

**SIGNAL HILL HOMES ASSOCIATION**

**2018 Annual Meeting of Members**

Braddock District Meeting Hall  
December 6<sup>th</sup>, 2018  
7:30 pm

**Agenda:**

- I. **Call to Order**
- II. **Recap of 2018 Accomplishments**
- III. **Look Ahead – 2019 Commitments**
- IV. **Disclosure of Proxies**
- V. **Approval of 2017 Annual Meeting Minutes**
- VI. **Treasurer’s Report, Budget Review, and Approval**
- VII. **Election of Directors**
- VIII. **Discussion Topics**
  - a. **Accesses to common areas and possible improvements**
  - b. **Air B ‘n B Policy**
  - c. **SHHA Newsletter**
- IX. **Open Forum for Homeowners**
- X. **Upcoming Meetings – 2019 (DRAFT)**
- XI. **Adjournment**

**Note:** In the interest of time, and to ensure that all agenda topics are covered, during Sections I through VII, the Board will entertain brief questions / discussions, but ask that lengthy discussions or questions be tabled until Section VII – Open Forum for Homeowners.

Items that are specific to an individual homeowner / unit may be tabled until after other homeowners complete discussions of community wide matters.

**I. Call to Order**

The meeting was called to order at 7:35 pm by Kevin Martin.  
There were 26 homeowners present. The Metropolis representative, Ben Colbert, was also present.

**A.** Welcome. Kevin gave a brief overview of the agenda and how the meeting would proceed.

**B.** Introduction of Board of Directors

**President**

**Kevin Martin**

Kevin joined the Board in 2009 and became president in 2011.  
Kevin's term expires in 2018.

**Vice President**

**Linda Wirth**

Linda is an original homeowner and has been on the board since 1992.  
Her term expires in 2019.

**Treasurer**

**Ed Rahme**

Ed is a past board member who has also been a past treasurer.  
Ed was appointed to fill David Masterman's remaining term when he resigned.  
His term appointment expires in 2018.

**Secretary**

**Kent Ford**

Kent is retired and joined the board in 2016. Kent's term expires in 2019.

**At-Large**

**Pete Seigman**

Pete has been on the board for 12+ years.  
Pete's term expires in 2020.

**C.** Introduction of Committee Chairs (and openings)

ACC	<i>vacant</i>
Grounds	<i>vacant</i>
Neighborhood Watch	<i>vacant</i>
Braddock District Representative	<i>vacant</i>
Welcoming	<i>vacant</i>
Webmaster	Kevin Martin
YAHOO Group Manager	Pete Seigman

**D.** Introduction of Metropolis Representative      Ben Colbert

## II. Recap of 2018

Kevin gave the following review of significant actions and accomplishments of the Board for 2018.

### **Received and addressed over 900 e-mails regarding homeowner / community matters**

#### **Reviewed 58 (was 68) homeowner applications for architectural changes**

- Average adjudication time of 21 days

#### **Extremely successful in collecting dues. Of 493 homeowners:**

- Currently 4 homeowners owe 2018 dues (\$140) – these have been sent to the attorney for collections
- Currently 1 homeowner owes partial 2018 dues
- 4 other homeowners owe multiple years of dues, or other assessments, and are with collections
  - o Collection costs / attorney fees are added to the accounts

#### **Continued to perform pre-sale inspections and create / provide resale documents**

- Thorough resale inspections, documenting all existing Covenant violations are a VA legal requirement
- 16 Packets resulted in ~\$4500 of additional 2018 revenue for SHHA
- Helps delay or prevent dues increases

#### **Worked with homeowners to resolve 42 new Restrictive Covenant violations in 2018**

- Board of Directors performs all inspections
- Currently 76 open violations identified / working to resolve

Long term violations are turned over to legal counsel for review and additional enforcement actions

- This is a last resort; only after 3 notices of violation and a personal hearing opportunity with the Board
- Virginia Law prohibits fines / assessments, so legal counsel is the only recourse for non-responsive or un-cooperative homeowners.
- Attorney Demand Letter Has been successful in gaining compliance in most cases
- In all other cases, Fairfax County has granted injunctions for homeowner or SHHA to “self-correct”
- Legal fees are generally charged to the homeowner

#### **Worked with the management company to secure an auditor for backlog of annual audits**

- Received completed audits for 2014, 2015, and 2016
  - o No significant findings or discrepancies were identified by the auditors
- Signed a letter of intent with Auditor to perform 2017 audit

#### **Continued to work with Fairfax County on stream bed restoration within SHHA Common Areas**

- Construction is complete!
- Wetland planting installs are wrapping up
- Ed Rahme reported the plantings have been delayed by the heavy rains.
- The heavy rains have demonstrated the restoration is working. New plants in the flood plain will absorb more water and eliminate standing pools of water.
- A reminder was made not to divert yard and home drainage into the flood plain and not to dump yard waste into the area.

