

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
March 14th, 2019 - 7:30 pm

- I. CALL TO ORDER.** The combined Continuance of the Annual Meeting and the regular March meeting was called to order at 7:40 p.m.

Board members Kevin Martin, Linda Wirth, Pete Seigman and Kent Ford were present.

- A.** The meeting opened with the continuance of the annual meeting to confirm candidates and to count proxies.
- B.** Members were still being signed in by Metropolis. Kevin Martin explained there would be two meetings. One would be the normal March 2019 meeting and the other would be the continuation of the December Annual meeting as agreed at that meeting.

II. APPROVAL OF MINUTES.

- A.** There was no February 2019 meeting for lack of a quorum of Board members.
- B.** Minutes for the December 2018 Annual Meeting of Members and minutes for the January 2019 meeting of the Board of Directors have been reviewed and posted to the SHHA web-site.

III. OPEN FORUM FOR HOMEOWNERS

- A.** The question was raised as to why the notification for annual dues arrives so late. The Annual Meeting is held in early December in accordance with the by-laws. Why are notifications of dues not received till the middle of February?
 - a.** Kevin Martin stated the Board would consider what can be done to reduce the timeline
- B.** The homeowner at 9118 Lion Park was concerned there was no work near their house during the stream renovation.
 - a.** It was noted the County and contractor walked the area and that was not in the work statement.
- C.** It was asked who was responsible for fallen trees.
 - a.** The Board is responsible for those trees that fall from the common areas. The Board will also work with the County to check on trees possible damaged during the stream restoration.

D. It was asked who is responsible for maintaining easements.

- a.** The homeowner's association is responsible for the easements. Mr. Mike Davis has agreed to conduct a study of the easements and make recommendations on possible solutions. Cost, aesthetics, and environmental concerns will be addressed in the study. The Board will review the study and estimates.

IV. PROPERTY MANAGEMENT REPORT

A. Metropolis report attached below

V. TREASURER'S REPORT – Ed Rahme

A. Dues status

B. 2019 SHHA Dues in the amount of \$140 were Due February 1st.

- a.** There are currently ~175 homeowners who have not yet paid their 2019 dues. These are now considered 30 days late.

- b.** Second notices will be sent out soon. After discussion a motion was made and seconded to delay second notices till April 1, 2019.

C. 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

A. Common area entrance / access improvement study

- a.** 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.
 - 1.** Mike Davis gave a brief progress report on the committee. Weather has been a delaying factor.
 - 2.** The Board thanked Mr. Davis for his efforts and noted his expertise is appreciated.

B. Policy Resolution for Architectural Guidelines Document

- a.** Kevin previously agreed to draft architectural guidelines into a Policy Resolution for review and discussion.
- b.** After reviewing the guidelines, Kevin concluded that they do not lend themselves to the content / purpose of a formal Policy Resolution. They are more of a Frequently Asked Questions for some common requests.
- c.** After discussion the Board is to review the guidelines as published and discuss at a future meeting.

C. Ray Antosh – Audit

- a.** Ray continues to request more detail regarding the landscaping fees and other audit information from 2015
- b.** An explanation of the landscaping total, and a spread-sheet breaking out the actuals has been provided to Ray (from Metropolis)
- c.** Metropolis has reached out to Ray to set up a telecon with the Auditor and Metropolis
- d.** This telecon should be used to answer Ray's questions to the best of the auditors' / Metropolis' ability.
- e.** Mr. Antosh stated he is drafting a response.

- D. There was a question on the status of the stream restoration project. One homeowner reported the restoration is complete based on their conversations with the contractor.

VIII. NEW BUSINESS

- A. The Outdoor Man submitted the following invoices, which were sent to Metropolis for payment:
 - a. JL Tree Service - \$450 – Fallen Tree removal from 5614 Meridian Hill Place

- B. VA SCC Renewal
 - a. Kevin Completed the on-line forms and provided payment to renew the VA State Corporation Commission registration renewal.
 - b. Kevin requests reimbursement for \$41.00 - \$35 registration fee, + \$6.00 Certificate fee
 - c. The motion was made and seconded to reimburse Kevin Martin for the expense. The motion was approved; Kevin Martin abstained from the vote.

- C. SHHA Insurance Renewal
 - a. Metropolis received and forwarded to the Board the 2019 insurance renewals and Certificate of Insurance

- D. SHHA Website Domain Renewal
 - a. Kevin was billed for the annual SHHA domain renewal
 - b. Kevin Requests reimbursement for \$14.95
 - c. The motion was made and seconded to reimburse Kevin Martin for the expense. The motion was approved; Kevin Martin abstained from the vote.
 - d. Mr. Antosh noted that Kent Ford's email does not seem to work. Kevin Martin will take for action as the webmaster for the Homeowner's Association website.

E. 8932 Bald Hill Place

- a.** Notified the Board that a tree has fallen from the Common Area onto their property / fence
- b.** BOD asked TOM to coordinate removal.
- c.** The homeowner reported the tree had been removed.
- d.** The Board requested the homeowner submit an invoice for damages to the fence not covered by their insurance.

F. 5614 Meridian Hill Place

- a.** Notified the Board that a tree has fallen from the Common Area onto their property
- b.** BOD asked TOM to coordinate removal

G. 9154 Fort Fisher Court

- a.** Submitted an ARC request for new decks in the rear of their home (upper and lower level decks were included).
- b.** The motion was made and seconded to approve the request. The motion was approved; Pete Seigman abstained.

H. 5621 Point Roundtop Court

- a.** Submitted an ARC request for a new roof in architectural shingles Estate Gray, and new siding (gray) and shutters (black).
- b.** The motion was made and seconded to approve the request with the caveat the siding and shutters be changed within a year to match the roof shingles. The motion was approved.

