

SHHA BOARD OF DIRECTOR'S MEETING

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

I. CALL TO ORDER - Kevin called the meeting to order at 7:33.

II. APPROVAL OF MINUTES

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

IV. OPEN FORUM FOR HOMEOWNERS – Ed Naidamast, James Mike Davis, Kyong C. Park, Carol Cannova, Leigh Keim, Douglas Cofer, Jim Bowman, William Tippe
Jim Bowman had a question that would be addressed later in the meeting.

V. PROPERTY MANAGEMENT REPORT

A. Metropolis report at end of Minutes.

VI. TREASURER'S REPORT – Kent was not present, so Kevin went over the information below.

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.

VII. COMMITTEE REPORTS – No reports from any committee

- 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.** Kevin completed the packages, which included a bound copy of the report, the access colored portal map, and the cover letter drafted by Mike Davis.
 - b.** Packages were mailed to the homeowners adjacent to the access portals.
 - c.** The Board is working on implementation of the other recommendations:
 - i.** The curb lettering indicating the access portals should be redone.
 - 1. Kevin is investigating curb painting companies.
 - 2. TOM did it last time and Kevin will contact him and ask for a quote.
 - ii.** Information about the report should be included in the letter sent to the homeowners announcing the annual meeting.
 - 1. This will be added to the web site section about the annual meeting and will be a topic of discussion at that meeting.
- 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.** Tabled as Kent was absent.

C. 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
- c.** Tabled as Kent was absent

D. 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; only Pete has done so.

E. 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.** Additional hearing scheduled following the November meeting

F. 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 a recommendation and an estimate.

G. 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. Homeowner submitted an ARC request to replace concrete driveway and add walkway to front door
- d. Included photos / sketch
- e. Unanimously approved.

H. 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. Homeowner provided updated request

I. 9117 Lake Braddock Drive

- a. Responded to a violation letter about a new screened / roofed porch built without an Architectural Request submittal
- b. BOD requested that the homeowner submit a signed ARC Request form for review and approval by December 1st, 2019
- c. ARC has been received.

IX. NEW BUSINESS

A. The Outdoor Man

- a.** Submitted invoices for payment:
 - i.** 75724 - \$1400 Dead tree take-down at 5611 Herberts Crossing
- b.** Invoices were forwarded to Metropolis for payment

B. Annual Meeting Preparation

- a.** Meeting materials were sent out; postmarked 11/5/2019
- b.** Need to finalize and review 2019 actuals and 2020 Budget for posting to the website
- c.** Discussion of amount of proposed dues increase will be done electronically
- d.** Candidate bios – Kevin will email all candidates and ask for bios so they can be posted to the website two weeks before the meeting.

C. VA SCC Annual Reporting Requirement

- a.** Metropolis sent VA SCC forms for review and signature.
- b.** Forms were reviewed, signed, and returned.

D. Homeowner concern regarding upcoming election and candidates.

- a.** Homeowner sent email (see letter at end of Minutes) expressing concerns about the upcoming election and their perception of some candidates
- b.** Concerns about several legal issues, and potential litigation and expenses.
- c.** Kevin read the letter aloud.
- d.** There was a discussion about what to do about the concerns raised in this letter. The Board mentioned referring it to SHHA's lawyers for a legal opinion. Mike Davis suggested just asking for a letter, but the Board decided on requesting a legal opinion.
- e.** Kevin will send the letter to the attorney and request review / opinion

E. 5629 Fort Corloran drive

- a.** Over-paid transfer fee at resale
- b.** Reco issuing a refund check for \$50
- c.** Unanimously approved.

