

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
October 11th, 2018 - 7:30 pm

I. CALL TO ORDER.

Meeting was called to order by Kevin Martin at 7:31.

Homeowners present: Mr. Ray Antosh and Mr. James Davis.

II. APPROVAL OF MINUTES

Minutes for the September 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. Antosh again sent questions to the Board in advance of the meeting (the following is Mr. Antosh's submission to the Board):

On June 26th I submitted a request to the Signal Hills Home Association (SHHA) Board of Directors (BOD) for answers to questions made in July 2018 (see the July 12, 2018 BOD meeting minutes). I'm curious as to what the delay is either by Metropolis or the BOD in finding out the answers to these questions?

At the August BOD meeting, the President said "The request for additional information on the 2015 Landscaping Fees did not provide sufficient detail. Kevin requested additional specifics from the auditors."

At the September BOD meeting, the President said that the BOD had received an accounting spreadsheet for approximately \$41,000 and that the BOD would request the additional invoices for the difference between the \$41,000 expended and the \$52,055 total expended.

I asked that the \$41,000 spreadsheet and answers to my other two questions be emailed to me. In the July 2018 minutes under Action Items Metropolis wrote "Metropolis has received the list of questions from Mr. Antosh and provided the answers to the Board." Another Board member objected saying the BOD should wait until they get the additional invoices. When will that happen or have the invoices been received?

In regard to the above, all the invoices should be readily available since Metropolis provided them to the auditors. There should be an invoice number, provide information on the location, e.g., location of the tree removed, mowing or other landscaping action taken tied to it, and the amount of the bill. If that is not provided, the information is not what I requested and the figures, in my mind, are in doubt, as they are not tied to a specific action, other than the payment of some

bill that may or may not necessarily be for SHHA work. The homeowners deserve the answers to these questions in a timely manner; 12 weeks is long enough. Please explain what the holdup is.

In the February BOD meeting minutes (Action Items by Metropolis) “The 2014 to 2016 draft audits and taxes were presented to the Board. Please advise if they are accepted by the Board”. The Board response “We will let you know when we are comfortable with them.” The Board received the audit results in February but did not release them to the homeowners until June 15, 2018.

Regarding question 1 (from July minutes), Why did Metropolis/BOD change the 2013 auditors from Turner and Leins to Frank Hazek and Associates? When did this occur? What was the reason? Why were the homeowners not informed of the change by the BOD? Please explain.

Regarding question 2 (from July minutes) regarding the bad debt write-off

<i>2013- Bad Debt</i>	<i>\$1014</i>
<i>2014- Bad Debt</i>	<i>\$ 418</i>
<i>2015- Bad Debt</i>	<i>\$4090</i>
<i>2016- Bad Debt</i>	<i>\$3230</i>
	<i>-----</i>
	<i>\$8752</i>

\$8752 is how much money the homeowners have lost in 4 years. There has been no mention of this amount of loss at any BOD meeting during the period 2013-2016, and no mention of it until now. Why is this being written off? This money is required to come back to the homeowners from the judgements the Association lawyers obtain? Please explain.

Please email a confirmation that the BOD has received this email. Since members are requested to register to speak at the meeting so the proper amount of time can be allocated, please include this as my submission to be included under Open Forum for Homeowners at the October 2018 meeting of the BOD. If not, I will be happy to read this email for inclusion under Open Forum for Homeowners. 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.

Kevin Martin read the response from Metropolis and the auditors to Mr. Antosh’s questions. An electronic copy would be forwarded to Mr. Antosh.

B. Mr. Davis questioned if the access ways to the common areas would be clearly marked for residents.

- 1.** Pete Seigman noted they are usually marked on the curbs.
- 2.** Mr. Davis noted people were afraid to walk across a neighbor’s lawn, and asked about a paved access. Kevin Martin noted there were no budget / plans currently for any modification.

