

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
November 9th, 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 October 2017 meeting have been reviewed and posted.

III. OPEN FORUM FOR HOMEOWNERS – Ray Antosh and Jim “Mike” Davis had questions.

1. Ray Antosh submitted a written statement with various questions concerning the 2018 meeting, the budget, the 2016 contingency, and refund for legal fees. He also requested the nine months actuals from the 2017 budget. The questions that were not answered at the meeting will be turned over the Treasurer.
2. Jim Davis asked if an ARC is needed for a fire pit. The Board said that if the fire pit is portable and not part of a hardscape it doesn't need an ARC. He asked how to run for the 2018 vacancy on the Board and Kevin explained the procedure.

IV. PROPERTY MANAGEMENT REPORT

A. Metropolis report at end of Minutes.

V. TREASURER'S REPORT – Ed Rahme

A. Dues status

- a. 2017 Annual Assessment was \$140.00
- b. Annual dues were due from all homeowners on February 1st
- c. Accounts with balances >\$100 have been sent to Chadwick for collections

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 – Noting to report

F. BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh - The meeting discussed Airbnb in Fairfax County. The County is trying to come up with a proposal for allowing/regulating Airbnbs. The discussion included finances and proposed renting limitations of 90 days. Homeowners would have to sign up with the County and pay lodging taxes.

G. Yahoo Group - Pete Seigman - Pete reported on a meeting on the stream remediation that has started in Signal Hill. He handed out a sheet with a map and information about the project. Pete will continue to moderate the Yahoo Group after leaving the Board.

VII. OLD BUSINESS

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

a. 9091 Blue Jug Landing

i. Property was sold to a new owner in October

ii. SHHA received a check from closing for all unpaid dues, resale package fees, and legal fees

iii. All prior violations were resolved except for:

1. Split Rail Fence – modified for over-height by chopping off the top of posts and unevenly spacing rails

2. Driveway / shared driveway are end-of-life

a. New homeowners intend to resolve this after they are done with heavy moving trucks – Driveway has been paved.

b. Ray Antosh indicated that this may have been done since last inspection.

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. New homeowners of 9091 Blue Jug have indicated willingness to resolve after they are done with their heavy moving trucks.
- v. Ray Antosh indicated that this may have been done since last inspection.

B. Audits

- a. 2012 and 2013 audits have been completed and are available for review upon request.
- b. Metropolis has sent the auditor a letter of engagement to begin the 2014-2016 audits

C. SHHA Power outages

- a. Pete contacted Dominion and they checked on the area at Old Burke Lake Road and reported no problems with trees. Linda will take pictures that refute this assertion. Jim Davis suggested contacting the shopping center business owners that were affected by the power outage and have them aid SHHA's attempts to stop this problem.
- b. Kent Tatum from Dominion sent an email to Kevin about a planned power outage on Tuesday, Nov. 13 from 9-3, rain date Nov. 16

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. Kent did some research; a Maryland, DC, and Virginia solar energy association posted information with appropriate restrictions for an HOA.
- c. Jim Davis mentioned that hot water solar heaters are obtrusive but direct solar conversion panels are not. But they must be placed to face the sun.

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. Requested Board contact Supervisor cook's office and see what can be done
- c. Kent contacted Supervisor Cook's office and found out that the medians and sidewalks are under VDOT jurisdiction.

F. 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. Need to investigate. Kent will try and get some pictures
- d. The Board discussed this matter and determined that the homeowner should be issued a violation letter for installing the court without an ARC request, as the basketball court is a hardscape addition to the property. Since the homeowner's complaint concerns basketball players jumping of the fence to retrieve balls, perhaps they could also ask the other homeowner to move the basket.

G. Ray Antosh

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

Douglas Corey: \$1800 – 2010 Audit
Turner, Leins: \$1850 – 2012 Audit (just completed)
VA CSC (Charter): \$25

- d. From the auditor:

“Since we show the financials on an accrual basis, that figure also includes the \$1,850 paid to Turner, Leins & Gold. Even though the \$1,850 was paid at a later date, 2012 was the time period in which the expense was actually “incurred”. I hope that clears things up.”

H. 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
- d. Received a second quote for \$1986 from Miller Dodson
- e. After examining both proposals the Board voted 3 in favor of the Miller Dodson bid with one abstention.

I. 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. Homeowners at 5256 Signal Hill have removed all but the shared portions of the non-compliant fence
- c. Homeowners at 9005 Fort Craig have indicated that they will replace the remaining non-compliant sections of fencing by May 1st, 2018.

VIII. NEW BUSINESS

Annual Meeting Announcement and 2018 Budget

- a. Finalized and sent to Metropolis the last week of October
- b. Instructed Metropolis to mail out no later than 11/6/2017
- c. Homeowners have reported receipt of the mailing

B. The Outdoor Man Contract

- a. Received a new contract from TOM for renewal of services
- b. BOD needs to review and comment
- c. Current contract expires 12/31/2017
- d. Will vote on contract at the annual meeting.