F. 9118 Blue Jug Landing

- a. At a previous hearing, agreed to move non-registered vehicle with flat tires into garage.
- b. Sent an e-mail regarding the unregistered vehicle (see below)
- c. This is still a Covenant Violation (registered or not) due to the multiple flat tires
- d. It was unanimously agreed that Board members expect him to move the unregistered vehicle into the garage
- e. Kevin will notify the homeowner of the discussion / requirement

G. 9100 Parliament Drive

- a. Submitted an e-mail (see below) asking, now that the access portal study is done and the reco is to not improve the access ways, what if anything will be done regarding significant tree debris on the common area behind his home.
- b. The Board unanimously agreed to get a quote for this work from TOM to cut and disperse the tree debris.
- c. Carole Cannova requested an inspection of the area behind her house with the same problem. Kevin will do so.

H. 9101 Home Guard Drive

- a. Reported “two fallen trees” behind their house on the common area
- b. Asked TOM to investigate and recommend resolution

I. 5421 Mount lookout Court

- a.** We received additional e-mail regarding the property and alleged activities.
- b.** Information was forwarded to the homeowner
- c.** Homeowner had investigated the reports and was present and made the following remarks.

(1) Fairfax County has ruled that a group home for disadvantaged people is not a business

(2) The tenant has been told not to park on the pipe stem. The homeowner wanted to know when and how often the parking happened and will send the Board pictures of lawn that do not show any damage.

(3) The homeowner arranged for an unscheduled County inspection of the property which did not find any problems or damage.

(4) Homeowner told the person in charge of the group home that if there is one more reported incident he will be out. However, neither the police nor the Board have received any complaints, except for this letter, since the homeowner's actions.

(5) The homeowner said that he would contact the person complaining directly and try to work things out without involving the Board. The Board agreed to this solution.

J. 9113 Home Guard Drive

- a.** Submitted a request for a new fence (non-compliant)
- b.** BOD requested more information:
 - i. We will need a plat of the property showing the proposed fence line
 - ii. In addition to your statement about 50% open, we need to see a sketch of a "sample section" of the fence, showing picket size, spacing, and height.
 - iii. Fences must be no taller than 42", as measured from local grade. You specify 48" height. Please modify the request to be compliant.
 - iv. If the fence is to be painted / stained, we need a color sample of the paint / stain.
- c.** No response with the requested information has been received.

K. 9016 Parliament drive

- a.** Submitted an ARC Request to replace non-compliant EOL 3 rail split rail fence with new 2 rail split rail fence, 36" tall along rear property line
- b.** Unanimously approved.

L. 9100 Lyon Park Court

- a.** Submitted an ARC request for a new roof
- b.** Architectural – Shakewood color
- c.** Unanimously approved.

M. 5439 Flint Tavern Place

- a.** Submitted an ARC Request to modify new non-compliant 3 rail split fence to 2 rail split fence
- b.** Included photos
- c.** Unanimously approved.

N. 9100 Lyon Park Court

- a.** Submitted an ARC request to repair siding, and re-paint house
- b.** Siding will be Fairfield Taupe; trim Otter Brown
- c.** Request was electronically reviewed and approved, and homeowner has been notified.

O. 9018 Fort Craig Drive

- a.** Submitted a request for a new roof, architectural grade shingles in Barkwood
- b.** Unanimously approved.

P. 9014 Fort Craig Drive

- a.** Submitted a request for a new roof, architectural grade shingles in Barkwood
- b.** Unanimously approved.

Q. 5638 Fort Corloran Drive

- a.** Submitted an ARC request to paint front door blue, install white storm door, replace roof shingles in same color / style
- b.** After examining the color sample, the request was unanimously approved.

R. 5592 Blake House Court

- a.** Submitted an ARC request for a new roof in architectural shingles Heather Blend or Resawn Shake
- b.** Board unanimously approved either color; the homeowner can decide which.

S. 9021 Lake Braddock Drive

- a.** Submitted an ARC request for
 - i.** New roof - architectural, Pewter Gray
 - ii.** New siding, vinyl, 5-inch double clapboard, Snow which is a light grey color
 - iii.** New gutters, white
- b.** Unanimously approved.

