

# SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room

July 12<sup>th</sup>, 2018 - 7:30 pm

- I. CALL TO ORDER** – meeting was called to order at 7:30 by Kevin Martin. Treasurer Ed Rahme was absent.

## II. APPROVAL OF MINUTES

Minutes for the June 2018 meetings of the Board of Directors have been reviewed, approved, and posted to the SHHA web-site.

## III. OPEN FORUM FOR HOMEOWNERS

- A.** Mr. Ray Antosh, 9079 Blue Jug Landing, submitted several questions regarding the 2013 – 2016 Audits:

“To the SHHA Board of Directors, questions on the 2013-2016 Audits

Thank you for the 2013-2016 audits. I have a couple of questions regarding the audits. First question is why is the 2013 audit done by Frank Hazek and associates, when it was being done by Turner and Liens? Here is a brief history from the SHHA monthly meetings, when it was being done by Turner and Liens and Gold LLC.

May 2016- Metropolis engages Turner and Liens with a 7 hour talk.

March 2017- Metropolis notes audit 143024- Metropolis and the Board of Directors continue to work with Turner and Liens, Mr. Kerr is working on the 2013FYE audit.

August 2017- Metropolis notes audit 143024- The 2013 DRAFT audit by Turner and Liens was COMPLETED and forwarded to the Board. Frank Hajek and associates provided a proposal for the 2014-2016 audits and the Board approved the same.

November 2017- Minutes of the Board of Directors.

ORIGINAL STATEMENT Audits a. 2012 and 2013 audits have been completed and are available for review upon request.

I requested the 2013 audit. My email to the President and his response—You are correct. I have updated the minutes (which now match the status reflected in the Metropolis report in the same minutes and reposted.) There is no mention of the original statement only the reposted one.

May 2018-Metropolis notes audit 143024- The 2013 audit by Turner and Liens was completed and forwarded to the Board. Frank Hazek provided a proposal for 2014-2016.

Jun 12, 2018- I received the 2013 Audit, that was done by Frank Hazek and associates. Was Turner and Liens paid for the work they did? If so, how much?

What is the Bad Debt category in the Budget, page 10? Bad Debt was not in any of the Budgets that the Board of Directors has published up to 2018. Who was it paid to?

Finally, my last question concerns the 2015 audit? The \$52,055 for Grounds and Lawn seems excessive to me. The variance is 2013 - \$1565

2014 – \$425  
2015 – (\$32,055)  
2016 – \$7535

Going thru entire 2015 Board of Directors meeting minutes, I found a maximum of \$14,870 reported in the minutes. At the August 2015 meeting it was stated the Association had expended \$12,000 for tree removal with \$1,000 left in this budget category for the rest of the year but it will probably not be sufficient and we will over-run. Sept 2015 Metropolis notes 118386 “This year has had much more tree removal than normal and that Budget category may go \$4,000 -\$5,000 over.” IN FACT we spent \$32,055 over the budgeted amount. I and the other members of the Association would like to see the invoices or total amounts and who they were paid to for this category of the budget, totaling \$52,055, at a meeting so it can be discussed.

Please email a confirmation the Board received this email. Since member are requested to register to speak at the meeting so the proper amount of time can be allocated, Please include this as my Open Forum for Homeowners at the July 2018 meeting of the Board of Directors, not at the end of the minutes. Members are also asked to submit their issues in writing prior to the meeting to ensure the Board can adequately research them and provide answers. Sent June 26, 2018.

Sincerely,  
Ray Antosh”

1. The questions have been sent to Metropolis to research and respond
2. Responses will be reviewed at a future meeting

- B.** Ms. Beth Beavers, 5626 Mount Burnside, presented an architectural change request for new shingles on her roof. The Board reviewed the request and materials and approved the request.

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

- A.** See the Metropolis report attached below.

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

##### **A. Dues Status**

- 1.** Dues are \$140 per unit.
- 2.** 58 owners currently still owe 2018 dues.
- 3.** Kevin Martin reviewed the list of delinquent homeowners against the Fairfax County property database and found 9 instances of incorrect owners listed. Metropolis was informed and instructed to send these nine owners new invoices and to update the Metropolis database.
  - a.** Kevin has separately e-mailed 7 of the 9 homeowners that SHHA had current e-mail addresses. About half responded positively they would pay their dues.
- 4.** Metropolis has been instructed to send the remaining delinquent accounts to Chadwick for collections on August 1, 2018. The nine homeowners with incorrect addresses were removed from the list for Chadwick.

##### **B. Change of Bank**

- 1.** Funds were transferred from Bank of America to SunTrust on June 15, 2018.
- 2.** Signature cards still need to be finalized, and then the funds from Metropolis will be deposited.
- 3.** 1-year, ladder certificate of deposits of \$7,000 each will be purchased monthly using available funds until the allocation goal is met. This will ensure availability of funds on a monthly basis.

## **VI. COMMITTEE REPORTS**

**A. ACC** – Jack Hanly

**B. WELCOMING** – Ashley Bird

**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. Stream restoration project**

1. Letters were sent homeowners requesting their participation in the program to treat the invasive species on their property. Not all of the homeowners agreed to participate.
2. The County has stopped short of expected work. There was discussion on the best course of action to see the area along Flint Tavern completed as expected from the County briefs. Ed Rahme will work with the County to determine the scope of work required in the contract.

**B. Some border areas to the Commons that were once maintained by The Outdoor Man (TOM) are now drainage areas with plantings of native grasses that should not be mowed. TOM has been notified of these areas.**

1. Owner of 9100 Parliament Drive 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
2. Action is tabled until the stream restoration project is complete. At that time, we will review possible actions, associated cost vs. budget, and make a decision.