IV. PROPERTY MANAGEMENT REPORT

Metropolis report attached below

V. TREASURER'S REPORT – Ed Rahme.

- A.** Dues status: There are 44 homeowners with outstanding balances of \$100 or more. They have been turned over to the attorneys to begin the collections process.
 - 1.** Pete noted there are more homeowners in arrears than last year; no known reason.
- B.** Payment made for repairs to the entrance sign on Parliament was returned. All funds were put into the Money Market account. Sufficient funds have been transferred to the checking account to allow for payments.
- C.** Draft Budget. Ed has spoken with Metropolis on the proposed budget. Contingency funds will be included in the Total.
 - 1.** No dues increase is needed. Unplanned expenses to date have been less than forecast.
 - 2.** Mr. Antosh requested clarification between the contingency account and contingency contributions.
- D.** There was discussion on the possible move to another management company. There was no recommendation and no action will be taken.
- E.** Recommend adding additional Board member(s) as signatories on new SunTrust accounts. Kent Ford agreed to be added as a signatory.

VI. COMMITTEE REPORTS. Nothing to report from any of the committees.

- A.** ACC – Jack Hanly
- 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. Stream restoration project – Recent information from Ed following the walk-through

1. The project is almost done, and the work was accomplished per the contract, so there isn't anything that was supposed to be done that wasn't.
2. The recent heavy rains may have slowed work a bit, but it provided proof positive that the drainage is working as intended.
3. Some additional plantings of native species will be accomplished in the Fall.
4. Some homeowners are draining their downspouts, via underground piping, to the Common Areas (which should not be done). The Project Team terminated these pipes at the boundary of the Common Area. If the draining causes any subsequent damage to the area of the Project, the Team recommends the Board work with the County to determine corrective actions to be conducted at the homeowner's expense.
5. SHHA Members should not place any material (leaves, grass clippings, leaves, etc.) in the Common Areas nor mow areas outside their property limits to avoid potentially damaging the areas of the Project and the new plantings.
6. The Board will remove some logs left on the Common Areas from previously fallen trees on advice of the Project Team and the Project Team will remove any logs as a result of the Restoration Project.
7. Some logs will be left in the Project Area to provide a guide to the water that results when the Flood Plain is activated (after heavy rain for example). These logs are fixed to the ground. Another benefit of these logs is that will provide a natural habitat for small animals that live there.
8. It has been noted there are yellow flags posted around the stream warning of herbicides. They mark the areas that were treated for bamboo and other invasive species.

B. 9100 Parliament Drive

1. 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. Mr. Antosh questions RE: Landscaping fees in 2015 Audit

1. Received a partial accounting in a spreadsheet, but did not fully account for total (\$41962 listed) and missing some invoice numbers / explanations of charges
2. Requested that it be completed.

D. 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. Need to discuss rule about parking in driveway (tabled last meeting) and determine path forward.

E. SHHA Request for Credit from Metropolis

1. SHHA requested a \$250 credit for failure to meet requirements to deliver monthly documentation
2. Kevin discussed the matter with the President of Metropolis on 7/13; she agreed to issue the requested credit, and invited us to contact her any time we have a perceived issue with our services.
3. Awaiting final confirmation that (and when) credit was applied.

F. Damaged Entry Sign

1. The SHHA Woodedge entry sign (Rolling and Parliament) was damaged by an automobile accident
2. Estimates were submitted to USAA for review:
 - a. \$5800 for repair and repointing of the brick wall
 - b. \$850 for clean-up, replacement plants, and removal, storage and replanting during repairs
3. Check for \$5000 (rate negotiated by USAA with contractor) received on September 11.
4. Awaiting payment of the \$850
5. Recommend getting work started as soon as possible to complete before cold weather. The Board voted to begin masonry work as soon as possible.
6. Damage to the entry sign at Rolling and Lake Braddock Dr was limited to plants and a Verizon junction box. The Board agreed to get a quote on replacing the damaged plant.

G. Annual meeting preparations.

1. Elections.
 - a. Kevin Martin's term expires this year (last elected in December 2015). Kevin is interested in re-election.
 - b. The call for candidates was added to the SHHA website.
2. Additional topics for meeting announcement mailing?
 - a. Beth Felson of the neighboring homeowners association reminded SHHA about use of common areas and not to dump yard waste there.
 - b. Will Delegate Eileen Filler-Corn attend?
 - c. Should there be an AirBnB policy resolution for SHHA?
 - d. Access to common areas and their maintenance and marking.
 - e. Possible open house after completion of the stream restoration.