T. 9117 Lake Braddock Drive

- a.** Submitted an ARC request for a deck and screened porch (already constructed)

U. Unanimously approved. 9091 Blue Jug Landing

- a.** Submitted an ARC request to modify their non-complaint 3-rail split rail fence
- b.** Board requested additional information.
 - (1) A plat / sketch of the property, showing the fence sections that you own / don't own
 - (2) A sketch of a "representative section" of the new fence / gates, showing the height, width, spacing and shape of the pickets.
- c.** Board needs details before deciding.

V. 9087 Blue Jug Landing

- a.** Submitted and ARC request for approval of an existing garden pergola
- b.** Board approved with 3 ayes and one abstention.

W. 9106 Blue Jug Landing

- a. Submitted and ARC request to repaint front door to match shutters (BEHR M5 10-7)
- b. Unanimously approved

X. 9015 Ft. Craig

- a. Mike Davis requested a stacked stone wall and planting bed trim.
- b. Unanimously approved

Y. 5411 Point Longstreet Way

- a. Requested repainting the front door a light tan but not color sample was submitted
- b. Kevin will ask them for a color sample.

Z. 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. 9012 Parliament Drive	Delivered	9/29/2019	\$275	Due
i. 9124 Home Guard Drive	Delivered	9/29/2019	\$275	Due
j. 5638 Fort Corloran Drive	Delivered	11/4/2019	\$275	Due
k. 5628 Point Roundtop Court	PAID	10/27/2019	\$275	

* 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:

5 December (Annual Meeting of Members)

A. Linda will make initial booking of rooms for 2020

a. Any "no-go" dates from anyone?

i. 2/13 is bad

ii. Proposed: 1/9 2/6 3/12 4/9 5/7 6/11 7/9 8/6 9/10 10/8 11/5 12/10

XI. ADJOURNMENT - Meeting was adjourned at 8:39

XII. EXECUTIVE SESSION

None

XIII. SCHEDULED HEARINGS

9104 Lake Braddock Drive

Split rail fence around property is 48" at top rail. Fence must be no more than 42" to the top rail, as measured from local grade.

You did not complete approved modifications (to gates and posts) within 30 days of your last hearing. Sections of the fence containing the gate WERE indicated on your approved ARC request for resolution.

03/19/18

03/19/18

07/11/18

07/11/18

09/22/19

09/24/19

After a discussion about gates and posts being part of the fence even if they are not specifically mentioned in violation letters, the homeowner agreed to reduce the height of the gates and posts before the December meeting.

SIGNAL HILL HOMES ASSOCIATION
METREGISTER
NOVEMBER 2019

Action Items

BONUS - OUTDOOR MAN — 145196

Does the Board wish to give the Outdoor Man a bonus for 2019?

We will discuss at our annual meeting in December.

DELINQUENT INQUIRY - 9111 PD — 309700

The owners of 9111 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.**

Since Metropolis has evidence that previous letters were sent the Board voted not to waive the fees.

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. **Please advise what next steps the Board wishes Metropolis to take.**

We will discuss at our annual meeting in December.

LANDSCAPING CONTRACT — 137948

Was a decision made at the October 2019 meeting regarding the retaining the Outdoor Man as the landscaper for 2019?

Yes. We intend to extend his contract. Have you received anything from him re: renewal?

ROOF REPLACEMENT - 9014/9018 FC — 310411

Metropolis forwarded the ACC form status request for 9014 and 9018 Fort Craig. **Does the Board require any help for this?**

Board voted on this at November meeting.

Information Items

2019 ANNUAL MEETING — 118386

Metropolis received the draft annual meeting notice and provided their thoughts. The first notice with the budget was mailed out on November 4, 2019 with return envelopes.

You were sent the final version, with instruction to mail with postmark no later than 11/5. The notification meets the deadline.

ACC REQUEST - ROOF REPLACEMENT — 310313

Metropolis forwarded the ACC request for a roof from 5502 Blake House Court.

We received it. It was on the agenda of the November meeting.

ACC REQUEST - ROOF REPLACEMENT — 310317

Metropolis forwarded the ACC request for a new roof from 9021 Lake Braddock Drive.

We received it. It was on the agenda of the November meeting.
