

SIGNAL HILL HOMES ASSOCIATION

2017 Annual Meeting of Members

Braddock District Meeting Hall
December 7th, 2017
7:30 pm

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

Agenda:

- I. Call to Order
- II. Recap of 2017 Accomplishments
- III. Look Ahead – 2018 Commitments
- IV. Disclosure of Proxies
- V. Approval of 2016 Annual Meeting Minutes
- VI. Treasurer’s Report, Budget Review, and Approval
- VII. Election of Directors
- VIII. Open Forum for Homeowners
- IX. Upcoming Meetings – 2018 (DRAFT)
- X. Adjournment

Note: In the interest of time, and to ensure that all agenda topics are covered, during Sections I through VII, the Board will entertain brief questions / discussions, but ask that lengthy discussions or questions be tabled until Section VII – Open Forum for Homeowners.

Items that are specific to an individual homeowner / unit may be tabled until after other homeowners complete discussions of community wide matters.

I. Call to Order - Kevin called the meeting to order at 7:33

A. Welcome - Kevin gave a brief overview of the agenda and how the meeting would proceed.

B. Introduction of Board of Directors – Each Director introduced himself.

President Kevin Martin
Kevin joined the Board in 2008 and became President in 2011

Vice President Pete Seigman
Pete has been on the Board for 12+ years

Treasurer Ed Rahme
Ed is a past Board member who has been a past Treasurer

Kent Ford At-Large
Kent is retired and joined the Board last year

Secretary Linda Wirth
Linda is an original homeowner and has been on the Board since 1992

C. Introduction of Committee Chairs (and openings)

ACC *vacant*
Grounds *vacant*
Neighborhood Watch *vacant*

Braddock District Representative Ray Antosh
Ray introduced himself
Welcoming *vacant*
Webmaster Kevin Martin
YAHOO Group Manager Pete Seigman
Pete maintains this email list. It has a link of SHHA's website

The Outdoor Man Frank Kyle

D. Introduction of Metropolis Representative Ben Colbert

Ben introduced himself.

II. Recap of 2017

Kevin gave the following review of significant actions / accomplishments of the Board for 2017:

Received and addressed over 900 e-mails regarding homeowner / community matters

Reviewed 58 homeowner applications for architectural changes

- Average adjudication time of 18 days

Extremely successful in collecting dues. Of 493 homeowners:

- Currently 4 homeowners owe 2017 dues (\$140) – these have been sent to the attorney for collections
- Currently 1 homeowner owes partial 2017 dues
- 4 other homeowners owe multiple years of dues, or other assessments, and are with collections
 - o Collection costs / attorney fees are added to the accounts

Continued to perform pre-sale inspections and create / provide resale documents

- Thorough resale inspections, documenting all existing Covenant violations are a VA legal requirement
- 25 Packets resulted in ~\$6900 of additional 2017 revenue for SHHA
- Helps delay or prevent dues increases
- These inspections catch any violations that must be dealt with before the sale or accepted as violations to be fixed by the new owners.

Located responsible entity for an abandoned and blighted property

9091 Blue Jug Landing

- Worked with attorney and new owner (flipper) to resolve numerous violations and return the home to a condition coincident with our community
- Home now has new resident owners who accepted a 35 page of violations and have resolved all but one

Worked with homeowners to resolve 84 (was 195) new Restrictive Covenant violations in 2017

- Board of Directors performs all inspections
- Currently 45 (was 42) open violations identified / working to resolve.

Long term violations are turned over to legal counsel for review and additional enforcement actions only after violations have gone through the established process.

- Last resort; only after 3 notices of violation and a personal hearing opportunity with the Board
- Virginia Law prohibits fines / assessments, so legal counsel is the only recourse for non-responsive or un-cooperative homeowners.
- Attorney Demand Letter Has been successful in gaining compliance in most cases. After receiving letter, the homeowner had 30 days to comply or come to the Board and explain any special circumstances.
- In all other cases, (of which there were 3) Fairfax County has granted injunctions for homeowner or SHHA to “self-correct”. After the injunctive relief has been granted, the Board has 60 days to correct the violation. Any monies the Board expends on such corrections will be recouped.