**Created and adopted SHHA Policy Resolution Number 6 - Review and Approval of Installation of Solar Energy Collection Devices**

- Satisfied Virginia requirement that any requirements or restrictions of solar energy collection devices be written down and provided to homeowners

**Completed a 5 year “Reserve Study”**

- Required every 5 years; evaluates SHHA ability to maintain or replace common areas and fixtures
- Entrance monuments and plantings are our largest assets
- Study found SHHA well positioned to maintain or replace assets

**Commissioned and reviewed a “traffic calming” study for the community**

- Performed by Mike Davis working with Fairfax County traffic engineers.
- Reviewed available traffic and incident data from Fairfax County and Virginia, as well as possible “calming” methods (speed bumps, speed humps, stop signs, etc.)
- Study concluded that no additional measures were recommended at this time. The study is available on the Homeowners Website.
- BOD accepted the recommendation

**Worked with police and insurance to obtain compensation for damages to the Woodedge and Signal Hill entry signs**

- Both suffered damage from auto accidents at the intersections
- Repairs were over \$6200, all recouped from responsible parties’ insurance

**Maintained all entrance signs and landscaping**

- Tree trimming / removal of dangerous, large leaning trees
- Seasonal plantings and landscaping
- Lighting maintenance

**Addressed numerous downed trees in the Common Areas and onto homeowner lots**

**Migrated SHHA Contingency accounts (Savings, Checking, CDs) from Bank of America to SunTrust for better rates and service**

**A. Questions and Answers:**

1. How many ARCs were disapproved last year?
  - a. The total was not known at the meeting. The count was 10.  
The majority of disapprovals were for fences that were not a compliant design, and color choices. Most of these resubmitted, and were subsequently approved.
2. What was the nature of non-compliance violations?
  - a. Majority were deferred maintenance such as power washing, or accumulation of debris
3. Did the 5-year Reserve Study cover the entrance signs?
  - a. Yes, those are physical assets for the Homeowners Association. Based on the study we are well positioned for material possessions and holdings. The damage to the monuments by an auto did not affect the results of the reserve study as repair costs were all covered by insurance.

4. What are the expected life spans for the entrance monuments?
  - a. The brick and monument life span is estimated at 40 years.
  - b. The wooden monument life span is estimated at 20 years.
5. What about the trees in the pots in the restoration area?
  - a. Board was unaware, but assumes that they will be planted near where they sit
6. It was noted that trees are being planted over the sewer line – a violation of Fairfax County policy.
  - a. The Board will check with the county, but they are the ones doing (or contracting) the planting
7. Are there any plans for paths in the restoration area?
  - a. No. There are no plans for man-made paths.

### **III. Looking ahead – 2019 Commitments**

The community is privileged to have dedicated and active BOD members

#### **Kevin reviewed the Board's upcoming objectives and commitments:**

Work with homeowners to review and approve Architectural Requests in a timely manner

Work with homeowners to correct identified violations of SHHA Restrictive Covenants

- Single biggest impacts to maintaining property values

Ensure dues collection

- Current procedures are very effective
- Involve legal team on multi-year delinquencies to protect the association's interests

Work with homeowners and legal team to resolve existing / long standing violations

- To the greatest extent possible, secure and protect judgements for legal fees incurred

Practice open / frequent interaction with homeowners

- E-mail, Facebook, NextDoor, etc. Homeowners were requested to update e-mails when necessary.

