

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Conference Room
October 10th, 2019 - 7:30 pm

Kevin Martin -	President	Pete Seigman	-	VP
Linda Wirth -	Secretary	Kent Ford	-	Treasure
Tom Lombardi -	BDR	Tom Johnson	-	At-Large

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

II. APPROVAL OF MINUTES

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

III. **OPEN FORUM FOR HOMEOWNERS** – Daniel & Francesca Carpenter, Eric Haskins, Paul Wardinski, Mike Davis, Ray Antosh, Jeremy Seir, Thomas Lombardi, Brain Leppert, Mynn Choe

Daniel Carpenter notified the Board that the homeowner at 8923 Bald Hill Place was keeping lots of building materials in his yard making it very unsightly. Kent said that he will take a closer look at the next inspection.

V. PROPERTY MANAGEMENT REPORT

A. Metropolis at end of Minutes.

VI. TREASURER'S REPORT – Kent

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. 24 accounts were sent to the attorney for collection.
- d. Currently, 20 accounts remain unpaid; the attorney has confirmed that they have all of these accounts for collection actions.
- e. There have been some complaints from homeowners that they never received any (of three) letters until the one from the lawyers with added fees. One homeowner asked if there was an autopay option with Metropolis. Kevin stated that there is not, and that the dues are annual, and subject to change each year, so recurring auto pay doesn't really make sense. Homeowners proposed that the final notices before turning over to the attorney each year should be sent by certified mail. The SHHA Board will investigate this next year.

- B. DRAFT 2019 actuals (through 8/31) and DRAFT Budget were sent from Metropolis for SHHA Board Review. A copy of the proposed draft was distributed to the Board members.**

Due to considerable increases dealing with common area maintenance (downed / dead trees), there is a potential for increasing the dues in 2020. Homeowners present agreed that this shouldn't be a concern, as currently SHHA annual dues are much lower than dues in other associations.

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 – No meeting

G. Yahoo Group - Pete Seigman

VIII. OLD BUSINESS

A. Common area entrance / access improvement study

- a. At the August meeting of the Board of directors, Mike Davis presented the findings of the committee who studied Common Area Access Improvements
- b. The Board unanimously accepted and approved the recommendations
- c. Based on suggestions and a Board vote at the September BOD meeting, The Final Report and Accessway Map have been removed from the SHHA Website – Bulletins / Info page
- d. Kevin had bound copies of the report made at Kinkos to send to homeowners adjacent to the access ways. The cost was \$236.76. Kevin submitted the invoice, and 4 members of the Board voted to reimburse him (Kevin abstained from the vote).
- e. Mike Davis provided a draft letter for BOD review to include with the report. Copies of letter were distributed to the Board for review. The Board will finalize review electronically before mailing out the packets.
- f. The Board is working on implementation of the other recommendations:
 - i. The curb lettering indicating the access portals should be redone.
 - ii. Homeowners whose properties are adjacent to the portals should be notified about them and given the opportunity to maintain them themselves or have SHHA assume that responsibility.
 - iii. Information about the report should be included in the letter sent to the homeowners announcing the annual meeting.

B. Call for candidates / proxy / annual meeting announcement mailing

- a. Call for candidates has been posted to home page of site for ~6 weeks. Tom Lombardi and Mike Davis are running, and their names listed on the proxy statement on the annual meeting letter.
 - i. Stated that candidates must nominate themselves by 10/10/2019 BOD meeting in order to be included on the proxy statement
- b. Kevin prepared draft Annual Meeting announcement materials and provided them, along with draft 2020 budget information to the rest of the Board for review
- c. Annual meeting materials must be mailed by 11/5/2019.

C. 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 – In progress.

D. Resale Document Collection Procedures

- a.** At the July meeting, Pete recommended that we draft a template letter to send out to new homeowners who do not pay for the package within 3 months of delivery, indicating that the amount will be added to their account, and may go to collections if not paid.
- b.** Kent agreed to draft a letter template – In progress.

E. SHHA Board Member IDs for inspections

- a.** Metropolis believes there is no legal requirement / prescribed template for an ID Badge.
- b.** At the September meeting, Kevin agreed to create a candidate badge
- c.** At the September meeting, BOD members agreed to send Kevin their “mug shots” for the badges
- d.** Board members need to submit photos. Linda will laminate the badges.

