

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
May 9th, 2019 - 7:30 pm

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|----------------|-----------|--------------|---|-----------|
| Kevin Martin - | President | Pete Seigman | - | VP |
| Linda Wirth | Secretary | Kent Ford | - | Treasurer |

I. **CALL TO ORDER** – Kevin called the meeting to order at 7:30

II. **Appointing of Officer and 2019 Officers**

- a. Kevin Martin and Kevin Doherty were elected to new 3-year terms on the SHHA Board in March
- b. Kevin Doherty has resigned subsequent to being elected; Kevin cited greater than expected difficulty with communication and time availability due to his deployment as his reasons for resigning.
- c. Per SHHA By-Laws (Article V, Section 3), the Board must appoint a replacement Board member to serve his term.
- d. The Board contacted all candidates from the last election via e-mail, explaining the situation, and asking which would be interested in filling the vacant position.
- e. Mike Davis, Tom Lombardi, and Tom Johnson all stated that they would be interested. Ed Rahme said that he is not interested in returning to the Board at this time.
- f. At the April meeting, the following four officer positions were assigned for 2019:

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| Kevin Martin | President |
| Pete Seigman | Vice President |
| Kent Ford | Treasurer |
| Linda Wirth | Secretary |
- g. Each of the three candidates gave a short presentation about their qualifications and reasons for running for a position on the Board. As Tom Johnson lives in a section of SHHA, Signal Hill, that does not have a representative on the Board, he was selected.
- h. After a discussion of current positions on the Board, Tom selected At-Large. His term, as well as Kevin's, will expire in 2022.

III. **APPROVAL OF MINUTES**

Minutes for the March 2019 meeting of the Board of Directors have been reviewed and posted to the SHHA web site. April minutes will be posted once review by the Board of Directors is complete.

IV. OPEN FORUM FOR HOMEOWNERS - Ed Naidamast, Ray Antosh, Tom & Barbara Fleming, Carole Cannava, Leigh Keim, Tom Johnson, Tom Lombardi, and Mike Davis

Members are requested to register to speak at the meeting, so the proper amount of time can be allocated. 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.

- A. Ray Antosh asked who gets an email that is addressed to info@shha-burke.org. Kevin answered that all Board members get it.
- B. Barbara Fleming mentioned that Woodhirst's fence, which borders their property, is still in place even though it was supposed to be removed. Linda will contact the current president of the Woodhirst HOA and ask about its removal.

V. PROPERTY MANAGEMENT REPORT

- A. Metropolis report at end of minutes.

VI. TREASURER'S REPORT

A. Dues status

- a. 2019 SHHA Dues in the amount of \$140 were Due February 1st.
- b. There are currently ~75 homeowners who have not yet paid there 2019 dues. These were considered 30 days late as of April 1st
- c. ***Recommend final notices (60 days past due as of May 1st) be sent out with warning that accounts that reach 90 days past due will be referred to attorney for collection; evaluate final count in June*** – This recommendation was made as a motion, seconded, and passed unanimously. June 1, 2019 is the deadline.

B. Kent has agreed to become signatory on SunTrust accounts

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

C. A question was asked about SHHA's current contract with Metropolis.

It is a year to year contract that can be cancelled by either party with 30 days notice.

VII. COMMITTEE REPORTS

- A. ACC** – Jack Hanly
- B. WELCOMING** – Ashley Brid
- C. NEIGHBORHOOD WATCH** – *vacant*
- D. GROUNDS** – *vacant*
- E. WEBMASTER** – At Tom Lombardi's suggestion, Kevin Martin had updated the website to state that a new Board member would be appointed at tonight's meeting.
- F. BRADDOCK DISTRICT REPRESENTATIVE** – *vacant*
- G. Yahoo Group** - Pete Seigman
- H. Green Portals Team** – Mike Davis reported that the team of 5 members is making good progress. Before that next meeting there might be some questions presented to the Board for guidance for the team if all the members of the team agree to that. Also, there might be two iterations of the report. And there are a many residential issues regarding usage of SHHA property.

VIII. 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.
 - b.** Mike reports that the study is underway, and he has reached out to Fairfax County officials for information on project planning
 - c.** More up-to-date information is posted in the preceding section.

- B. Architectural Guidelines Document**
 - a.** A discussion at the last meeting about the suitability of these guidelines being adapted into a policy resolution was tabled at the April meeting. No decision was made at this meeting as several of the Board members still to look at the documents on the ARC Request page. The present feeling is that they would be presented better as FACs. Kevin will send a link to the Board members for these guidelines.

C. Ray Antosh – Audit

- a. Ray has been in contact with Metropolis
- b. Metropolis has provided copies of information that he has requested, as a prerequisite to setting up a telecon with the Auditor and Metropolis
- c. This telecon should be used to answer Ray's questions to the best of the auditors' / Metropolis' ability
- d. Ray is ready to talk to the auditor. He has the information he needs. He has a new question about the payments to The Outdoor Man in addition to the ones that have already been explained

D. 9104 Lake Braddock Drive

- 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. Homeowner replied with plat sketch, but indicated that some sections are "adjacent to other people's property, and I cannot and will not take those down". Therefore, he is proposing modification only to the fence-line along Lake Braddock Drive.
- e. Existing non-compliant fence has not been removed; should have been removed by 2/28/2019
- f. Kevin will send a letter with a June deadline for compliance in this matter. Otherwise, it will be referred to our attorneys for resolution.

