
- d. Homeowner requested consideration of delayed enforcement on the gates
- e. BOD has required other homeowners to resolve similar designs / issues
- f. The Board unanimously agreed to treat this matter as we have previous similar fence issues and require that the gates be fixed.

E. 9114 Home Guard Drive

- a. Submitted a request to replace an existing flagstone and gravel walkway from the driveway to the front stairs with a concrete and flagstone walkway.
- b. Walkway is not visible from the street due to grading and landscaping
- c. Existing flagstone color and style are appropriate for the community
- d. The Board unanimously approved.

F. 8933 Bald Hill Place

- a. Submitted an ARC request to replace their roof
- b. Will use standard 3-tab shingles in “Brownwood” color (almost the same color as current shingles)
- c. The Board unanimously approved

G. 5614 Meridian Hill

- a. Submitted an ARC request for a new front walkway and retaining walls
- b. The Board unanimously approved.

H. 9113 Parliament Drive

- a. Submitted an ARC request to replace garage doors with new white garage doors in the existing style.
- b. Request was electronically reviewed and approved.

I. 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	8/28/2017	\$275	Due
f. 9091 Blue Jug Landing	Delivered	9/20/2017	\$275	Due

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

** Account is with Chadwick for collections

VIII. 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 November
07 December (2017 Annual Meeting of Members)

IX. ADJOURNMENT – The meeting was adjourned at 8:04

X. EXECUTIVE SESSION

A. None.

XI. SCHEDULED HEARINGS

A. 5620 Fort Corloran Drive

- a. Rear yard fence is not compliant with covenants for height and openness
- b. Documented in resale documents

B. 5621 Point Roundtop Court –Brendan McBride

- a. Rear yard fence is not compliant with covenants for height and openness
- b. Constructed by “new” homeowners after purchase, and without an ARC request

C. 5256 Signal Hill Drive

- a. Rear yard fence is not compliant with covenants for height and openness
- b. Documented in resale documents

D. 5613 Fort Corloran Drive

- a. Rear yard fence is not compliant with covenants for height and openness
- b. Documented in resale documents

E. 9018 Fort Craig Drive

- a. Siding on chimney is deteriorating
- b. Documented once in April 2011; repairs were made in October 2012 with wood filler and paint
- c. These repairs are failing, and the chimney wood needs to be replaced

SIGNAL HILL HOMES ASSOCIATION
METREGISTER
OCTOBER 2017

Action Items

ACC REQUEST -9105 HGD — 286359

Metropolis forwarded the ACC request from 9105 Home Guard Drive about a deck replacement to the Board. **Has the Board had the time to review the request?**

Request received and on agenda for October.

BONUS — 145196

Does the Board wish to give a bonus to the Outdoor Man for his services?

Will discuss at October meeting.

DRAFT 2018 BUDGET — 121901

Metropolis provided the draft budget to the Board of Directors for review. **Does the Board have any additional questions?**

Will finalize budget and annual letter for mailing by 1 November.

LANDSCAPING CONTRACT — 137948

Does the Board wish to retain the Outdoor Man for 2018?

We have not seen a contract renewal proposal yet. Frank confirmed that the contract will expire on December 31. He will send the Board a new contract

Information Items

2017 ANNUAL MEETING — 118386

2017 Annual Meeting preparations are underway. The Board is currently reviewing the documents and the draft budget. Upon receipt, Metropolis will mail out the information to all homeowners.

ANNUAL DUES NOTICE — 120079

the third and final notices for 2017 were mailed out to the homeowners. Metropolis has turned over all accounts which owed over \$100 to the attorney for collections. Per the Board's instructions these accounts have been turned over to the lawyer for collection.

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 and is awaiting an update.