Worked with the management company to secure an auditor for backlog of annual audits

- Received completed audits for 2012 and 2013
- Signed a letter of intent with Auditor to perform 2014 – 2016 audits
- By end of 2018 SHHA will be up to date through 2017.

Continued to work with Fairfax County on restoration of stream beds within SHHA Common Areas

- Construction is underway!
- Expected to last 15 to 18 months
- Pete and Ed gave more details on the stream restoration project. There will be a new bridge in a different place over the stream because new banks will be created. Also, new paths will be created and mulched. Some trees will be taken down, but 20 trees will be planted for everyone removed.
- Ed has checked on the company doing the work and it has a good reputation. In response to a question from a homeowner on Parliament, Ed said that the work includes the area of the Commons behind Parliament there is another stream.
- Ed will ask about the access path between Ft. Fisher and the main path. He will also ask about the detour signs that are causing trouble with traffic.
- SHHA is not paying for any of this work. Fairfax County is paying for everything.

Sought bids and working on a contract with Miller Dodson to perform a Reserve Study

- This is a Virginia requirement each 5 years

Maintained all entrance signs and landscaping

- Tree trimming / removal of dangerous, large leaning trees
- Seasonal plantings and landscaping
- Lighting maintenance

Addressed numerous downed trees in the Common Areas and onto homeowner lots

III. Looking ahead – 2018 Commitments

The community is privileged to have dedicated and active BOD members. Kevin mentioned all the work the Board Members do and thanked them for their efforts on behalf of SHHA.

The Board is committed to:

Work with homeowners to review and approve Architectural Requests in a timely manner

Work with homeowners to correct identified violations of SHHA Restrictive Covenants

- Single biggest impacts to maintaining property values
- Response to ARC requests varies according to complexity of the request.
- Average is 18 days although many are handled more promptly.

Ensure dues collection

- Current procedures are very effective
- Involve legal team on multi-year delinquencies to protect the association's interests

SHHA Board will continue to work with homeowners and legal team to resolve existing / long standing violations

- To the greatest extent possible, secure and protect judgements for legal fees incurred

Practice open / frequent interaction with homeowners

- E-mail, Facebook, NeXT Door, etc. are all ways the Board tries to communicate with the community.

We continue to look for ways to improve communications and response time with homeowners

IV. Disclosure of Proxies for 2-17 Annual Meeting

A. Disclosure of proxies 113 proxies + 18 present = 131; therefore, quorum was established

Kevin Martin	<u>52</u>
Linda Wirth	<u>19</u>
Ed Rahme	<u>24</u>
Pete Seigman	<u>11</u>
Kent Ford	<u>3</u>
Drimer	<u>2</u>
Smith	<u>2</u>
Total:	<u>113</u>

One homeowner raised the point that Kent Ford's name was mistakenly not listed on the proxy statement, and that he had notified the Board of this error, and his suggested remedies were not followed.

Kevin explained that sending out another 493 mailings would have extremely expensive and potentially confusing.

Kevin asked Kent for his opinion on the matter and Kent said he was OK with, did not feel that it invalidated the proxies, but we need to make sure it doesn't happen again.

The homeowner decided to withhold voting proxies that he held in protest.

V. **Approval of Minutes (from 2016 Annual Meeting)** – After a call for discussion a motion was made to approve the Minutes of the 2016 Annual Meeting. The minutes of the 2016 Annual Meeting were approved with 126 ayes and 1 abstention.