F. Ray Antosh – Audit

- a.** Ray was given a response to his questions on 9/9/2019
- b.** BOD requested a copy of the response
- c.** At the September meeting, Ray stated that he hadn't yet had time to review the response
- d.** Ray stated that he has received the responses and is over-all satisfied with them. He has two remaining suggestions / concerns:
 - i.** He recommends that the auditor breakout the non-administrative expenses for future audits.
 - ii.** He is seeking details on payment of ~\$8,000.00 for roof repair. Kevin stated that this is a specific homeowner / HOA issue, which was dealt with by our legal counsel.

G. 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.** Modifications to the fence (but not the gates) has been completed.
- e.** Homeowner was sent a letter documenting that the gates / gate posts have not been modified.
- f.** Homeowner responded that he does not believe that the gates were included in the violation / hearing / resolution
- g.** Board replied that ALL fencing / gates on the property must be made compliant to satisfy the resale documents.
- h.** The section of the fence containing a gate ARE marked as "will be corrected" in the approved ARC request.
- i.** There will be a Hearing for this violation after the November 2019 meeting.

H. 5421 Mount Lookout Court

- a.** BOD has received numerous complaints from neighbors that they property is being used as some type of "boarding house", and that there are frequent police and EMS responses to the property
- b.** The homeowner was notified of the issues and stated that he would work with the tenant to ensure that the residents and their presence do not cause a nuisance to the community.
- c.** The Board has not received any reports of activity in the last month. We will continue to monitor the situation.
- d.** Kent explained that the house is being utilized by a County program for assisted living group. Kevin said that the owner has been very cooperative and asked that the one person who keeps wandering off and causing police visits to be moved. Kent says that the police presence has greatly reduced. The Board will monitor the problem but as long as it is reduced, no further action will be taken.

I. 9109 Blue Jug Landing

- a.** Submitted an ARC request to replace their EOL rear fence with a new, compliant fence
- b.** BOD requested specifics on material, picket style, width, and spacing
- c.** BOD did not receive requested information so the application was denied (we only have 60 days from submittal to approve or deny).

J. 5417 Mount Lookout Court

- a. Contacted the Board for help with “an issue regarding the Woodhirst Common area” behind their home
- b. BOD requested info on the concern so we can see how we can assist
- c. Homeowner replied that they were concerned about dead trees falling onto their fence / property, but “too late – a tree already fell and broke their fence”
- d. BOD provided 2 POC e-mails that we have for the Woodhirst HOA

IX. NEW BUSINESS

A. The Outdoor Man

a. Submitted invoices for payment:

- i. 11892 - \$3460.00 – 3 September mowings, aeration, fertilizing, weeding
Installation of entry way annuals
- ii. 11840 - \$1300 – August mowing, trimming, edging
- iii. 75056 - \$4500 - Authorized tree removals (JL Tree)
- iv. 75057 - \$2000 - Authorized tree removals (JL Tree)
- v. 190383 - \$263.07 - Repair non-working sign lights at entrance
- vi. iii & iv involved removal of 16 trees behind 5608-5614 Meridian Hill Place.

b. Invoices were forwarded to Metropolis for payment

B. Ray Antosh asked about 2 checks written to TOM (\$200 and \$300) for annual bonuses

- a. Kevin reviewed with Metropolis and found that based on the discussion and approval at the Annual Meeting continuance, Metropolis issued a check for \$300 to TOM as authorized by vote of the Board at the meeting.
- b. A few weeks later, in compiling the minutes and working through actions, Kevin e-mailed Metropolis and asked them to issue a check for \$200 (this was an error on his part - should have said \$300).
- c. Due to the different amounts, the second check was issued as well.
- d. Due to the lapse in time the Board decided not to ask TOM for the money back.
- e. By a vote of 4-0 (Kevin abstained), the Board voted not to take any further action.

C. 5613 Herberts Crossing

- a. Contacted the Board about dead trees on the common area near their property line
- b. BOD asked TOM to investigate and provide an estimate

D. 9113 Home Guard Drive

- a. Submitted an ARC request to install a 6' privacy fence around rear yard
- b. Stated that they intend to install a hot tub
- c. Homeowner was informed that the request was denied, as the maximum height of a fence (even with a pool / hot-tub) is 48" (as required by Fairfax County), and the fence must be 50% open design
- d. Request was denied
- e. BOD asked homeowner to submit a NEW request, including both the proposed hot tub, and a compliant fence for review.