H. Window colors in The Oaks neighborhood.

1. Kevin will draft guidelines into a Policy Resolution for review and discussion.

I. 5425 Mount Lookout Court

1. Sent a complaint that the adjoining HOA common area is once again not being maintained.
2. Kevin Martin e-mailed Beth Felson for a status.
3. Beth replied:

“We don’t normally maintain that portion of the common area. We trimmed trees and removed brush in that area about two years ago as a courtesy. The individual homeowners bordering that particular stretch of the common area should clear whatever is encroaching their property.”

4. Kevin will send a response to the homeowners at 5425 Mount Lookout Court.

J. 5631 Mount Burnside Way

1. Submitted an ARC request for a new garage door.
2. The Board requested more information on the proposed style of the door.
3. Homeowner withdrew the request on 10/8/2018.
4. No further action.

K. 5408 Mount Greenwich Court.

1. Submitted an ARC request for new vinyl siding in a Juniper Ridge (light green) color.
2. After further discussion with the Board, the siding color was modified to Tuscan Clay.
3. The request was reviewed and approved electronically.

VIII. NEW BUSINESS

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

1. \$1430 for August mowing, aeration, and arborist consults.
2. \$650 for removal of a dead tree behind 9011 Home Guard Drive (JL Tree).

B. 8927 Lake Braddock Drive

1. Homeowner noted that a “commercial vehicle” is regularly parked on the street at this residence. The Board has contacted the homeowner for resolution.

C. 5411 Flint Tavern Place

1. Submitted an ARC request for a new picket fence.
2. Fence will be 3-1/2 inch boards, 3-1/2 inch spacing, and 42 inches tall.
3. ARC was approved by voice vote.

D. 9005 Fort Craig Drive

1. Submitted an ARC request for new windows and doors in Coco or Bronze color

E. 9008 Home Guard Drive

1. Submitted an ARC request to repair chimney siding and trim, and replace a rotting garage to house rafter.
2. The motion was made and approved to approve the request with the caveat that the new material be consistent with existing.

F. 9187 Lake Braddock Dr.

1. Submitted an ARC request to change the shingle color to black.
2. The Board requested additional information (materials, color, style) to make a decision.

G. 5417 Mount Lookout Ct.

1. Submitted an ARC request to replace a non-compliant fence around the rear yard (with a pool) with a compliant fence.
2. The Board is working with the homeowner to refine design and request details.

H. 5594 Marshall House Ct

1. Submitted an ARC request to replace front door and sidelights.
2. The Board requested additional details on the replacement door and paint samples.

I. 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	Paid			
7.	5417 Mount Lookout Court	Delivered	6/03/2018	\$275	Due
8.	9082 Blue Jug Landing	Requested			

* 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:

November 8

December 6

X. ADJOURNMENT. Meeting was adjourned at 8:24 p.m.

XI. EXECUTIVE SESSION

None.

XII. SCHEDULED HEARINGS

None.

**SIGNAL HILL HOMES ASSOCIATION
METREGISTER
OCTOBER 2018**

Action Items

2018 ANNUAL MEETING — 118386

As the Board is aware, the Annual Meeting will be coming up in December. **Was anyone interested in joining the Election Committee Chair?**

No. There was no volunteer. Call for candidates has been posted on the SHHA web site.

Information Items

2018 ANNUAL DUES NOTICE — 120079

Metropolis issued the final warning notice to the homeowners who have outstanding balances, giving them until September 1 to pay their assessment. We have included a current Delinquency Report for the Board to review. We await the approved list from the Board of those who should be turned over.

We provided the list; according to e-mail from Metropolis on September 18th – “RFA 126910 Re: SHHA - Accounts for Collection” – the accounts have been forwarded to Chadwick. Please confirm.

AUDIT (2017) — 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. The 2017 audit was approved, and is in process. Metropolis will respond to the Board's inquiries via separate emails.

What is left to track under this RFA? Just the 2017 Audit in progress? Everything is done and signed off through 2016 – correct?

DRAFT 2019 BUDGET — 121901

Metropolis forwarded a request to Mr. Rahme to discuss the 2019 draft budget. We await a time when he is available.

Thank you.

FORECLOSURE TAKEOVER - 5611 LID — 299401

Metropolis received notice that Deutsche Bank has acquired the title to 5611 Light Infantry Drive. We are working with legal counsel regarding the payoff to the bank.

Please keep us posted.