I. 9004 Grovers Theater Court

- a.** Submitted an ARC request for a new roof in Timberline Architectural Charcoal.
- b.** The motion was made and seconded to approve the request. The request was approved.

J. 9089 Blue Jug Landing

- a.** Submitted a request for walkway and porch improvements, and the addition of a patio, addition, and upper deck in the rear of the home.
- b.** The motion was made and seconded to approve the request. The request was approved; Pete Seigman abstained.

K. 5609 Mount Burnside way

- a.** Submitted an ARC request for a new roof in architectural shingles Colonial Slate, and replacement gutters
- b.** The motion was made and seconded to approve the request. The request was approved

L. 5624 Point Roundtop Court

- a.** Submitted an ARC request for a new roof in architectural shingles in Desert Tan
- b.** The motion was made and seconded to approve the request. The request was approved

M. 5619 Mount Burnside Way

- a.** Submitted an ARC request for a new roof in architectural shingles in Slatestone Gray
- b.** The motion was made and seconded to approve the request. The request was approved

N. 9014 Lake Braddock

- a.** Submitted an ARC request to install a window air conditioner on the side of their garage
- b.** The motion was made and seconded to approve the request. The request was approved

O. 5442 Flint Tavern Place

- a.** Submitted an ARC request to replace existing green shutters with new black shutters
- b.** The motion was made and seconded to approve the request. The request was approved

P. 9104 Lake Braddock Dr.

- a.** Submitted an ARC request to replace their non-compliant split-rail fence with a new, compliant split rail fence.
- b.** Proposal is to modify the fence posts in place (reusing them) to expand the lower hole down a few inches, and create a new top hole for the top rail. Rails are also to be reused.
- c.** BOD requested a plat, and some clarification on materials and construction details.
- d.** Home owner replied with a plat sketch, but indicated that some sections are “adjacent to other people’s property, and will not take those down or modify them”. The homeowner is proposing modification only to the fence-line along Lake Braddock Dr.
- e.** Existing non-compliant fence has not been removed; should have been removed by February 28, 2019.
- f.** The Board asked the homeowner if other neighbors have been contacted; there was no reply.
- g.** The Board asked the homeowner if the fence was on the homeowner’s property or on the neighbors. The homeowner was not sure what parts of the fence are on his property.
- h.** This request was denied, and the homeowner was asked to submit a request that includes ALL non-compliant fencing on their property.

Q. 9009 Parliament Drive

- a.** Submitted an ARC request for a new roof in Architectural Cedar Brown
- b.** The request was electronically reviewed and approved.

R. Resale Packets

a.	9004	Home Guard Drive	Delivered	9/17/2017	\$325	Due **
b.	8918	Lake Braddock Drive	Delivered	1/28/2018	\$275	Due **
c.	5417	Mount Lookout Court	Delivered	6/03/2018	\$275	Due
d.	9006	Lake Braddock Drive	Delivered	7/27/2018	\$275	Due
e.	9119	Lake Braddock Drive	Delivered	1/23/2019	\$275	Due
f.	9120	Home Guard Drive	Delivered	1/31/2019	\$275	Due
g.	9005	Lake Braddock Drive	Delivered	2/26/2019	\$275	Due
h.	9004	Grovers Theater Court	Delivered	3/02/2019	\$275	Due
i.	9016	Lake Braddock Drive	Delivered	3/02/20189	\$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:

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

X. ADJOURNMENT. Meeting was adjourned at 8:27 pm. The meeting shifted to the continuance of the annual meeting from December 2018.

XI. EXECUTIVE SESSION

None

XII. SCHEDULED HEARINGS

None

SIGNAL HILL HOMES ASSOCIATION
METREGISTER
MARCH 2019

Action Items

2018 ANNUAL MEETING — 118386

The Annual Meeting continuance is scheduled for March 14th. Metropolis will attend the meeting. The notice of the reconvened meeting was included with the dues notice.

Thank you.

ACC FORM - ROOF REPLACEMENT — 303746

Did the Board approve the ACC request from 5621 Point Roundtop for their new roof?

It will be reviewed at the 3/14 meeting.

RESALE REQUEST - 9119 LBD — 303204

Has the Board received the HUD form for 9119 Lake Braddock Drive?

Board provided Resale Package, and asked Metropolis to complete and return the HUD form on 2/12. Was it sent?

RESERVE CONTRIBUTION — 136151

Does the Board wish to move any funds to the Contingency/Reserve account at this time?

We will discuss.

NOTICE OF SALE — 303619

Metropolis received notice that XXXX Home Guard went to foreclosure sale on February 21, 2019.

Please let the attorney know and have them take any needed actions on our behalf.

Information Items

2019 ANNUAL DUES NOTICE — 120079

At the December 2018, the 2019 budget was approved by the Board. Metropolis received the annual dues letter and new proxy form, made minor edits, and returned it to Mr. Martin for final approved prior to issuing the document.

ASSESSMENT FEE CORRECTION — 126617

Metropolis waived the assessment fee for 5248 Signal Hill due to prior arrangements.

AUDIT (2017) — 143024

Mr. Rahme provided the requested CD balances at the December meeting. Metropolis has forwarded it to the auditor, and we await the final version to provide to the Board. We have also requested the engagement letter for 2018 taxes and audit. Jeff Tolley will return on March 16 due to a death in the family.

TREE FELL — 303527

Metropolis received a call from the owner of 5614 Meridian about a tree which fell due to the high winds on February 25th. The Outdoor Man was contacted and reviewed the issue on the same date. The tree has been removed.