E. 9002 Fort Craig Drive

- a. Submitted an ARC request for a new driveway and front walkway (concrete)
- b. BOD requested a plat / sketch showing location and dimension of new driveway and walkway
- c. No response from homeowner so far.

F. 9020 Parliament drive

- a. Submitted an ARC request for new roof (architectural Charcoal), vinyl siding (Storm, 6.5" bead), trim (white PVC), shutters (black, raised panel), gutters (white)
- b. Board approved on a vote of 4 yeas with one abstention.

G. 8925 Bald Hill Place

- a. Submitted an ARC request for a new roof in architectural shingles, Charcoal Black
- b. Homeowners present and presented a sample.
- c. Unanimously approved.

H. 9019 Fort Craig Drive

- a. Submitted an ARC request for a new garage door
- b. BOD requested a COLOR photo of the door style and color
- c. Color picture submitted via mail
- d. Unanimously approved

I. 9102 Home Guard Drive

- a. Submitted an ARC request for new 6" gutters, dark brown color
- b. Sample of color was submitted
- c. Unanimously approved.

J. 5615 Meridian Hill Place

- a. Submitted an ARC request to install buried drain extensions from downspouts
- b. Recommend requiring perf pipe for all sections of pipe >10' from the foundation to reduce water flow directly onto the common area.
- c. Due to concerns about erosion at the property line / on the common area, the request was denied.
- d. The Board will request that the homeowner get a permit from Fairfax County to ensure compliance with water management code.

K. 5628 Fort Corloran Drive

- a. Submitted an ARC request to construct a shed
- b. Materials to match existing home.
- c. Plat / sketch provided
- d. BOD requested signed, second page of ARC request, which ensures compliance with Fairfax County regulations
- e. Unanimously approved with stipulation that homeowner get and provide a copy of permit / inspections ensuring required set-back.
- f. Pete suggested contacting neighbor who has voiced concerns about the shed. Kevin will notify the neighboring homeowner that a shed was approved, but we are requiring the homeowner get a permit to ensure compliance with set-back requirements.

L. 5625 Signal Point Court

- a. Submitted an ARC request to paint front door “Cottage Red”
- b. In response to a violation for painting a bright red without prior ARC approval
- c. “Cottage Red” is much more muted and matches the brick on the home.
- d. Unanimously approved.

M. 5625 Signal Point Court

- a. Submitted an ARC request to repair and resurface front steps / stoop
- b. Beige tinted non-slip concrete will be used
- c. Unanimously approved.

N. 8933 Bald Hill Place

- a. Submitted an ARC request for a new flagstone patio and elevated deck behind the home
- b. Detailed plats / drawings / materials / statement of work included
- c. Approved with 4 yeas, one abstention.

O. 9024 Parliament drive

- a. Submitted an ARC Request to install a solar array
- b. Provided justification (50% reduction cited by installers) to place on south facing, front roof.
- c. This request was reviewed vis-a-vis SHHA Policy Resolution on Solar installations.
- d. It complied with the policy the installation was unanimously approved.
- e. A second request for re-shingle the entire roof with black shingles for a more harmonious appearance was also unanimously approved.

P. 9016 Lake Braddock Drive

- a. Submitted an ARC request to replace non-compliant split rail and wire fence with picket fence
- b. BOD requested additional detail on picket dimensions, spacing, and fence style.
- c. Board is waiting for supporting details to be provided.

Q. 9117 Lake Braddock Drive

- a. Responded to a violation letter about a new screened / roofed porch built without an Architectural Request submittal
- b. See response below.
- c. BOD should “remind” homeowner that all exterior modifications require prior written approval.
- d. Recommend we ask for a complete, signed ARC request indicating that work was permitted, and review plat / material selections for consistency.
- e. Kent will check out the plat and email the Board what he finds.

