

## SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room  
February 8<sup>th</sup>, 2018 - 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 2018 Annual Meeting of Members are still in work.

Minutes for the December 2018 meeting of the Board of Directors, and the January 2018 meeting of the Board of Directors have been reviewed and posted.

**II. OPEN FORUM FOR HOMEOWNERS** – Barbara and Henry Fleming, Warren Jagodnik, Nan Ackerman, Walter Knowles.

- A.** Barbara Fleming would like to review SHHA's contracts with Metropolis, and certain billing and expenditures. The Board OK'ed her dealing directly with Metropolis. Barbara also would like to find out the cost of nicer portable signs, such as those used by South Port's HOA. The Board OK'ed her investigating the cost and reporting back to the Board. Kevin mentioned that the only problem with purchasing nicer signs is that we would still have the problem of getting homeowners to volunteer to store and display them.
- B.** Driveway replacement. Warren Jagodnik asked about the Board's policy on driveways. Previous instantiations of the Board had told homeowners that they had to keep the existing type of driveway, i. e. replace asphalt with asphalt and concrete with concrete. The SHHA CCRs do not levy such a requirement, only that any CHANGE be approved by the Board via an Architectural Request. The Board does allow concrete to be replaced with asphalt, asphalt to be replaced with concrete, and there are even examples of paver driveways in the neighborhood. An ARC request must be sent to the Board for review and approval before changing the type of driveway material. All replacements must be quality materials and workmanship. All driveways must be maintained in a state of good repair.
- C.** Ray Antosh asked about the 2013 audit. And when the audits will be available to homeowners. Kevin replied that 2013 and other audits are still undergoing final review by the Board and Metropolis.

- D. Two residents notified the Board of a commercial vehicle that has been parked on the community street for some time. This is a violation of Section 11 of the SHHA Restrictive Covenants, as well as Fairfax County's Community Parking District laws. Direct complaints to Fairfax County police have not resulted in any action. The Board will contact the company that owns the truck and tell them of the violation and the potential for towing if the situation is not corrected.

#### **IV. PROPERTY MANAGEMENT REPORT**

- A. Metropolis report at end of minutes

#### **V. TREASURER'S REPORT – Ed Rahme**

##### **A. Dues status**

- a. Dues are \$140 per unit
- b. Invoices for 2018 were sent out January 23<sup>rd</sup>.
- c. Payment will be considered 30 days late on March 3<sup>rd</sup>, 2018.
- d. Invoices included any past due amounts and interest if applicable.

##### **B. Recommendation for Contingency Fund contribution.**

From Ed:

I stopped by BoA to see what the limitations are, and I found:  
We can't add dollars to the CDs unless we cancel them or wait until they mature. Then we could roll them over and add dollars at that time.

Any amount in a CD should be tied to our checking and savings accounts so we should still be eligible for no-fee accounts.

Our current CDs mature on 3/14, 6/14, 9/14, and 12/14.

I recommend that I wait until each CD matures and add to it to bring it up to \$17k each (add 5k to three and about 8k to the other one). At the end of the year we'll have about \$68k in CDs total, and can conduct a similar program of adding to them in 2019 based on the funds we have at that time.

Kevin suggested as an alternate proposal for consideration, SHHA could open new CDs that would come due on months other than the current CDs – eventually getting to the point that a CD would mature each month. Each new CD would start out with a small amount that would be added to each time the CD was renewed. This way the Board would always have access to additional funds. Kent approved of this idea and Ray Antosh also said Kevin's idea was a good one. When Ed is back in March these proposals will be discussed and voted on by the Board.

## **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
- F. BRADDOCK DISTRICT REPRESENTATIVE** – Ray Antosh
- G. Yahoo Group** - Pete Seigman

## **VII. OLD BUSINESS**

- A. Solar Collection**
  - a.** Per VA law, we need to write a Policy Resolution defining guidelines and restrictions we enact (if any), which must be included in the Resale Documents
  - b.** Kent passed out a draft a policy he had created. This policy follows Virginia Code but allows SHHA to keep the appearance of solar panels to a minimum whenever possible. Homeowners would be required to submit an ARC before installing solar panels.
  - c.** The Board will review this Policy Resolution and consider it at next month's meeting
- B. Reserve Study**
  - a.** BOD voted in November to contract with Miller Dodson for Reserve Study for \$1986
  - b.** The Board has received a DRAFT REPORT, which is under review by Metropolis and The Board
  - c.** The Board identified that the entrance sign at the intersection of Parliament Drive and Rolling Road was not included in the report. Metropolis is working with Miller Dodson to get an updated version.
  - d.** A revised version was provided, and is under review by Metropolis and The Board

**C. Audits**

- a. The Board and Metropolis are currently reviewing the DRAFT 2013 audit and are close to finalizing it.
- b. DRAFT 2014, 2015, and 2016 audits were recently received for review by The Board and Metropolis. As soon as they are finalized these and the 2013 audit will be available to homeowners.

**D. DPOR CERTIFICATE — 132593**

- a. The Board has not received the 2018 paperwork for the DPOR Certificate
- b. The Board asked Metropolis to follow up to make sure we get it submitted in time

**E. Stream restoration project**

- a. Construction is expected to last 15-18 months in the common area
- b. Fairfax County “quiet hours” are 9:00 pm to 7:00 am
- c. Pete and one of his neighbors is concerned about possible flooding of the stream. He as contacted the project manager who was out of the office until Monday. Pete will inform the Board what he finds out about this.

**F. Traffic calming study.**

- a. The Board is awaiting a response from Mike Davis who volunteered at the December Meeting to conduct a traffic calming study

**G. 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 believes that the tree may not be on the common area (per plat), but asked Board to review and measure it with him.
- d. Kent Ford agreed to meet with TOM at the property and review the situation.

## VIII. NEW BUSINESS

### A. Virginia State Corporation Commission Report Form - 142856

- a. Metropolis completed the form for 2018 and sent to The Board for signature
- b. The Board noticed that Ed Rahme (who served a partial term in 2017) was not listed and asked that the form be updated.

### B. 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. 8918 Lake Braddock Drive	Delivered	1/28/2018	\$275	Due

\* 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:

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

## X. ADJOURNMENT

The meeting was adjourned at 8:37.

**XI. EXECUTIVE SESSION**

A. None.

**XII. SCHEDULED HEARINGS**

None.

**SIGNAL HILL HOMES ASSOCIATION**  
**METREGISTER**  
**FEBRUARY 2018**

**Action 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. The 2014 - 2016 draft audits and taxes were presented to the Board. **Please advise if they are accepted by the Board.**

*We will let you know when we are comfortable with them.*

---

**RESERVE CONTRIBUTION — 136151**

At the December 2017 meeting, there was a discussion of moving additional monies to the Reserves. The Board was to discuss any movement of funds at the January meeting. **Please advise how much, if any, the Board would wish to move to Reserves.**

*We are still discussing an amount and strategy.*

---

**Information Items**

---

**ANNUAL DUES NOTICE — 120079**

Metropolis mailed out the first notice of the Annual Meeting assessment on January 23rd.

*Thank you.*

---

**SCC ANNUAL REPORT — 142856**

Metropolis provided the SCC Annual Report to the Board for approval.

*Thank you. I think I would feel better about it if it also listed Ed.*