

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
March 8th, 2018 - 7:30 pm

Kevin Martin -	President	Linda Wirth -	VP
Kent Ford –	Secretary	Pete Seigman -	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 February 2018 meeting of the Board of Directors have been reviewed and posted to the web site.

III. OPEN FORUM FOR HOMEOWNERS– Linda Hellman, Mike Davies, Bill Wydo, Walter Knowles Rich Bernard, and Ray Antosh.

A. Linda Hellman was concerned about the annual mailing of the homeowners' fees being sent with little time to respond by the due date. She questioned why it was so hard to determine the annual dues and get the notifications out on time. Kevin explained that the amount of dues cannot be finalized until the annual meeting occurs in December, and that by the time that happens and the invoices are printed and mailed, there is little time before the February 1st due date (specified in the SHHA governing documents). Pete Seigman proposed a change in wording in the letter for next year on the due date.

B. Walter Knowles had a hardcopy of his proposed newsletter for the homeowner's association. Kent Ford is to work with Walter on a draft.

IV. PROPERTY MANAGEMENT REPORT

A. Metropolis report attached below

V. TREASURER'S REPORT – Ed Rahme. Ed sent his report and Kevin read the particulars.

A. Dues status

- a. Dues are \$140 per unit
- b. Invoices for 2018 were sent out January 23rd.
- c. Payment was considered 30 days late on March 3rd, 2018.
- d. Invoices included any past due amounts and interest if applicable.
- e. 105 owners currently still owe 2018 dues.
- f. Second Notices of 30 days past due will be going out shortly.

B. Recommendation for Contingency Fund contribution. There was additional discussion on the recommendation made last month to establish additional CDs such that one would come due each month. This would provide the Board access to contingency funds on a monthly basis, if needed. The proposed plan requested \$10,000.00 from the Operating account be returned to the Board, and also re-allocated some funds from the contingency Checking and Savings accounts for investment in 12 CDs, with one maturing each month of the year.

The Board voted unanimously in favor of the proposed Contingency Fund allocation.

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 – *vacant*

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.** The draft policy provided by Kent Ford last month was re-formatted by Kevin for consistency as Policy Resolution Number 6. There was additional discussion on requirements and limits. A vote was delayed until next month to allow additional review.

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.** The revised study was reviewed by the Board and accepted.
- e.** The study will be available to the Auditors for the upcoming 2017 SHHA audits.

C. Audits

- a.** The Board reviewed and approved the DRAFT 2013 audit
- b.** DRAFT 2014, 2015, and 2016 audits were recently received for review by The Board and Metropolis
- c.** The Board accepted the 2014 through 2016 audits.

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. 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.

- c. Updated form was received, signed, and sent back to Metropolis.

F. Traffic calming study

- a. The Board received a very professional study package from Mike Davis.
- b. Mike Davis' recommendation is there is no need for traffic calming based on the volume of traffic.
- c. The Board thanked Mike for his work and effort.
- d. Mike agreed to allow distribution of the study results to community members who are interested.

G. 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. BOD received e-mail from project coordinator asking for support in treatment for invasive species in common area (outside line of demarcation), and in some cases on neighboring properties
- d. Ed informed project coordinator that we support their efforts, and has been speaking to the impacted homeowners

H. 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. Per TOM and SHHA Board investigation, trees are believed to be on the Common Area
- d. Quote of \$750 to remove was approved by the Board
- e. Trees were removed

VIII. NEW BUSINESS

A. SHHA Tax forms - RFA 143024

- a.** The Board reviewed and approved Tax forms for 2014, 2015, 2016 received from the auditors.
- b.** There were no concerns from the Board of Metropolis regarding the forms
- c.** The board directed Metropolis to file the forms.

B. 5617 Meridian Hill Place

- a.** Contacted the Board regarding blocked storm water run-off on the common area behind her property
- b.** BOD Requested TOM investigate and make a recommendation.
- c.** TOM and crew walked the drainage culvert and removed all debris

C. 5609 Herberts Crossing

- a.** Reported trees down from the common area onto his property with fence damage.
- b.** At the Board's request TOM removed the trees from the homeowner's property.
- c.** Asked the homeowner to submit quotes for fence repair

D. 5604 Herberts Crossing

- a.** Reported trees down from the common area onto her property with fence damage.
- b.** TOM coordinated removal of the tress (\$850)
- c.** Asked the homeowner to submit quotes for fence repair

E. 5621 Herberts Crossing Drive

- a.** Homeowner reported one down tree, and one leaning tree on the common area behind his property
- b.** At the Board's request TOM removed the two trees.
- c.** Homeowner is also pursuing replacement of some damaged shingles from the storm using like shingles