VI. Review Budget – Forecast For 2018 – Treasurer, Ed Rahme

- A. *Treasurer's Report*** – Ed reported that the 2018 Budget is based on past years. SHHA raised the dues to \$140 in 2016 in order to keep them at the same level for the near future instead of making incremental raises every year. SHHA is trying to accumulate 1.5 – 2 times our annual revenue (105,000-140,000) in our contingency fund. All monies not expended during the year go into our contingency funds.

In response to a question Ben discussed the money in different CDs. When questioned by Ray as to why the 2017 interest was more than the previous year, Ben answered that SHHA got better interest rates. Ray also questioned the administrative/ mailing costs for 2017. Ben explained that the necessity for a contingency meeting entailed another mailing to all homeowners. A mailing that had to be redone because of an error by Metropolis was paid for by Metropolis.

Currently there are 2 ongoing law suits. Kevin explained that any legal fees expended because of homeowner issues can be recovered via legal decision in SHHA's favor. Ray questioned a payment to The Outdoor Man for tree removal. Ben replied that in 2017 TOM combined some of his mowing bills with tree removal expenses. So, one invoice captured two different items. Ben then answered a set of questions that Ray had emailed to him. These questions and Ben's answers are appended at the end of the Minutes.

- B. *2018 Budget Approval*** After this discussion a motion was made to approve the 2018 proposed budget. After it was seconded a vote was held. With one nay vote and one abstention the 2018 Budget was approved by a combination of the proxies voted by the Board and the rest of the homeowners present.
- C. *The Outdoor Man Contract renewal*** – The renewal of The Outdoor Man project was approved by a combination of the proxies voted by the Board with one nay and one abstention.

VII. Election of Directors

BOD Status:

Kevin, Kent, Ed, and Linda do not have terms expiring this year

Pete's term expires this year

Call for other nominations / candidates:

Nomination Committee – There was no Committee as there was no volunteer to lead this

On-Line Submissions:

Mike Davis of 9015 Fort Craig Drive

Kevin read Mr. Davis's biography. Then Mr. Davis addressed the group, explaining his reasons for running and his qualifications.

From the floor:

No Candidates responded to a request for anyone from the floor.

Voting:

Was done by secret ballot and counted by Ben. Pete had 118 votes and Mr. Davis had 8. Pete was elected for another 3-year term on the Board.

VIII. Open Forum for Homeowners

- A. Steven Hall opened a discussion on speeding on Lake Braddock. He has twins and is concerned about their safety. Mr. Hall is in favor of speed bumps. Linda responded that this question has been raised before and she and most of the community are against speed bumps although she agrees that Mr. Hall has a point concerning the safety of his children. Kevin will ask the police to resume patrolling Lake Braddock and to bring back the electronic speed sign. Ed mentioned that painting a yellow stripe across the road that mimics a speed bump has been effective in other locations. After more discussion a poll was taken as to whether the Board should pursue further research on physical traffic calming measures (such as speed bumps). The poll resulted in an overwhelming "no" from the Board and community members. The Board made and seconded a motion to research other ways to decrease speeding within the community. During discussion, Mr. Davis volunteered to head a committee on this topic to research alternatives, and to reach out to the community. A vote was held, and the motion passed. Mr. Davis will return his conclusions to the Board when he has finished his study.

XI. Dates for Upcoming Meetings – Kevin read the dates for 2018 monthly meetings.

2018 Meeting Dates (DRAFT)

11	January
8 or 22	February
8	March
12	April
10	May
14	June
12	July
9	August
13	September
11	October
8	November
6	December (Annual Meeting of Members)

XII. Adjournment – Kevin thanked everyone for attending and for their support to the community. He added that homeowner participation and suggestions for improvement are always welcome. After a unanimous vote, the meeting was adjourned at 8:57

Ray Antosh questions and Metropolis Responses

From Ray Antosh:

Questions about the 2018 Budget and Finances of SHHA to be answered at the 2018 Annual Meeting:
(answers are in **bold italic**)