**C. 8908 Lake Braddock Drive**

1. Second 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.
2. A hearing will be scheduled for the August meeting.

#### **D. SHHA Request for Credit from Metropolis**

1. SHHA requested a \$250 credit for failure to meet requirements to deliver monthly documentation
2. Metropolis management responded to e-mail, and will discuss with Kevin on 7/13

### **VIII. NEW BUSINESS**

#### **A. The Outdoor Man submitted the following invoices, which were sent to Metropolis for payment:**

1. \$1250 for mowing, edging and clean-up at the damaged entry sign.
2. All invoices were submitted to Metropolis for payment.

#### **B. Damaged Entry Sign**

1. The SHHA Woodedge entry sign (Rolling and Parliament) was damaged by an automobile accident on June 16.
2. Kevin contacted Fairfax County Police and was able to get insurance information for the responsible party
3. Kevin spoke to USAA (insurer), and will provide photos and estimate from TOM for repairs. A case has been opened by USAA; Kevin will send the claim information.

#### **C. Damage Near Entry Sign**

1. An auto accident at the SHHA Rolling / Lake Braddock entrance knocked a Verizon box from its pedestal and damaged some plantings
2. The Pedestal was reported to Verizon and promptly fixed.
3. The Board is still waiting a copy of the accident report from the Fairfax County Police Department.
4. Requested a quote from TOM to replace the plantings

**D. 9011 Home Guard Drive**

- 1.**Informed the Board of a dead tree behind their home in the Common Area
- 2.** The Outdoor Man's estimate was less than \$1,000 and he was approved to proceed with the work.

**E. 9006 Grovers Theater Court**

- 1.**Informed the Board of a dead tree behind their home in the Common Area
- 2.** Board asked TOM to investigate
- 3.** Received quote for \$1650
- 4.** Instructed TOM to remove

**F. 5600 Light Infantry Drive**

- 1.**Resubmitted an ARC request for a new garage door
- 2.** The homeowners color preferences submitted were: Sandstone, Brown, Bronze
- 3.** The Board approved the Sandstone color.

**G. 5621 Point Roundtop Way**

- 1.**Submitted an ARC request for new roof in "Estate Gray"
- 2.** Home is tan with brown shutters and trim.
- 3.** The request was denied. The Board felt a brown color would be more in keeping with the home's current colors.

**H. 5412 Point Longstreet Way**

- 1.**Submitted an ARC request to install a new garage door; white with small panels.
- 2.** The Board approved the request.

**I. 5608 Meridian Hill Place**

1. Submitted an ARC request to replace leaking roof with Architectural shingles in Charcoal
2. Request was electronically reviewed and approved.

**J. 9011 Fort Craig Drive**

1. Submitted an ARC request for new windows, same style, brown
2. Request was electronically reviewed and approved.

**K. Resale Packets**

1.9004	Grovers Theater Court	Delivered	9/16/2016	\$275	Due **
2.	9085 Blue Jug Landing	Delivered	5/10/2017	\$275	Due **
3.	5407 Flint Tavern Place	Delivered	8/28/2017	\$275	Due **
4.	9004 Home Guard Drive	Delivered	9/17/2017	\$325	Due **
5.	8918 Lake Braddock Drive	Delivered	1/28/2018	\$275	Due **
6.	5628 Fort Corloran Drive	Delivered	5/25/2018	\$275	Due
7.	5417 Mount Lookout Court	Delivered	6/03/2018	\$275	Due

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

\*\* Account is with Chadwick for collections

- L.** The email from the homeowner of 9024 Parliament was discussed. A separate inspection of completion of work will be conducted.

## **IX. DATES FOR UPCOMING MEETINGS**

All meetings are held in the Braddock District Conference Room at Kings Park Library . Homeowners are encouraged to attend. The start time is at 7:30pm, unless otherwise noted below:

August 9  
September 13  
October 11  
November 8  
December 6

**X. ADJOURNMENT** – With no other business the meeting was adjourned at 7:57 pm.

## **XI. EXECUTIVE SESSION**

None.

## **XII. SCHEDULED HEARINGS**

None.



**SIGNAL HILL HOMES ASSOCIATION**  
**METREGISTER**  
**JULY 2018**

**Action Items**

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**2018 ANNUAL DUES NOTICE — 120079**

**What did the Board decided to do with the assessment accounts which still have an outstanding balance?**

**Information Items**

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**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 neighbor's fence. Pictures were received from the homeowner and emailed to the Board. Per the Board this was completed.

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**ACC REQUEST - 5444 FT 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. Mr. Martin stated he would follow up with the homeowner on May 5th. The homeowner advised they had not yet selected colors, so the ACC request was denied at this time for lack of information.

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**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. Metropolis forwarded the final versions to the Board.

Metropolis has received the list of questions from Mr. Antosh and is working with the Auditor to provide the answers to the Board.

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**INSPECTION CONCERN - 5434 FTP — 294510**

Metropolis received a call from Mr. Modzeleski regarding the violation notice he received. Metropolis forwarded the concern to the Board.

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**TREE CONCERN - 9006 GT — 294645**

Metropolis forwarded the concern from 9006 Grovers Theater about a tree which fell into their yard. Mr. Rahme forwarded the email to the landscaper to review.

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**ACC VIOLATION - 9106 BJL — 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.

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**RESALE REQUEST - 5638 FTCD — 288874**

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

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