

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room

May 10th, 2018 - 7:30 pm

I. CALL TO ORDER

A. Meeting was called to order at 7:30 pm by Kevin Martin.

B. There was a quorum of members; Kevin Martin, Pete Seigman, and Kent Ford

II. APPROVAL OF MINUTES

Minutes for the April 2018 meeting of the Board of Directors are still under review and will be posted to the web site once finalized.

III. OPEN FORUM FOR HOMEOWNERS

Homeowners present included Daniel and Francesca Carpenter of 8925 Bald Hill Pl, Ray Antosh of 9079 Blue Jug Landing, and Mrs. Khanh Le of 9024 Ft. Craig Dr.

A. The Carpenters had questions on the number of cars allowed per house and any restrictions on parking in front of neighbor's houses. The Board has no authority in this area, but they were advised to visit the Fairfax County website for parking restrictions, to include Community Parking District that includes SHHA.

B. Mrs. Khanh Le wanted to thank the Board for quick action on the partially fallen tree on the boundary between the common area and her yard. She also had a question on the submission of an ARC for replacing shingles. She was reminded the Oaks area would require something brown.

D. The Carpenters also had a question on the process of submitting an ARC to repaint their front door.

IV. PROPERTY MANAGEMENT REPORT

- A.** Metropolis report attached below.
- B.** The ARC from Ms. Marrone of 5444 Flint Tavern to change the color of her roof will be re-submitted when a color is chosen.
- C.** 8907 Lake Braddock Dr. say that they submitted an ARC for roof replacement. The Board has not received the request.
- D.** Metropolis has forwarded a copy of the second notice for submission of annual dues, with a due date of June 1st, to the Board for their records.

V. TREASURER'S REPORT – Ed Rahme – Submitted through Kevin Martin.

A. Dues status

- a.** Dues are \$140 per unit
- b.** 2nd notices (60 days past due) Invoices have gone out, indicating that failure to pay by June 1st (90 days past due) will result in the account being turned over to attorney for collection. Legal and other fees accrued for collection will be charged to the homeowners.
- c.** 68 owners currently still owe 2018 dues.

B. Change of Bank

- a.** Ed met with an account manager at Sun Trust, and is recommending transfer of SHHA funds to SunTrust due to poor service at BOA
- b.** The motion was made and approved to move SHHA funds to SunTrust in money market funds for better interest rates.

VI. COMMITTEE REPORTS

- A. ACC** – Jack Hanly, Todd Karr, Kim Pedersen – Nothing to Report
- B. WELCOMING** – Ashley Brid – NTR
- C. NEIGHBORHOOD WATCH** – *vacant*
- D. GROUNDS** – *vacant*
- E. WEBMASTER** – Kevin Martin - NTR
- F. BRADDOCK DISTRICT REPRESENTATIVE** – *vacant*
- G. Yahoo Group** - Pete Seigman - NTR

VII. OLD BUSINESS

- A. Policy on installation of solar energy panels**
 - a.** Policy Resolution Number 6 was reviewed and approved at the April meeting
 - b.** It has been posted on the SHHA Website – Governing Documents page, and shall be included with all resale document packages moving forward
- B. DPOR CERTIFICATE — 132593**
 - a.** The Board has completed the paperwork, and returned it to Metropolis
 - b.** Awaiting confirmation of the renewal
- C. 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.** The Board contacted Fairfax County regarding the incomplete work near Fort Craig. The county acknowledged the work was part of the contract and would be completed.
 - d.** 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
 - e.** Ed informed project coordinator the Board supports their efforts, and has been speaking to the impacted homeowners

- f. Letters were sent to each of the following homeowners, requesting their participation in the program to treat the invasive species on their property. All but two agreed.

9127 Home Guard Drive, 9128 Home Guard Drive, 9129 Home Guard Drive
9103 Home Guard Drive, 9105 Home Guard Drive, 9107 Home Guard Drive
9111 Home Guard Drive, 9113 Home Guard Drive

D. 9100 Parliament Drive

- a. Submitted 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. At the March meeting, the Board agreed to first reach out to the Fairfax County coordinator for the Stream Bed project to see what if anything they plan to do in that area
- c. The county responded that the area is a “natural wetland area” outside of their scope of work, and that the recommended course of action would be to plant native, bog species in the area to absorb excess water.
- d. The Board discussed several options to address the area. Action was tabled until the stream restoration project is complete.

E. 8908 Lake Braddock Drive

- a. First Notice of violation sent regarding the parking of a commercial vehicle on the community streets, which is not allowed per SHHA Restrictive covenant, or by Fairfax County, because SHHA is classified as a Community Parking District.
- b. Homeowner responded by e-mail that they would like to discuss via phone call
- c. The Board tried on numerous occasions to call the homeowner, but always received busy or fast busy signal.
- d. The Board responded by e-mail that the provided contact number is not working, and suggested that the homeowner could discuss the matter with us in person at the 4/12 Board meeting.
- e. The Board also contacted the company number on the side of the truck; they said they would look into the matter
- f. The next course of action is to pursue ticketing / towing by Fairfax County.

F. Delegate Eileen Filler-Corn

- a. E-mailed the Board asking if we are interested in having her attend an upcoming meeting to
“address your HOA; answer questions, hear about your concerns and provide an update from our recently adjourned General Assembly session at your convenience.”
- b. Board responded with upcoming (May and June) meeting dates
- c. Delegate Filler-Corn is planning to attend our June 14th meeting. Concerns were discussed regarding a low turnout of residents. The suggestion was made to consider the annual meeting in December. Kevin will contact Delegate Filler-Corn’s office with the recommendation.

