

## SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room  
January 10<sup>th</sup>, 2019 - 7:30 pm

- I. **CALL TO ORDER.** Meeting was called to order at 7:30 by President Kevin Martin. Pete Seigman was absent.
  
- II. **APPROVAL OF MINUTES**
  - A. Minutes for the November 2018 meeting of the Board of Directors have been reviewed and posted to the SHHA web-site.
  - B. Mr. Antosh requested an amendment to the November 2018 minutes to include the questions he had provided the Board in writing. Mr. Antosh provided a copy of the questions which will be included in the November 2018 minutes.
  
- III. **OPEN FORUM FOR HOMEOWNERS.**
  - A. Homeowners present included Mr. and Mrs. Fleming, Mr. and Mrs. Suson, Mr. Antosh, and Mr. Barker.
  - B. Mrs. Fleming inquired about the status of Metropolis providing a breakdown of costs for mailings to the homeowners. They had not cooperated with her and Kevin Martin had not heard anything. Kevin will send another request to Metropolis for answers.
  - C. Mr. Antosh is still waiting on the details and justification for expenses from the 2015 audit. Kevin will query Metropolis again for the details.
  
- IV. **PROPERTY MANAGEMENT REPORT**
  - A. See the Metropolis report attached below
  
- V. **TREASURER'S REPORT – Ed Rahme**
  - A. Dues status
    - a. 2019 SHHA Dues in the amount of \$140 are Due February 1<sup>st</sup>.
    - b. Dues notices will be sent out together with the announcement of the Annual Meeting continuance which is tentatively scheduled for March 14<sup>th</sup> to allow for legal review of the notification and to ensure the notification meets the required 30-day advance notice.
  - B. Kent has agreed to become signatory on SunTrust accounts
    - a. Need to schedule visit with Kent / Kevin to bank
  - C. Kevin provided requested information about unpaid Resale Packet feed (date requested, by whom, date and format delivered, supporting documentation) to attorneys.

- D. Collections have been effective. In November 2018 there were 43 homeowners in arrears. In January there are only 19 homeowners with past-due accounts totaling ~\$12,700
- a. Largest single account is ~\$9200

## VI. COMMITTEE REPORTS

- A. **ACC** – Jack Hanly
- B. **WELCOMING** – Ashley Brid. She has been visiting with some of the new homeowners. Linda Wirth will coordinate with her to get more information.
- 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
  - a. The project is almost done, with the exception final plantings in some boundary areas.
  - b. Plantings of native species are underway. SHHA representatives have walked the project with the Fairfax County representatives.
  - c. Some homeowners have expressed concern about standing water. Although this has been a record year for rainfall it has also helped the new plantings. As these native species mature in the next year or two, they will absorb more water and reduce or eliminate standing water issues.
  - 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. Project borders have protruding stakes holding down landscape mesh. These will decay naturally.
  - g. After concerns from homeowners Linda was going to look at options and cost for warning signage for the exposed stakes. In the discussion it was noted the stakes are designed to decay in short order and with winter comes less traffic through the area. It was decided to revisit the issue in the Spring and assess the risk.

**B. 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. At the 2018 Annual Meeting of Members, Mike Davis agreed to compile a study of options, benefits, and costs associated with improvements to the SHHA Common Area access ways. The Board will review this report and make a decision on how to proceed once it has been completed.

**C. Window Colors in The Oaks**

- a. Kevin will draft guidelines as a Policy Resolution for review and discussion. The requirements for window colors in The Oaks are stated in the “Procedures for Review and Approval of Homeowner Requests For Improvements / Modifications / Additions to Their Property.” It states, “For example, homes in The Oaks shall be maintained in earth-tones (eg. browns, tans).”

**D. 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. The homeowners were present and made a presentation to the Board pointing out the specific issues regarding the geography of the back yard and the need to meet Fairfax County requirements. The Board agreed to their requests with some caveats.

**E. 5604 Meridian Hill Place**

- a. Reported that a large tree fell from the common area, damaging the garage roof and siding and requesting compensation.
- b. BOD asked TOM to coordinate removal of the tree
- c. BOD asked the homeowner to have repairs done, and submit copies of the invoice to us for consideration
- d. Homeowner submitted invoice for \$10,084.95 covering repairs; all but \$1000 was covered by their homeowner’s insurance
- e. Based on past precedent the Board agreed to compensate the Homeowner for the \$1,000.

## **VIII. NEW BUSINESS**

- A.** The Outdoor Man submitted the following invoices, which were sent to Metropolis for payment:
  - a.** \$2000 – TOM – November leaf removal, shrub pruning, mowing, edging, entrance decorations, and arborist consultations
  - b.** \$550 – JL Tree Service – Remove fallen tree at 5604 Meridian Hill Place
  - c.** \$1250 – JL Tree Service – Remove dead tree from commons at 9025 Fort Craig Drive
  
- B.** Annual Meeting Continuance
  - a.** Required to hold special election for two open BOD positions
    - i.** Kevin Martin (incumbent), Ed Rahme (incumbent), Mike Davis and Tom Lombardi have expressed interest in running for the two open positions.
  - b.** An e-mail has been prepared and reviewed by legal counsel to announce the plan forward. The continuation meeting will be on March 14, 2019. This allows the Board time to provide the required 30-day notification to homeowners.
  - c.** Ben, from Metropolis will attend the meeting on March 14th to facilitate counting and recording proxies.
  - d.** Need to prepare and mail announcement for meeting – must go out no later than February 8<sup>th</sup>
  - e.** Recommend send out in conjunction with annual dues notice. Based on the mailing dues will be considered 30 days late as of March 14th, 2019
  
- C.** Annual dues notices
  - a.** Draft notices prepared and sent to BOD for review
  - b.** If no additional changes are required, recommend authorizing Metropolis to mail-merge and sent in conjunction with Annual Meeting Continuance announcement
  - c.** Kevin will direct Metropolis to send the letter and notification.
  
