

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
July 11th, 2019 - 7:30 pm

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. APPROVAL OF MINUTES

Minutes for the June meeting of the Board of Directors have been reviewed and are posted to the SHHA web site.

III. OPEN FORUM FOR HOMEOWNERS Carol & Vince Cannava, Leigh Keim, Susan Adams, Ray Antosh, and Thomas Lombardi attended the meeting.

No topics were introduced by the homeowners.

IV. PROPERTY MANAGEMENT REPORT

A. Metropolis report at end of Minutes

V. TREASURER'S REPORT

A. Dues status

- a.** 2019 SHHA Dues in the amount of \$140 were Due February 1st.
- b.** Final notices were sent out with warning that accounts no paid in full by the end of June will be referred to the attorney for collection.
- c.** There are currently 46 homeowners who still have not yet paid there 2019 dues.
- d.** These accounts will be sent to the attorney for collection.
- e.** Kevin has not paid, in order to monitor Metropolis's procedure / mailings, and will pay now.

- B.** Kent agreed to become signatory on SunTrust accounts
 - a.** Kent has been added as signatory, and has taken possession of the SHHA checkbook.

- C.** Metropolis informed the Board that BOA sent statements indicating a negative balance
 - a.** BOA accounts were closed on June 15th, 2018
 - b.** This is the SECOND time they have sent us a “negative” balance invoice (due to fees they charged for low balance on a CLOSED account)
 - c.** Kevin will take the statements to the BOA and resolve.
 - d.** Ray asked what amount the first delinquent letter mentions. It is \$140.00. Ray also questioned a \$25.00 charge in SHHA’s contract with Metropolis for each letter mailed. Kevin referenced an appendix to the contract which covers the cost of this work and does not generate a \$25.00 charge per delinquent letter.

VII. COMMITTEE REPORTS

- A. ACC** – Jack Hanly
- B. WELCOMING** – Ashley Brid
- C. NEIGHBORHOOD WATCH** – *vacant*
- D. GROUNDS** – *vacant*
- E. WEBMASTER** – Kevin Martin
- F. BRADDOCK DISTRICT REPRESENTATIVE** – Tom Lombardi
- G. Yahoo Group** - Pete Seigman

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. Architectural Guidelines Document

- a.** Prior meeting discussion that these aren't suited for adaptation into a Policy Resolution
- b.** At the June meeting, Kent agreed to make a revision to the document – more along the lines of a FAQ
- c.** Kent is almost done and says that all the information fits into a Q&A format. He questions whether or not to keep the “earth tone colors” restriction in The Oaks. The Board will discuss this later.

C. Ray Antosh – Audit

- a.** Ray has been in contact with Metropolis
- b.** The Board received a copy of the “questions” that Ray submitted (attached below). Kevin read the “questions” and his responses.
- c.** Kevin requested minutes from the telcon from Metropolis
- d.** Ray hasn't received any responses from Metropolis and Kevin will ask Metro again to respond.
- e.** Ray also had a question about voided checks and questioned two bonus payments to The Outdoor Man 3 months apart. Linda responded to part of Ray's question by saying that she had recommended a bonus at the Annual Meeting.

D. 9104 Lake Braddock Drive

- a.** Non-compliant fence documented in resale packet.
- b.** ARC request, which converts to a two-rail split rail fence. Top rail ~32” high; posts ~38” tall was approved in June.
- c.** Homeowner agreed that modifications would be completed by July 31st
- d.** Not yet complete

E. Inspection Regions

- a.** At the June meeting, BOD agreed to keep existing regions; Tom Johnson would take over Ed Rahme's region – The Oaks
- b.** All regions were to be inspected by the July 11th meeting.
- c.** Regions that have not been done will be inspected before the August meeting.

F. Braddock District Counsel

- a. Renewal is \$50 for up to 499 homes
- b. BOD approved renewal in June and notified Metropolis
- c. Tom Lombardi will be the SHHA representative

G. Blue Jug Rentals

- a. SHHA received a complaint via e-mail that two properties – 9109 and 9113 Blue Jug Landing are rentals, and are not being maintained
- b. Kevin and Kent inspected the properties, and noted some violations
- c. Violation letters were sent out, and the standard resolution process will be followed
- d. Letters go to BOTH the property address, and the owner address on file

H. 5421 Mount Lookout Court

- a. BOD has received numerous complaints from neighbors that their property is being used as some type of “boarding house”, and that there are frequent police and EMS responses to the property
- b. Kevin has reached out to the Fairfax County Crime Prevention Liaison to get more specific information as to the dates and nature of the police responses to the property
- c. Once the Board has enough information, we will reach out to the homeowners for resolution of the ongoing issues
- d. Kevin was directed to another office and will contact them for the needed information.

IX. NEW BUSINESS

A. The Outdoor Man

- a. Submitted invoices for payment:
 - i. \$750 for April mowing / trimming / edging
 - ii. \$1000 for May mowing / trimming / edging
 - iii. \$1000 for June mowing / trimming / edging
- b. Invoices were forwarded to Metropolis for payment
- c. TOM said he had not received the April check and Kevin will ask Metropolis about this.

