

## SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room  
November 8<sup>th</sup>, 2018 - 7:30 pm

### I. CALL TO ORDER.

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

Homeowners present: Mr. Ray Antosh, Ms. Jackie Morra, Mr. William Tippie, and Ms. Stacy Small.

### II. APPROVAL OF MINUTES

Minutes for the October 2018 meeting of the Board of Directors are under review, and will be posted to the SHHA web-site once finalized.

### III. OPEN FORUM FOR HOMEOWNERS

A. Mr. Antosh asked about the questions he submitted regarding the audits. Kevin responded that the questions would be sent to the Management Company for coordination with the auditors.

### IV. PROPERTY MANAGEMENT REPORT

A. Metropolis report attached below.

B. The Board discussed a bonus for The Outdoor Man for his prompt and efficient services to the community.

a. Linda Wirth made a motion for \$300 that was seconded and unanimously approved.

### V. TREASURER'S REPORT – Ed Rahme

A. Dues status

a. 35 homeowners with balances > \$100 are with Chadwick for the collections process.

B. Kent has agreed to become signatory on SunTrust accounts

a. Need to schedule visit with Kent / Kevin to bank

**VI. COMMITTEE REPORTS.** Nothing to report.

**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**

**C.** Stream restoration project – Recent information from Ed following the walk-through

- b.** 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.
- c.** Plantings of native species are underway. SHHA representatives have walked the project with the Fairfax County representatives.
- d.** Homeowners are not allowed to drain downspout pipes onto the common area, and may be responsible for damage / erosion caused from doing so.
- e.** 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.
- f.** Received notice from Fairfax County that small yellow flags had been placed to indicate areas where treatment for invasive species had been done.
- g.** Some homeowners are still complaining about swampy conditions behind their homes. This should be remediated with the new plantings in the coming year as they grow and manage the water.
- h.** Project borders have protruding stakes holding down landscape mesh. Although these could be a trip hazard, they are important to holding down the mesh protecting the new plants.

**D. 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.** 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.** In the discussion there were several options for creating an access way. More will be discussed later.

**E. 8908 Lake Braddock Drive**

- a.** A hearing with the homeowners has been scheduled regarding complaints of a commercial vehicle parked continuously in front of the house

**F. Annual Meeting Prep (12/6)**

- a.** Announcement, including DRAFT budget was finalized and sent to Metropolis for printing and mailing.
- b.** Metropolis reported that the mailings were done on 11/6.

**G. Window Colors in The Oaks**

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

**H. 5417 Mount Lookout Court**

- a.** Submitted an ARC request to replace a non-compliant fence around the rear yard (with a pool) with a compliant fence
- b.** Board is working with homeowner to refine design and request details.
- c.** The Board noted the requirements of Fairfax County for at least a 48” fence around a pool

**I. 9187 Lake Braddock Drive**

- a.** Submitted an ARC request to change shingle color to black
- b.** Board requested full spec (material, color, style) of shingles to make a decision

**J. 5594 Marshall House Court**

- a. Submitted an ARC request to replace front door and sidelights
- b. Board requested details on specific replacement door and paint samples

**VIII. NEW BUSINESS**

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

- a. \$1430 – TOM – Mowing, edging, trimming, consults, aeration (September)
- b. \$3615 – TOM – Mowing, edging, fertilizing, seasonal plantings, mulching (October)
- c. \$650 - JL Tree Service – 9011 Home Guard Drive – remove dead tree from common

**B. The Outdoor Man – Bonus for 2018**

- a. After discussion a bonus of \$300 was approved by the Board.

**C. 9099 Blue Jug Landing**

- a. Received a homeowner complaint regarding parking of a commercial trailer
- b. BOD will investigate and send a violation notice if appropriate.

**D. 5604 Meridian Hill Place**

- a. Reported that a tree fell from the common area onto his property, damaging a fence and possibly roof.
- b. Requested TOM to take care of the tree removal
- c. The Board agreed to have the homeowner submit an invoice for the repairs. They will review the invoice and decide what if any reimbursement is warranted.

**E. 5624 Point Roundtop**

- a.** Informed us of need / intent to remove large Red Oak from front yard due to disease
- b.** BOD replied that approval is not needed, but we request that front yard stumps be ground below grade.