F. 5605 Herberts Crossing

- a.** Reported tree damage in the common area behind the property with one tree leaning towards the home
- b.** BOD asked TOM to investigate
- c.** TOM coordinated removal of falling trees (\$450)

G. 9100 Parliament Drive

- a.** Sent a complaint regarding the “poor condition” of the common area behind his property due to recent fallen trees, and debris left on the common area from prior fallen trees
- b.** The Board discussed the matter and decided that we will first approach the Fairfax County coordinator for the common area project to see what – if anything they plan to do in that area.
- c.** If there are not plans for the county to address the area, the Board will ask The Outdoor Man to coordinate getting quotes for clean-up of the area and possible pathway improvements.
- d.** The Board will consider options / expense at that point.

H. 9007 Grovers Theater Court / 5625 Herberts Crossing

- a.** BOD received a report of a “large treehouse” being built on the common area behind / between these properties
- b.** Linda investigated and took photos
- c.** BOD asked TOM to investigate
- d.** TOM removed structures and cut material into small pieces

I. 9127 Home Guard Drive

- a.** The Board received a complaint that a large bamboo grove is overgrowing from subject property onto adjoining lots and the common area
- b.** Linda will investigate further.
- c.** Ed will see if the subject property is on the list that Fairfax County is seeking to treat for invasive bamboo, and whether the homeowners are open to that treatment

J. 5634 Fort Corloran Drive – RFA 290655

- a.** Report received by Metropolis: "Owner reports large pile of wood that has been trimmed and left in fenced in train track area that runs behind his property."
- b.** This is considered to be part of the Railroad’s property. The Board has no jurisdiction.

K. 9112 Parliament Drive

- a. Submitted an ARC request for a new garage door.
- b. The Board approved the new garage door.

L. 9112 Parliament Drive

- a. Submitted an ARC request to paint the front door “Derbyshire” (green)
- b. The Board needed more time to review the proposed color and the current materials of the home.
- c. Vote was deferred.

M. 5622 Point Roundtop Court

- a. Submitted an ARC request for a second story addition above their garage and new roof shingles
- b. The Board approved the request.

N. 9105 Lyon Park Court

- a. Submitted an ARC request for a new fiberglass front door (wood grain) and sidelight
- b. The Board approved the request.

O. 5637 Fort Corloran Drive

- a. Submitted an ARC request to replace roof shingles with Landmark Pro Charcoal Gray
- b. Request was electronically reviewed and approved.

P. 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:

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 8:42.

XI. EXECUTIVE SESSION

None.

XII. SCHEDULED HEARINGS

None.

SIGNAL HILL HOMES ASSOCIATION
METREGISTER
MARCH 2018

Action Items

2018 ANNUAL DUES NOTICE — 120079

Metropolis mailed out the first notice of the Annual Meeting assessment on January 23rd. **When does the Board wish to issue the second notice?**

Second notices should be sent out now. Accounts were 30 days past due on March 3rd.

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.**

The Board reviewed and accepted these audits and tax forms at tonight's meeting.

FALLEN TREE ON 5609 HERBERTS CROSSING — 290412

Metropolis received a call from the owner of 5609 Herberts Crossing regarding a tree which fell upon their fence and their neighbors fence. Pictures were received from the homeowner and emailed to the Board. **After review, please advise if the Board wishes to hire the Outdoor Man to have the tree removed and if they wish to hire a vendor to repair the fence or reimburse the homeowner for any costs associated with this.**

We have taken care of this issue with Frank, The Outdoor Man.

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 and February meeting. **Please advise how much, if any, the Board would wish to move to Reserves.**

We unanimously approved a plan for re-allocation of contingency funds; details were sent to you via e-mail.

ROOF ACC REQUEST - 8907 LBD — 290187

Metropolis received a request for an ACC form for 8907 Lake Braddock Drive for new roof shingles. **Has the Board received the form directly?**

No. Please forward the request as soon as possible.

SCC ANNUAL REPORT — 142856

Metropolis provided the SCC Annual Report to the Board for approval. **Has the Board had a moment to review and sign the document?**

No. We are waiting for the corrected version with Ed Rahme added.

Information Items

ACC VIOLATION - 9106 B JL — 289906

Metropolis received an email from the owner of 9106 Blue Jug Landing regarding incorrectly receiving a violation notice. Metropolis forwarded the complaint to the Board for review.

Received. The homeowner was notified that they could ignore the errant notice.

RESALE REQUEST - 5638 FTCD — 288874

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

We received the request, but the homeowner cancelled the request on January 10th.