- A) Item 2 How much was spent for a fence refund / was there a cost for a continuance meeting. Please explain.
\$245 for annual meeting continuance, \$795 (common area tree fell upon the fence of 5615 Meridian Hill Place)
- B) How much is owed to SHHA in Liens?
~\$10,000
- C) At 2016 Annual Meeting the Treasurer's Report said the liens against two properties should be shown as an Expense, they are shown as income. Explain
The cost of the lien is born in the line item for legal fees. They are not listed as income.
- D) Legal Fees – is SHHA spending as of August \$10,498 to get \$106 back? Explain
No. Chadwick provides a variety of services. Their base retainer is \$150. They also review covenant violation material. Oct 2017 DQ amount: \$11,439.25, 2 accounts at the attorney. Jan 2017 DQ Amount: \$12,437.33, 10 accounts with the attorney.
- E) Is the Bank of America where the Boards accounts are? If not, what Bank are the accounts at?
SHHA Contingency accounts, consisting of a Checking account, a Savings account, and laddered CDs are at Bank of America. The Operating account is with Union Bank.
- F) SHHA Finances
- G) How much was spent from the \$26,848 left over from the 2016 Fiscal year?
Any amounts not spent from a given fiscal year remain in the Operating account until such time that the Board makes a decision to move monies from the Operating account to one of SHHA's contingency accounts. That remainder is added to by annual dues and other income over time.
- H) I request the SHHA members be provided the 2017 actuals as of October 31, 2017. Since the budget was made off the August 31, 2017 actuals it should give the SHHA members a clearer look at the actual expenditures and an idea of how much money is left over in 2017.
Updated budget was provided at the meeting.
- I) Please provide the approximate Balance of all SHHA accounts at 2017 Annual meeting
Account balances as of Oct 31, 2017 were available at the meeting.

Additional Questions From Ray Antosh:

(answers are in **bold italic**)

1. 2017 Comparison sheet as of 10/31/2016 shows Administrative expense \$3352 the 2016 actual is \$6502. What was the \$3150 spent for? Please explain.

The annual meeting notice, which included a large amount of documents, cost nearly \$2,000 by itself. The Association also had to buy additional envelopes, and sent out a round of violation letters after 10/31/2016.

2. The 2017 Comparison sheet shows SHHA spent \$902 in 2015 for Lighting. 2018 Proposed Budget shows SHHA spent \$594. Please explain.

The proposed 2018 budget shows \$340 for lighting. \$574 was for 2015 actuals.

3. The 2017 Comparison sheet shows SHHA spent \$23,246 in 2015 for Tree removal/maintenance. 2018 Proposed Budget shows SHHA spent \$33,723. The 2018 Proposed Budget and the 2017 Comparison Sheet show different actuals for 2015. Please explain how actual figures can change for year to year for an accounting period 2 years old.

Some of the invoices had both tree work and mowing, so they were broken out afterwards. The total amount spent for grounds was unchanged.

I think Ben Colbert should answer these questions as he was responsible for making up both of these sheets. Ray Antosh. Don't hesitate to contact me if you have any questions.

**JAMES M. "MIKE" DAVIS
9015 Fort Craig Dr.
Burke, Virginia 22015**

Mike and his wife, Rita, are 24-year residents of Signal Hill, living at 9015 Fort Craig Drive. Both Mike and Rita are native Washingtonians. He is a retired urban and regional planner (URP) with over 50- yrs experience in Federal, state, and local governments. Rita is a retired geriatric RN with almost 50- yrs service. Mike has a Master's degree in URP and a Bachelors in Urban Geography. He is a freedom loving moderate who strongly believes in honesty, individualism, neighborliness

Mike is fully aware of the issues confronting the SHHA neighborhoods, and is committed to furthering the safety, livability, value and attractiveness of the SHHA community.

His motto: "Doing the right thing in public service."

Help support Mike as a new member on the SHHA Board of Directors at the December 7th annual meeting of the SHHA Association.