

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room

January 11th, 2018 - 7:30 pm

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

I. CALL TO ORDER – Kevin called the meeting to order at 7:32.

II. APPROVAL OF MINUTES

Minutes for the 2018 Annual Meeting of Members are still in work.

III. OPEN FORUM FOR HOMEOWNERS – No homeowners were present

IV. PROPERTY MANAGEMENT REPORT

A. Metropolis report at end of minutes

V. TREASURER'S REPORT – Ed Rahme

A. Dues status

- a.** Need to send invoices for 2018 – Board members looked over the dues letter and suggested a few edits.
- b.** Kevin will send final version to Metropolis and instruct them to mail-merge and send out as soon as possible.

B. Contingency funds

- a.** At the next meeting Ed will propose an amount of money to be transferred to CDs, and a strategy for rolling it in. Kevin said that SHHA has over \$20,000 in BOA contingency accounts (checking and savings), a portion of which could also be moved to CDs. Ed will check on all SHHA's finances with Metropolis and make a recommendation for an amount to be invested in CDs.

VI. COMMITTEE REPORTS

- A. ACC** – Jack Hanly, Todd Karr, Kim Pedersen
- B. WELCOMING** – Ashley Brid – Linda told Ashley about a new homeowner and Ashley said she would visit them and welcome them to SHHA.
- C. NEIGHBORHOOD WATCH** – *vacant*
- D. GROUNDS** – *vacant*
- E. WEBMASTER** – Kevin Martin
- F. BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh
- G. Yahoo Group** - Pete Seigman

VII. OLD BUSINESS

A. Solar Collection

- a.** Per 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 is collecting information to draft a policy
- c.** The Board discussed Kent's findings. By Virginia law an HOA cannot forbid solar collection devices. The Board must create a policy resolution with guidelines. The guidelines would address the appearance and placement of allowed solar collection devices. Pete mentioned existing solar collection devices in SHHA. They would be grandfathered "as is" until they needed replacement or repair, unless there is documentation that they were added without Architectural Review and approval.
- d.** The Board will continue to work on a policy resolution for solar collection devices.

B. Reserve Study

- a.** BOD voted in November to contract with Miller Dodson for Reserve Study for \$1986
- b.** Metropolis has initiated the process
- c.** Miller Dodson contacted Kevin Martin, and Metropolis gathering information for the report
- d.** The Board has received a DRAFT REPORT, which is under review by Metropolis and The Board.
- e.** By Virginia law, this Study must be done every 5 years.

C. Audits

- a.** Auditor requested copies of bank statements for 2013 through 2016
- b.** Kevin provided all the statements that we had gotten from BOA
- c.** Some of the statements for the initial CD purchases were no longer available from BOA

D. Stream restoration project

- a.** Construction fences are up along the marked Zone of Disturbance
- b.** Construction is expected to last 15-18 months in the common area
- c.** There have been some complaints about work being done early in the morning. However, this is a County project and the Board has no control over it. Ed mentioned that the County quiet hours are 9 PM to 7 AM

VIII. NEW BUSINESS

A. Appointment of offices

The Board determined that the following officer positions will be served for 2018:

President	<u>Kevin Martin</u>
Vice President	<u>Kent Ford</u>
Treasurer	<u>Ed Rahme</u>
Secretary	<u>Linda Wirth</u>
At-Large	<u>Pete Seigmen</u>

B. The Outdoor Man

- a. Submitted an invoice for \$1860 for December services and Christmas Decorations at the entrance signs.
- b. Submitted an invoice for \$1500 on behalf of JL Tree Service for removal of a large, dead Ash tree behind 5606 Meridian Hill Place
- c. Submitted an invoice for \$400 on behalf of JL Tree Service for removal of a fallen, dead Ash tree behind 5611 Herberts Crossing, and removal of debris from the owners' property
- d. All invoices were sent to Metropolis for payment

C. 9015 Lake Braddock Drive

- a. Contacted the Board about two dead trees behind their home
- b. Board asked TOM to investigate and make a recommendation
- c. TOM is unsure of exactly where the property lines are.
- d. Kent will go with TOM to inspect the property

D. Postage Reimbursements

- a. Linda Wirth purchased a book of stamps for use to mail items to Metropolis that are received by her from our PO Box
- b. She has requested reimbursement
- c. The Board voted yes with only Linda abstaining to authorize the purchase of a roll of stamps as well as reimbursement for the book of stamps already purchased. The total reimbursement was for \$58.80 and Kevin wrote a check for this amount and gave it to Linda.

E. CERT Training Available

- a. BOD was notified that the county will be offering FREE Community Urban Response Team training in the February through April timeframe
- b. Details are attached below
- c. Kent has already participated in this and says it is very valuable. Kevin will post a link to it on SHHA's website.
- d. It is open to anyone over 18 who shows up.