**F. 9019 Fort Craig Drive**

- a.** Submitted an ARC request for new sliding and swinging exterior doors and windows
- b.** Request is for Sandstone color
- c.** The Board approved the request

**G. 9021 Fort Craig Drive**

- a.** Submitted an ARC request for new exterior doors
- b.** Request is for Sandstone color
- c.** The Board approved the request.

**H. 5630 Fort Corloran Drive**

- a.** Submitted an ARC request for new roof with architectural shingles in Driftwood color
- b.** The request was approved by the Board

**I. 9187 Lake Braddock Drive**

- a.** Submitted an ARC request for new roof with Landmark shingles in Moir Black color
- b.** Request was approved by the Board

**J. Resale Packets**

|           |                            |           |           |       |        |
|-----------|----------------------------|-----------|-----------|-------|--------|
| <b>a.</b> | 9004 Grovers Theater Court | Delivered | 9/16/2016 | \$275 | Due ** |
| <b>b.</b> | 9085 Blue Jug Landing      | Delivered | 5/10/2017 | \$275 | Due ** |
| <b>c.</b> | 5407 Flint Tavern Place    | Delivered | 8/28/2017 | \$275 | Due ** |
| <b>d.</b> | 9004 Home Guard Drive      | Delivered | 9/17/2017 | \$325 | Due ** |
| <b>e.</b> | 8918 Lake Braddock Drive   | Delivered | 1/28/2018 | \$275 | Due ** |
| <b>f.</b> | 5417 Mount Lookout Court   | Delivered | 6/03/2018 | \$275 | Due    |
| <b>g.</b> | 9082 Blue Jug Landing      | Delivered | 9/13/2018 | \$275 | Due    |
| <b>h.</b> | 9083 Blue Jug Landing      | Delivered | 11/4/2018 | \$325 | 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:

December 6 (Annual Meeting of Members)

**A. 2019 proposed meeting dates**

- a.** Linda is working with the library to reserve the conference room for the second Thursday in each month
- b.** BOD will review, resolve conflicts, and finalize dates at next meeting

**X. ADJOURNMENT.** Meeting was adjourned at 8:25 pm.

**XI. EXECUTIVE SESSION**

Discussed individual homeowners' financial issues.

See separate document.

## **XII. SCHEDULED HEARINGS**

**A.** 9104 Lake Braddock Drive. See separate document.

**a.** Fence violation – non-compliant fence documented in Resale Documents.

**B.** 8908 Lake Braddock drive. See separate document.

**a.** Commercial vehicle parking

**SIGNAL HILL HOMES ASSOCIATION**  
**METREGISTER**  
**NOVEMBER 2018**

**Action Items**

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**BONUS - OUTDOOR MAN — 145196**

Does the Board wish to give the Outdoor Man a bonus for 2018?

*We will discuss at the November meeting.*

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**LANDSCAPING CONTRACT — 137948**

Does the Board wish to retain the Outdoor Man for their landscaper for 2019?

*We are under contract with TOM through 2020.*

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**RESALE REQUEST - 9083 B JL — 300724**

Did the Board receive the resale request for 9083 Blue Jug Landing?

*Yes. The package was delivered.*

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**SCC ANNUAL REPORT — 142856**

Metropolis provided the SCC Annual Report to the Board for approval. Please provide the signed SCC form when the Board has a moment.

*We will send it to you.*

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## **Information Items**

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### **2018 ANNUAL MEETING — 118386**

Metropolis issued the Annual Meeting notice to the Association on November 5th.

*Thank you.*

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### **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 the auditor merely needs the closing statements for the CD's to complete it. Mr. Rahme has stated he will provide the same.

*Please remove the old 2013-16 information from this (or start a new RFA for 2017).*

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### **DRAFT 2019 BUDGET — 121901**

The 2019 budget was included in the annual meeting notice. It does not include a proposed increase to the annual assessment.

*Correct.*

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### **TREE FELL DOWN - 5604 MERIDIAN HILL PL — 300601**

Metropolis contacted the Outdoor Man regarding a tree which fell on the fence of 5604 Meridian Hill Place.

*We are working the issue with TOM.*

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