C. The Outdoor Man

- a. Submitted an invoice for \$650 for removal of a dead tree behind 5614 Meridian Hill Place
- b. Submitted an invoice for \$2500 for removal of 3 dead tree behind 5613 / 5615 Herberts Crossing
- c. Submitted an invoice for \$1150 for mowing and arborist consults
- d. All invoices were submitted to Metropolis for payment

D. Stream restoration project

- a. Angler has been in the community for CCTV inspection of all the sewer lines and manholes that are within the construction area.
- b. Stakes and white marking tape have begun going in place along the project boundaries
- c. Construction will be starting soon.
- d. Construction is expected to last 15-18 months in the common area
- e. Pete went to a meeting on this topic and brought back a handout that Kevin will scan and post. Pete suggested posting on NeXT Door. County agreed that the detour signs are confusing, and they will be updated. Work starts at 7 AM on M-F and Saturday hours are 9-5. Only the area across from the school will be used as an entrance for all equipment.

E. 5620 Fort Corloran Drive

- a. Submitted an ARC request for removal on non-compliant fence, and replacement with a new fence
- b. Includes 7' fence section along railroad tracks
- c. Includes 7' privacy fence (12' 8") along-side a patio adjoining the house
- d. Request was unanimously approved.

F. 5621 Point Roundtop Court

- a. Submitted an ARC request and contract from Long Fence to modify new, non-compliant fence to make compliant
- b. Request was unanimously approved

G. 5613 Fort Corloran

- a. Informed the Board that they wish to remove the non-compliant fence rather than modify or replace with a compliant fence
- b. Board asked that non-compliant fence be removed by 12/15/2017
- c. Homeowners agreed to that date.

H. Resale Packets

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|-------------------------------|-----------|-----------|-------|-------|
| a. 9004 Grovers Theater Court | Delivered | 9/16/2016 | \$275 | Due * |
| b. 9085 Blue Jug Landing | Delivered | 5/10/2017 | \$275 | Due |
| c. 9004 Home Guard Drive | Delivered | 9/17/2017 | \$325 | Due |
| d. 5407 Flint Tavern Place | Delivered | 8/28/2017 | \$275 | Due |
| e. 9091 Blue Jug Landing | Delivered | 9/20/2017 | \$275 | Due |
| f. 5639 Fort Corloran Drive | Requested | 11/6/2017 | | |

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

** Account is with Chadwick for collections

I. SHHA PO Box Renewal

- a. Linda presented a receipt in the amount of \$200 for a 1-year renewal of the SHHA PO Box
- b. She requested reimbursement
- c. Request was unanimously approved
- d. Kevin wrote a check for the reimbursement from the BOA account

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:

07 December (2017 Annual Meeting of Members)

Proposed 2018 dates:

January 11
February 8 or 22
March 8
April 12
May 10
June 14
July 12
August 9
September 13
October 11
November 8
December 6

X. ADJOURNMENT – Meeting adjourned at 8:24

XI. EXECUTIVE SESSION

A. None.

XII. SCHEDULED HEARINGS

None.

SIGNAL HILL HOMES ASSOCIATION
METREGISTER
NOVEMBER 2017

Action Items

ACC REQUEST — 286741

Metropolis spoke with the owner of 5634 Fort Corloran regarding a request to install a storm door. Metropolis forwarded a blank ACC form. **Has the Board received the form directly from the homeowner?**

We have not seen a request for this property.

ACC REQUEST -9105 HGD — 286359

Metropolis forwarded the ACC request from 9105 Home Guard Drive about a deck replacement to the Board. **What did the Board decide during the October meeting?**

We have not voted on this request yet.

BONUS - OUTDOOR MAN — 145196

What did the Board decide regarding a bonus for the Outdoor Man at the October meeting?

Per e-mail, we voted to provide a \$250 bonus to TOM.

LANDSCAPING CONTRACT — 137948

Has the Board received the landscaping proposal from the Outdoor Man?

Yes. We will vote on the extension of the contract at the annual meeting on 12/7.

Information Items

2017 ANNUAL MEETING — 118386

2017 Annual Meeting preparations are underway. Metropolis updated the budget per the Board's request, and mailed out the Annual Meeting documents to the Association. Metropolis will attend the Annual Meeting on December 7.

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. We have requested an update and will provide it to the Board upon receipt.

VIOLATION CONCERN — 287172

Metropolis received an anonymous complaint regarding a homeowner who has been keeping hardscaping (pavers, mulch, slate) materials in their driveway for over two years. Metropolis requested an address, but the homeowner did not wish to provide it at this time.