B. 5604 Mount Burnside Way

- a.** Submitted an ARC request to modify non-compliant fence for resale.
- b.** Recommend approval with standard fence caveats, AND that at completion, all fencing on the property will be fully compliant.
- c.** Motion was made, seconded, and unanimously approved.

C. 5594 Marshall House Court

- a.** Submitted an ARC request to replace an existing deck with a screened porch and new deck.
- b.** BOD asked for more detail about position relative to house (are both porch and deck completely behind the house?)
- c.** Homeowner replied:

Yes, both the screened-in porch and the deck are completely behind the house. The back of the garage will still be beyond the where the deck ends.
- d.** 3 Board Members approved this request and one abstained, so it was approved.

D. 9118 Lyon Park Court

- a.** Submitted an ARC request to install a natural gas stand-by generator next to their AC beside the home
- b.** After examining a plot showing the placement of the generator the Board unanimously approved this request.

E. 5603 Meridian Hill Place

- a.** Submitted an ARC request to replace existing roof with new architectural shingles in Moire Black color
- b.** This request was unanimously approved

F. 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. | 9016 Lake Braddock Drive | Delivered | 3/02/2019 | \$275 | Due |
| i. | 5604 Mount Burnside Way | Delivered | 6/20/2019 | \$275 | Due |
| j. | 5409 Flint Tavern Place | Requested | 7/1/2019 | | |
- k. After a suggestion by Pete and a discussion by the Board it was decided to send a letter to addresses c-h with the information listed below. Letters to a & b have already been sent.

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

** Account is with Chadwick for collections

G. Resale Document Fee Collection

- a. The entire process of collecting money for resale packets was discussed by the Board and the homeowners present.
- b. Pete suggested a deadline of three months for payment.
- c. Tom Lombardi suggested sending a first letter to homeowners whose property has an outstanding debt for resale packets that has a general explanation of the situation and asks the homeowner to contact SHHA.
- d. Only if that letter does not generate a response and/or payment in 30 days will a second letter be sent stating the decision to turn the matter over to SHHA's lawyers.
- e. The Board agreed with Tom's suggestion and it will become our new process.

H. 9106 Blue Jug Landing

- a. Submitted an ARC request for approval for a door already painted yellow.
- b. This was in response to a violation letter for painting without prior approval.
- c. Since no color sample was sent the approval was tabled until Pete can check on the color of the door.

I. 8907 Lake Braddock

- a. The homeowner responded to two violation letters by stating that the mold on the siding has been removed as well as the weeds in the cracks in the driveway. He asked for guidance in redoing the driveway. Kevin will reach out to him.

J. 9114 Lyon Park Court

- a. Asked for an extension for painting. Request included a letter from painting company referencing the delay caused by weather.
- b. Board unanimously approved a 60-day extension.

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:

8	August
12	September
10	October
7	November
5	December (Annual Meeting of Members)

XI. ADJOURNMENT – Meeting was adjourned at 8:10

XII. EXECUTIVE SESSION

None

SIGNAL HILL HOMES ASSOCIATION

METREGISTER
JULY 2019

Action Items

BRADDOCK DISTRICT COUNCIL — 136210

Metropolis provided the Braddock District Council form and costs (\$50) to the Board. *Was this approved?*

Yes. E-mail was sent asking that the renewal be processed.

Information Items

2018 ANNUAL MEETING — 118386

The reconvened 2018 Annual Meeting was held in March. Kevin M. and Kevin D. were elected to the Board. Unfortunately, Kevin D chose to resign. Tom Johnson was appointed in his stead.

Correct. Tom will serve as the At Large member for 2019.

2019 ANNUAL DUES NOTICE — 120079

Metropolis forwarded the final notice of assessments.

Thank you. We will review the final DQ list once it is received and provide instruction on sending accounts to collection.

HOA DISCLOSURE PACKET REQUEST - 5604 HCD — 307421

The Board received the request for a resale package for 5604 Herberts Crossing Drive.

Packet delivered to agent.

HOA DUES REQUEST/SETTLEMENT - 5604 MBW — 307513

The Board received the request for a resale package for 5604 Mount Burnside Way.

Packet delivered to agent.

Ray Antosh's Questions to The Auditor

Questions Regarding the 2015 Audit of Signal Hill Homeowners Association

Could you break down the \$13,556 in non-administrative expenses that make up the \$52,055 in Ground and Lawn maintenance?

Can I assume that non-administrative expenses are also included in the audits for 2016, 2017, 2018 under Grounds and Lawn maintenance? If so, what are those amounts?

The following checks were all voided within an 8-month period: 2244, 2250, 2252, 2260, 2262, 2263, 2264, 2267, 2268. Do you feel that Metropolis has a quality control problem? Explain please.

The accrual method of accounting is used by you. On 4/29/2016, checks 2264, 2267, 2268 were voided for \$5050. Why were they included in the 2015 Grounds and Lawn maintenance costs?

There was \$5150 taken out of the Replacements funds account. When did this happen?

Please explain how you calculate the write off for Bad Debt Expense?

Again, just looking for answers, not to re-audit.

Ray Antosh
SHHA Homeowner