E. 5621 Herberts Crossing

- a. Reported several dead trees in common area behind home; leaning toward their property
- b. TOM assessed; removed 2 trees near property line
- c. Invoice received from JL tree for \$900

IX. NEW BUSINESS

- A.** The Outdoor Man submitted the following invoices, which were sent to Metropolis for payment:
 - a. \$550 for replacement of a specimen tree at entry, and clean-up of tree debris

- B.** “shha-burke.com” Domain
 - a. The webmaster received notice that the “shha-burke.com” domain was expiring
 - b. The domain was renewed
 - c. Kevin requests reimbursement of \$15.99 for the 1-year renewal.
 - d. SHHA has domain names with shha-burke ending in com, org, and net.
 - e. With Kevin abstaining, 3 Board members voted to reimburse Kevin.

- C.** 9118 Lyon Park Court
 - a. Submitted an ARC request to install new flagstone pathway and new front porch in Trex Cinebar
 - b. Some BOD members expressed concern with reddish color of decking choice.
 - c. Carole Cannava, the homeowner, said the color closely matched the color of the house. She will provide a sample of the color to the Board

- D.** 9118 Lyon Park Court
 - a. Submitted an ARC request to install hardscape and landscaping for water and erosion control
 - b. This request was unanimously approved.

- E.** 5442 Flint Tavern Place
 - a. Submitted an ARC request to paint front door a light gray (from dark green)
 - b. This request was unanimously approved.

- F.** 5625 Signal Point Court
 - a. Submitted an ARC request to resurface existing deck, and add a deck addition in Trex Saddle
 - b. This request was unanimously approved.

G. 5616 Herberts Crossing

- a.** Submitted an ARC request for roof replacement in GAF Barkwood Kevin said the color is medium brown.
- b.** This request was unanimously approved.

H. 5612 Mount Burnside Way

- a.** Submitted an ARC request for roof replacement in Mission Brown
- b.** This request was unanimously approved.

I. 9011 Home Guard Drive

- a.** Submitted an ARC request to repair chimney with new T-111 Siding and synthetic wood trim, painted to match existing
- b.** Request was electronically reviewed and approved.

J. 9013 Parliament Drive

- a.** Submitted an ARC request to replace an EOL non-compliant fence with a new (picket) compliant fence
- b.** Request also extends fence ~15' forward on each side of the home.
- c.** This request was unanimously approved.

K. Resale Packets

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|----|--------------------------|-----------|-----------|-------|--------|
| 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. | 9016 Lake Braddock Drive | Delivered | 3/02/2019 | \$275 | Due |
| i. | 9113 Home Guard Drive | Delivered | 4/11/2019 | \$275 | Due |
| j. | 9156 Fort Fisher Court | Delivered | 4/21/2019 | \$275 | Due |

* Amount due has been added as an assessment to the owner's account

** Account is with Chadwick for collections but no action yet.

X. 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:

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

XI. **ADJOURNMENT** – Meeting was adjourned at 8:35.

XII. **RECONVENED** – After an Executive Session ended the meeting was reconvened at 8:42. Kevin gave a summary of the results. The Board accepted a settlement offer from a home that was in arrears for violation fees and usage.

XIV. **ADJOURNMENT** – Reconvened meeting was adjourned at 8:43.

SIGNAL HILL HOMES ASSOCIATION
METREGISTER
MAY 2019

Action Items

2018 ANNUAL MEETING — 118386

The reconvened 2018 Annual Meeting was held in March. Kevin M. and Kevin D. were elected to the Board, however, Kevin D. was forced to resign. **Please advise who the Board appointed in his place.**

Kevin D was not forced to resign. He chose to resign. We will appoint his replacement at tonight's meeting.

ACC (ROOF) - 9101 PD — 304382

Metropolis was informed the homeowner of 9101 Parliament Drive wishes to replace their roof. They sent the form to the PO Box and the matter was discussed at the April meeting. **Please advise if the Board approved the request.**

We received and processed their ARC Request.

NEIGHBOR CONCERN - 8913 LBD — 304665

Metropolis forwarded the complaint about 8913 Lake Braddock Drive from their neighbor. **Has the Board inspected the property?**

The Board inspected, and will keep an eye out for future trash violations. A violation notice has been sent.

RESERVE CONTRIBUTION — 136151

Does the Board wish to move any funds to the Contingency/Reserve account from the discussions at the April 2019 meeting?

We will let you know once we make a decision. Board is waiting for Treasurer to make this decision.

Information Items

2019 ANNUAL DUES NOTICE — 120079

Metropolis mailed out the second notice of assessment dues. Unfortunately, due to a merging error, the letters did not go to the correct homes. Metropolis has emailed and mailed apologies to the homeowners who have responded and issued corrected statements at no cost to the Association. Again, our apologies for the merging mistake.

Thank you. We will let you know if any other homeowners contact us. Please double check the upcoming Final Notices.

BRADDOCK DISTRICT COUNCIL — 136210

Metropolis requested the information from the Braddock District Council for the dues amount.

Thank you. Let us know how much / when dues are due.