- D.** Umbrella Liability Insurance Renewal
  - a.** Received a \$375 quote via Metropolis from Philadelphia Insurance for Umbrella Liability
  - b.** No increase to premium
  - c.** After discussion the Board voted to approve and renew the umbrella liability insurance.

**E. 9025 Fort Craig Drive**

- a.** Homeowner informed us of a tree in the common area with a large dead branch overhanging their patio
- b.** Asked TOM to investigate the situation
- c.** Received quote for \$1250
- d.** BOD approved removal of dead tree

**F. 9104 Lake Braddock Drive**

- a.** Submitted an ARC request to modify an existing non-compliant fence by removing the third (top) rail of the split rail fence
- b.** A hearing was held for this property in November 2018.
  - i.** Result specified that the homeowner would remove the fence, or submit an ARC request for a replacement fence by December 8, 2018
- c.** The new request does not trim posts to match new fence height, nor does it address damaged / rotting portions of the existing fence. The Board has denied similar requests for modification in the past.
- d.** After discussion on the ARC the Board voted to deny the submitted ARC request. The homeowner will be told to remove the existing fence based on condition and non-compliance. They may then submit an ARC request for a new fence if they wish.

**G. 9082 Blue Jug Landing**

- a.** Submitted an ARC request to “complete” 2 sides of a split rail fence in rear yard
- b.** BOD requested more information on the location (plat) of the new fence and a sketch of a representative section of the design.
- c.** Discussion on the ARC was tabled on the recommendation of Ed Rahme who is in contact with the homeowners.

**H. 5410 Mount Greenwich Court**

- a.** Submitted a request to install new garage doors – white
- b.** Brochure shows carriage style hardware on the door
- c.** After discussion the Board approved the request.

- I. 9009 Fort Craig Drive**
  - a.** Submitted a request for installation of a new deck
  - b.** Included detained deck specifications, but not a plat showing the location relative to the house
  - c.** Discussion was tabled pending additional information from the Homeowner to include a plat.
  
- J. 5412 Mount Greenwich Court**
  - a.** Submitted an ARC request for new shingles and siding
  - b.** Shingles are Moire Black, siding is Harbor Gray
  - c.** Board discussed and approved.
  
- K. 9002 Lake Braddock Drive**
  - a.** Submitted an ARC request for new shingles
  - b.** Architectural shingles in Driftwood color (grayish brown)
  - c.** Board discussed and approved.
  
- L. 9103 Blue Jug Landing**
  - a.** Submitted an ARC Request to paint the front door “Azure Lake”
  - b.** This will remedy an open Architectural Violation issued for painting the front door without prior approval.
  - c.** Request was electronically reviewed and approved.
  
- M. 9015 Parliament Drive**
  - a.** Submitted an ARC request to replace shingles with new architectural shingles in “Pewter Gray”
  - b.** Request was electronically reviewed and approved.
  
- N. 9008 Home Guard Drive**
  - a.** Submitted an ARC request to install surface mount conduit to, and an EV Charging outlet inside the garage.
  - b.** Request was electronically reviewed and approved, with the caveat that exposed conduit be painted to match the surface to which it is attached.

**O. 5615 Mount Burnside Way**

- a. Submitted an ARC request for new shingles in “Riviera Red” color
- b. Request was electronically reviewed and denied. Color is not consistent with other finishes in the neighborhood or with the house.

**P. 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 **
f.	5417 Mount Lookout Court	Delivered	6/03/2018	\$275	Due
g.	9082 Blue Jug Landing	Delivered	9/13/2018	\$275	Due
h.	9083 Blue Jug Landing	Delivered	11/4/2018	\$325	Due
i.	5611 Light Infantry Drive	Delivered	12/10/2018	\$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:

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

**X. ADJOURNMENT.**

With no further business the motion was made, seconded, and approved at 8:18 pm.

**XI. EXECUTIVE SESSION** – Nothing scheduled.

**XII. SCHEDULED HEARINGS** – Nothing scheduled.



**SIGNAL HILL HOMES ASSOCIATION**  
**METREGISTER**  
**JANUARY 2019**

**Action Items**

**2018 ANNUAL MEETING — 118386**

As the Board is aware, the 2018 Annual Meeting did not make quorum. The next Annual Meeting is scheduled for March. Metropolis will attend the meeting. **Has the Board approved the initial mailing?**

**Will work on this at the January meeting.**

**MASTER INSURANCE INFO — 148447**

Metropolis forwarded the insurance information to the Board for approval. **Please advise if the Board accepts the proposal so we may have it bound.**

**Will review at January meeting.**

**Information Items**

**2018 ANNUAL DUES NOTICE — 120079**

At the December 2018, the 2019 budget was approved by the Board. Upon approval of the 2019 Assessment Notice, Metropolis will mail it to all homeowners.

**Thank you.**

**AUDIT (2017) — 143024**

The 2017 audit was approved, and the auditor merely needs the closing statements for the CD's to complete it. Mr. Rahme provided the information at the December meeting. Metropolis has forwarded it to the auditor.

**Noted.**

**DRAFT 2019 BUDGET — 121901**

The 2019 budget was approved at the December 2018 meeting with no increase.

**Noted.**