G. 5444 Flint Tavern Place

- a. Submitted an ARC request to replace roof with new “gray” architectural shingles, and “gray” metal roofing over the entry way
- b. Board requested material / color samples for review
- c. Homeowner responded that they have not finalized their selections
- d. Request was denied as submitted, and homeowner asked to re-submit once final material choices are made

VIII. NEW BUSINESS

- A. The Outdoor Man submitted the following invoices, which were sent to Metropolis for payment:
 - a. \$2155.00 for spring entry plantings, weed control, fertilizing, and mulch
 - b. \$1410.00 for April mowing and storm debris pick-up / hauling
 - c. Invoices have been sent to Metropolis for payment

B. Beth Felson of Woodhirst HOA

- a.** Contacted Kevin requesting assistance in communicating with SHHA homeowners that back up to Woodhirst Common Areas:

If you regularly communicate information to your homeowners through some kind of newsletter or email update the Woodhirst Board would appreciate it if you could include the following paragraph in your next regular communication:

If you utilize the open fields behind the homes on Mount Lookout Court or Flint Tavern Place, please be advised that these open areas are the property of the Woodhirst HOA. Our neighbors in Woodhirst asked us to share that, as per the Woodhirst covenants and by-laws, the erection of permanent structures (including vegetable gardens), permanent changes to the topography of the common areas (including the creation of ditches/paths for storm water), and dumping of any materials (including wood piles) is strictly prohibited in common areas. Please direct any questions concerning this matter to Beth Felsen felsen.family@verizon.net.

- b.** The Board will include this if a newsletter is published, and in the annual report to homeowners.

C. 9024 Fort Craig Drive

- a.** Reported a dangerous / leaning tree on the common area behind their home
- b.** Frank and Kent believe the tree is on or near the property line
- c.** The recommended that we go ahead with removal at \$2800, which the Board approved via e-mail

D. 5609 Meridian Hill Place

- a.** Submitted an ARC request to paint their shutters “Night Sky Gray” and their front door “Calypso Blue”
- b.** The request was not voted on to allow the Board to review the proposed color and the current siding / material colors.

E. 5600 Light Infantry Drive

- a.** Submitted an ARC request to replace roof with architectural shingles in “Sienna”, “Sunset Brick”, or “Hickory”.
- b.** The request was approved for the color “Hickory” (only).

F. 9010 Lake Braddock Drive

- a.** Submitted an ARC request to replace roof with architectural shingles in “Pewterwood” (gray).
- b.** This request was approved as submitted.

G. 9102 Home Guard Drive

- a.** Submitted an ARC request to install new planting beds and “stones to control water flow on the property”. The Board requested additional information to include the intended path of the water.
- b.** A plat of the property showing the size and location of the “stones to control water flow” will be requested.

H. 9102 Home Guard Drive

- a.** Submitted an ARC request to replace a flagstone patio with “stamped concrete or something else”
- b.** A plat of the property showing the size and location of the patio, and the specific material and color to be used is requested.

I. 9102 Home Guard Drive

- a.** Submitted an ARC request to install new standby generator with shrubs and trees to hide it
- b.** A plat of the property is needed showing the location of the proposed generator, size and type of the generator, and location of screening

J. 5410 Point Longstreet Way

- a. E-mailed the Board that *“We are replacing our fence in the backyard. We are replacing it with the same picket fence style that is already here. The timeline after we sign the contract they are 3 weeks out to start then one day to complete.”*
- b. Followed up with an ARC request form that just said “we will be removing our old fence and replacing it with the same style fence”.
- c. Board responded with a denial of the request, stating:

“We will need a more detailed ARC request form, showing the style, materials, and location of the fence on your property. This is to ensure that the new fence will be fully compliant with the SHHA Restrictive Covenants (the old one may not have been) as required by Policy Resolution #4. The fence must be no more than 42” tall at any point along the fence-line, and must be 50% open design (at least as much space between the pickets as the width of the pickets). These ARE NOT builder standards, but are the requirements.

Please submit a detailed ARC request for the new fence before construction begins to ensure that you and your contractor are clear on the Covenants.”

K. 9005 Fort Craig Drive

- a. Submitted an ARC request to replace the non-compliant rear fence line with a compliant fence, matching their existing side and front fences
- b. Request was electronically reviewed and approved.

L. 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:

June 14

July 12

August 9

September 13

October 11

November 8

December 6

X. ADJOURNMENT

Having no further business, the meeting was adjourned at 8:24 pm.

XI. EXECUTIVE SESSION

None

XII. SCHEDULED HEARINGS

None

SIGNAL HILL HOMES ASSOCIATION

METREGISTER

MAY 2018

Action Items

ACC REQUEST - ROOF — 291724

Metropolis received a request from Ms. Marrone of 5444 Flint Tavern to change the color of her roof. Metropolis provided the ACC information. **Was this approved?**

Not yet. We requested material samples from the homeowner, and have not yet received them. I re-contacted them tonight and was informed that they had not made final selections. Therefore, the request was denied as submitted.

ROOF ACC REQUEST - 8907 LBD — 290187

Metropolis received a request for an ACC form for 8907 Lake Braddock Drive for new roof shingles and forwarded to the ACC Committee. **Has the Board had time to review the request?**

We have no record of ever receiving a request (ARC Form) from the homeowner.

Information Items

2018 ANNUAL DUES NOTICE — 120079

Metropolis forwarded the second notice, with a due date of June 1st to the Board for their records.

Thank you.

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. They were approved, and Metropolis informed the auditor of the same. 2017's audit is in process.

We still have not received the FINAL (vs. DRAFT) audits following our approval of same. Can you please get them to us?