#### **A. Questions and Answers:**

1. How are absentee homeowners contacted and invoiced?
  - a. The Board has addresses for them on file and they do pay dues like residents.
2. Homeowner complaint that their first notification of late payment was a letter from the lawyers and wanted a waiver for the legal fees.
  - a. The Homeowner was requested to bring in supporting paperwork, to include any payments made.
3. A recent homeowner was concerned about corrections to resale violations during the winter months. The seller asked to delay resolution until spring.
  - a. The Board agreed to defer reinspection until the end of April

#### **IV. Disclosure of Proxies for 2018 Annual Meeting**

##### **A. Disclosure of proxies**

###### **a. 193 proxies were validated (quorum is 124)**

- b. There was discussion on the revocation of prior proxies as some homeowners had signed more than one proxy. It was agreed to use the most recent dated proxy.

##### **B. Voting for Board positions.**

- a. There were no new candidates nominated from the floor.
- b. The two declared candidates, Kevin Martin and Mike Davis, both gave short introductory speeches.
- c. It was noted from the floor that all three sections of the community are not represented on the Board. There were no (and have not been) candidates from the missing Signal Hill section.

##### **C. The Metropolis representative and a homeowner from the floor went to count votes. During this period the meeting continued with the Open Forum.**

#### **V. Approval of Minutes (from 2017 Annual Meeting)**

- A.** There were no recommendations for updates.
- B.** There was a motion from the floor and a second to approve the 2017 annual meeting minutes.
- C.** The motion carried, and 2017 minutes were approved.

**VI. Review Budget – Forecast For 2019 – Treasurer, Ed Rahme**

- A. Treasurers Report.** Treasurer Ed Rahme provided an overview of the annual budget. Unspent money from the previous year goes into the contingency funds. Changes to the budget are based on the previous year’s results and include considerations such as weather that can lead to an increased need to remove downed trees.
- a. Based on last year’s expenses and forecast expenses for the coming year there is no need for a dues increase.
  - b. The SHHA changed banks to Sun Trust for a number of reasons. Interest earned and customer service were the driving reasons for the change.
  - c. It was noted that Metropolis maintains the operating funds separately to facilitate payment of expenses.

**B. Questions and Answers**

- 1. Why did insurance rates increase?
  - a. The insurance company increased rates.
  
- 2. How much is in the Contingency Funds?
  - a. The contingency funds are separate from the operating budget. As of November 2018:

Money Market	\$ 80,005.50
CD’s	\$ 7,000
Checking	\$ 10,807.52
  
- 3. It was requested that actuals from previous years be included in the budget handouts to provide comparison.
  - a. The budget is based on quarters for comparison. The budget runs from September 30 to October 1 to facilitate having actuals for the budget development for the annual meeting. The Board will discuss possibilities to include prior actuals in future budget distributions.
  
- 4. Has there been any consideration or effort to coordinate with other HOAs to combine efforts and find cost reductions?
  - a. There has been no effort on that front, and no requests from other HOAs.

- C.** There was a motion and second to approve the 2019 Annual Budget as submitted. There were 225 for and none against. The motion carried. The 2019 budget was approved.

## **VII. Election of Directors**

### **BOD Status:**

It was announced that Kent, Ed, Pete, and Linda do not have terms expiring this year, and Kevin's term expires this year

### **Call for other nominations / candidates:**

Nomination Committee

There was no volunteer to head nominations this year

On-Line Submissions:

Mike Davis of 9015 Fort Craig Drive

From the floor:

Solicited candidates.

No candidates were nominated or volunteered from the floor.

## **VIII. Discussion Topics**

### **A. Accesses to common areas and possible improvements**

- a.** Common area accesses are currently marked at the curb "SHHA Access" and not otherwise designated or paved. There is a desire by some homeowners to improve the access areas and have them better marked.
- b.** Question was raised by the Board whether SHHA investigate and budget for improvements and associated on-going maintenance for accesses? There was discussion on the pros and cons of a maintained path and what it should be. One recommendation was for a defined mulched path from the street to the common area. A concern was the cost and necessity of maintaining the path.
- c.** Homeowner Mike Davis recommended a study on options for paths to the common areas. There was a unanimous vote to conduct a study and review the results.
- d.** Homeowner Mike Davis agreed to conduct the study with Fairfax County. Homeowner's inputs would be welcomed. There will be a delay in completing the study until most of the areas are dried out for access.