R. Resale Packets

a. 9004 Home Guard Drive	Delivered	9/17/2017	\$325	Due **
b. 5417 Mount Lookout Court	Delivered	6/03/2018	\$275	Due
c. 9006 Lake Braddock Drive	Delivered	7/27/2018	\$275	Due
d. 9119 Lake Braddock Drive	Delivered	1/23/2019	\$275	Due
e. 9120 Home Guard Drive	Delivered	1/31/2019	\$275	Due
f. 9005 Lake Braddock Drive	Delivered	2/26/2019	\$275	Due
g. 9016 Lake Braddock Drive	Delivered	3/02/2019	\$275	Due
h. 5628 Point Roundtop Court	Delivered	8/28/2019	\$275	Due
i. 9012 Parliament Drive	Delivered	9/29/2019	\$275	Due
j. 9124 Home Guard Drive	Delivered	9/29/2019	\$275	Due

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

** Account is with Chadwick for collections

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:

- 7 November
- 5 December (Annual Meeting of Members)

XI. ADJOURNMENT – Meeting was adjourned at 8:30.

XII. EXECUTIVE SESSION

None

XIII. SCHEDULED HEARINGS

Hearings for the following violations were held (with or without homeowner present):

9016 Lake Braddock Drive

Wire fencing installed. SHHA Covenants require that fences must be made of wood. All modifications require the submission of an Architectural Request Form for review and approval PRIOR to making the modifications.

5439 Flint Tavern Place

48" Split rail fence installed with wire fencing attached. No ARC request submitted prior to installation. Please remove the non-compliant fence and submit an RAC request prior to replacing.

9091 Blue Jug Landing

The fence was modified for resale in an un-approved fashion with rails unevenly spaced. New non-compliant fencing, including wire fencing, has been added without prior written approval.

9099 Blue Jug Landing

Garage door needs repair and painting.

9106 Blue Jug Landing

Front door has been painted in a different (and unusual) color without approval.

5631 Fort Corloran Drive

Front door painted with color change, without approval.

5603 Herberts Crossing

Trash and recycle bins in front of garage. Must not be visible from the street.

9121 Home Guard Drive

Front door painted red without Architectural Request. Red is not an approved color for The Oaks.

9121 Home Guard Drive

Construction materials stored beside garage.

9121 Home Guard Drive

Siding needs to be cleaned / power washed.

5611 Light Infantry Drive

Rear screened porch eaves need to be power washed.

5625 Signal Point Court

Front door painted with color change, without approval.

5407 Flint Tavern Place

Trash and recycle bins stored in driveway. These must not be visible from the street.

5435 Flint Tavern Place

Garage doors need repair and paint.

06/01/19

06/05/19

07/18/19

07/19/19

09/22/19

09/24/19

9113 Home Guard Drive

White gutter / vent needs to be replaced or painted to match existing brown gutters.

SIGNAL HILL HOMES ASSOCIATION

METREGISTER

OCTOBER 2019

Action Items

2019 ANNUAL MEETING — 118386

Metropolis received the draft annual meeting notice and provided their thoughts. **Please advise when the Board has approved the notice.**

We will provide finalized documents to you no later than 11/1/2019. They must be mailed (postmarked) by 11/5/2019. We will let you know if any additional information is needed from Metropolis to compile the mailing.

DELINQUENT INQUIRY - 9111 PD — 309700

The owners of 9xxx Parliament Drive claimed that they did not receive any of the assessment notices sent out. The homeowner has paid the base assessment, but not the \$89.00 in legal fees of \$6.80 in postage. **Please advise if the Board wishes to waive the fees or affix them to the homeowner's account.**

Board voted unanimously to waive legal fees and postage. To eliminate these types of claims in the future, the Board is considering having the 3rd letter be sent via certified mail.

DRAFT 2020 BUDGET — 121901

Metropolis forwarded a draft budget to the Board. There was a discussion of increasing the Annual Assessment - if the Board wishes to do so, please tell us how they wish for the budget to be adjusted.

Kevin recommended to Kent that we consider increasing the annual dues by dollars because of the increased cost of felling trees. Kent will consider this, and propose an amount for increase.

LANDSCAPING CONTRACT — 137948

Does the Board wish to retain the Outdoor Man for their landscaper for 2019?

Yes, the Board is in favor of retaining the Outdoor Man for 2020.

Information Items

ACC FORM REQUEST - 9024 PD — 309805

Metropolis received a complaint from Mr. Seitz of 9024 Parliament Drive regarding his ACC form. He states he will be attending the meeting to voice his concerns regarding a lack of response.

We have responded to him. He is dissatisfied that we have not yet reviewed and approved his request.

SCC ANNUAL REPORT — 142856

Metropolis inquired from legal counsel if they had received the SCC form for 2019.

Thank you. Please let us know what is needed from the Board.