F. Resale Packets

a. 9004 Grovers Theater Court	Delivered	9/16/2016	\$275	Due *
b. 9085 Blue Jug Landing	Delivered	5/10/2017	\$275	Due *
c. 5407 Flint Tavern Place	Delivered	8/28/2017	\$275	Due *
d. 9004 Home Guard Drive	Delivered	9/17/2017	\$325	Due *
e. 9091 Blue Jug Landing	Delivered	9/20/2017	\$275	Due *
f. 5639 Fort Corloran Drive	Delivered	11/19/2017	\$275	Paid

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

** Account is with Chadwick for collections

G. Miscellaneous

- a. Pete mentioned that the detour signs had "Trail" added to them to avoid confusing drivers.
- b. The Flemings had put out the sign for tonight's meeting.
- c. Barbara Fleming is checking with Metropolis concerning their fees for comparison purposes.

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:

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

X. ADJOURNMENT – Meeting was adjourned at 8:03

XI. EXECUTIVE SESSION

A. None.

XII. SCHEDULED HEARINGS

None.

SIGNAL HILL HOMES ASSOCIATION
METREGISTER
JANUARY 2018

Action Items

2017 ANNUAL MEETING — 118386

Quorum was achieved at the 2017 Annual Meeting. Our thanks to the Board for all their hard work! **Does the Board wish to include a message in the upcoming assessment memo to address the community?**

We are sending you a draft dues letter, and the Board discussed any additional info or needed edits at tonight's meeting. We would like for the invoices to go out early next week.

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 reviewed and voted upon the request?**

This has been completed.

ANNUAL DUES NOTICE — 120079

Does the Board wish any help in writing the Annual Dues notice for 2018?

We are sending you a draft dues letter, and will discuss any additional info at the 1/11 meeting. We would like for the invoices to go out early next week.

DPOR CERTIFICATE — 132593

Has the Board received the 2018 paperwork for the DPOR Certificate?

No. We haven't received anything. Please follow up to make sure we get it submitted in time.

RESERVE CONTRIBUTION — 136151

At the December 2017 meeting, there was a discussion of moving additional monies to the Reserves. **As the Board continues to review the financial reports, please advise how much, if any, the Board would wish to move to Reserves.**

We will discuss at the 1/11 meeting and send instructions. See Treasurer's report

Information Items

ACC REQUEST - 5634 — 286741

Metropolis spoke with the owner of 5634 Fort Corloran regarding a request to install a storm door. Metropolis forwarded a blank ACC form. As of the November 2017 meeting, the Board had not received the form from the homeowner.

We never received a request from that address.

AUDIT (2014 - 2016) — 143024

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. The 2014 - 2016 draft audits are in their final review and will be provided to the Board within the next month.

Thank you.

DRAFT 2018 BUDGET — 121901

The 2018 budget was approved at the January Annual Meeting. The dues will remain \$140 per unit per year.

Correct.

RESALE REQUEST - 5638 FTCD — 288874

Metropolis received and forwarded the resale request for 5638 Fort Corloran Drive to the Board.

We received it, but the homeowner rescinded the request.

CERT Training Class in Burke

Fairfax County Fire & Rescue will be offering another Community Emergency Response Team (CERT) Training class in Burke beginning Feb 26 through April 28, 2018.

The class sessions are held at the Burke Centre Conservancy "Oaks Community Center", with a final "disaster exercise" conducted at a facility in Fairfax City. Scheduled class dates are: Feb 26, March 5, 12, 19, and 26, April 16 and 23, with the final exercise on April 28th (Saturday).

The CERT training program is designed to prepare residents to help themselves, their families, and their neighbors in the event of a disaster in their community. Through CERT the individual can learn about disaster preparedness and receive low-impact training in basic disaster response skills such as fire safety, light search and rescue, and disaster medical operations - to be able to provide immediate assistance and critical support before emergency responders arrive on the scene.

There are eight (8) class sessions that must be attended to complete the training. Class sessions begin at 7:00pm and last 2-1/2 hours. The classroom instruction incorporates hands-on skill development and experience in conducting a search, rescue, and victim assessment. Open to all residents (18 and older); your participation accommodates any physical or mobility limitations. Class size is limited to 20 students.

This training is FREE - students are also provided personal protective equipment for the training and to keep upon completion of the course. Students are asked to bring family members, neighbors, or co-workers to several class to act as 'victim/actors' to add realism to the instruction and drills. Scenarios are used to enhance training objectives and provide students with practical hands-on experience in finding, dealing with, and treating 'victim/actors' in simulated disaster situations.

Registration is handled through the Fairfax County Volunteer Management System.

Start at the URL { <https://volunteer.fairfaxcounty.gov> }

At the top of the page { **Volunteer LogIn** } – Select "**Register to Volunteer**" near the top center

You will create your own VOLUNTEER PROFILE (USER ID and Password)

You will only need to complete the 'required information (*)' to proceed.

After you SUBMIT your registration information you will receive a notice (email) that you are registered and can now select the class (called an "OPPORTUNITY") - - -you want to search for "CERT"

Select **CERT 0 – Interested in CERT** and **CERT 133** at Burke Centre.

If you encounter any problems with registering send an email to the Lead

Instructor: Jsobecke@gmail.com