## **B. Air B 'n B Policy**

- a. The Board asked if SHHA should enact policies or restrictions beyond Fairfax County registration requirements?
- b. There was discussion as to whether the Air B 'n B should be considered a business and whether Fairfax County or the Homeowners Association would be able to define policy.
- c. There was discussion on how to change the bylaws to allow for the operations of businesses within the residential areas. It was noted that a change to the bylaws would require approval by 75% of the homeowners. This has been a difficult level to reach in other efforts.
- d. It was noted that an Air B 'n B is a rental, similar to renting homes, which is currently allowed. As to the rental of separate rooms in a home there are Fairfax County regulations governing those issues.
- e. There was discussion on the definition of a business. The question was asked if Fairfax County had a definition or if the Board had a working definition. It was noted the Board would have to seek legal advice before making a decision.

## **C. SHHA Newsletter**

- a. In 2012, SHHA discontinued the production and distribution of hard-copy "newsletters"
- b. BOD elected to use more modern and agile methods to communicate with homeowners
  - i. SHHA web-site, Facebook, NextDoor, e-mail
- c. Reduced effort and cost to produce, edit, print, and mail hard-copy newsletter
- d. BOD questioned (based on feedback from homeowners) how many actually opened and read them vs. "circular filing" with junk mail
- e. A handful of homeowners have approached the Board about resuming hard-copy newsletters
  - i. Each mailing costs SHHA ~\$500 (printing and mailing only)
- f. BOD is seeking to gauge interest from homeowners present in receiving hard-copy newsletter(s).
- g. The consensus of homeowners present was to email homeowners with major changes and events, but not to use paper / produce a hard-copy newsletter. Kevin Martin requested any homeowner present to verify their email addresses.

## **IX. Open Forum for Homeowners**

- A. The placement of the sign for pending meeting minutes was noted and appreciated. Thanks to Mrs. Barbara Fleming for her efforts.
- B. There was a question about the availability of a list of homeowners. It was noted there were privacy concerns with publishing that list.
- C. Why was there no nominating committee? A request for a volunteer was made but there was no response.
- D. The question was asked as to why Mike Davis' name was not on the candidate list. The Board replied that he submitted his candidacy after the deadline for sending out the announcement.
  - i. It was noted this would be a good use of emails to provide homeowners more information on candidates and definitely in a timely manner before the annual meeting.

## **X. Election Results**

- A.** At this point in the meeting – after the vote was completed and counted - the voting results were brought in by Metropolis. Mr. Ray Antosh requested a point of order and stated that SHHA records indicate that Mr. Ed Rahme’s position should also have been be up for election as Ed was filling the remainder of a term for a previously elected / resigned board member whose term expired in 2018.
- B.** The Board believed that Ed had been re-elected to a new term the following year.
  - i. SHHA minutes on-line confirmed that Ed’s term was expired.
- C.** A long discussion on the voting process followed with several suggestions from the floor on how to revote the election.
  - i. There is concern that only Board members were listed for proxies on the voting forms. It was argued that all candidate’s names should be listed and available to accept proxies. It was again pointed out that Mike Davis submitted his candidacy after the deadline for printing and mailing the announcement and proxies.
  - ii. A recommendation was made to conduct a new vote with the addition of Ed Rahme’s vacancy. That recommendation was tabled as some homeowners with proxies had already left.
  - iii. There was a motion made and second to have a second annual meeting early in 2019 for a new election and that the current Board would remain in place until the election. The motion was passed by the remaining homeowners present.

## **XI. Dates for Upcoming Meetings**

### **2019 Meeting Dates (DRAFT)**

10	January
7	February
14	March
11	April
9	May
13	June
11	July
8	August
12	September
10	October
7	November
5	December (Annual Meeting of Members)

## **XII. Adjournment**

**The Board thanked everyone for attending, and for their support to the community!**

- Homeowner participation and suggestions for improvement are always welcome.

**A Motion to adjourn was made, seconded, and unanimously passed.**

**SIGNAL HILL HOMES ASSOCIATION**

**2018 Annual Meeting of Members – Continuance**

Braddock District Meeting Hall  
March 14<sup>th</sup>, 2019

**Agenda:**

I. **Call to Order.** Meeting was called to order at 7:40 by Kevin Martin. Members were still being signed in by Metropolis.

A. **Welcome**

B. **Introduction of Board of Directors**

President	Kevin Martin	Kevin joined the Board in 2008 and became president in 2011. Kevin's term expires in 2019.
Vice President	Linda Wirth	Linda is an original homeowner and has been on the board since 1992. Her term expires in 2020.
Treasurer	Ed Rahme	Ed is a past board member who has also been a past treasurer. Ed volunteered to fill David Masterman's term when he resigned. His term appointment expired in 2019. Ed was on travel outside the country and could not attend.
Secretary	Kent Ford	Kent is retired and joined the board in 2016. Kent's term expires in 2020.
At-Large	Pete Seigman	Pete has been on the board for 12+ years. Pete's term expires in 2021.

II. **Final Call for Candidates**

**Kevin Martin**

**Ed Rahme**

**Mike Davis**

**Tom Lombardi**

Kevin Martin made a final call for candidates other than those already nominated. A request was made for any candidate from the Signal Hill subdivision. There was no response.

There was an explanation of the bylaws and a requirement of the by-laws for candidates and elections. A discussion of the by-laws requirements for representation from each sub-division in the association was led by a homeowner to include a request for anyone from the Signal Hill sub-division to run. At this Thomas Johnson, 5624 Pt Roundtop Ct, Signal Hill sub-division made a tentative declaration of candidacy.

Kevin Martin made known a declared candidate, Kevin Doherty, 8917 Bald Hill, Signal Hill sub-division. Mr. Doherty is currently deployed to Afghanistan, unable to declare his candidacy at the meeting.

III. **Final Call for Proxies.** There was a final call for proxies. It was noted that Ed Rahme was giving his proxies to Linda Wirth in his absence. There was concern of the legality of this, but it was supported by the by-laws.

IV. **Adjourn 2018 Annual Meeting of Members - Continuance**

A. **Count and total proxies.** The Metropolis representative and one homeowner stepped out of the meeting for a final tally of proxy votes.

B. **Conduct March Meeting of the Board of Directors**

V. **Reconvene 2018 Annual Meeting of Members – Continuance.** The meeting was reconvened at 8:49 p.m.

VI. **Candidate Statements.**

A. Each candidate present made a short presentation regarding their qualifications and goals for the association.

B. Kevin Martin read an email from Kevin Doherty, currently deployed to Afghanistan.

VII. **Disclosure of Proxies**

A. **Proxies.** Metropolis and a homeowner reviewed all proxy statements. Homeowners with multiple proxy assignments were distributed based on last dated.

1. It was asked why these were proxies and not absentee ballots. It was noted that there are additional candidates on the date of the meeting and proxy ballots allow those candidates to get equal consideration.
2. There was concern that some of the candidates had proxies. It was explained the by-laws do not prevent candidates from having proxies.
3. It was noted that Kevin Doherty, a candidate, lived in the Signal Hill subdivision. Mr. Johnson withdrew his candidacy.
4. Alec noted that Linda Wirth and Kevin Martin controlled 47% of all votes.

**Final Proxy Totals:**

Kevin Martin	<b>68</b>	
Linda Wirth	<b>57</b>	
Ed Rahme		Ed Rahme proxied his proxies to Linda Wirth in his absence.
Pete Seigman	<b>12</b>	
Kent Ford	<b>11</b>	
Mike Davis	<b>56</b>	
Ray Antosh	<b>11</b>	
Alec	<b>6</b>	
Tom L.	<b>6</b>	
Terry	<b>6</b>	
Don	<b>1</b>	
Ashley	<b>2</b>	

-----  
**Total:** **233**  
**Total Votes:** **269** with homeowners present.

**VIII. Election of Board of Directors**

- A. Secret Ballot, (2 Open Positions).
- B. It was explained that votes were for board members and not for a specific position on the board.

**IX. Announce Election Results**

- A. Metropolis and a homeowner counted votes. Results:

Kevin Doherty	174
Kevin Martin	156
Mike Davis	113
Tom Lombardi	45
Ed Rahme	8

- B. Kevin Martin and Kevin Doherty were declared winners.
  - 1. A Homeowner expressed concern the annual meeting announcement and ballot can be misleading. They recommended next year to have a blank ballot to prevent the appearance of favoritism to serving board members.
  - 2. A Homeowner objected to Ed Rahme voting by proxy. The Board stated that the By-Laws allow members of the association to vote by proxy at the Annual Meeting of Members

- X. **Adjournment.** With no further business the meeting was adjourned at 9:20 p.m.