

SHHA BOARD OF DIRECTORS MEETING

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

Kevin Martin	-	President	Tom Johnson	-	At-Large
Mike Davis	-	Secretary			
Tom Lombardi	-	Treasurer			

I. CALL TO ORDER

A quorum having been present, the Braddock District SHHA monthly meeting was called the meeting to order at 7:30 pm by Kevin Martin, presiding.

II. WELCOME NEW BOARD MEMBERS, ASSIGNMENT OF OFFICES, AND MISC. RESPONSIBILITIES

A. Tom Lombardi and Mike Davis are joining the Board tonight for their first meeting

a. New BOD members have been set-up with e-mail accounts, and have been added to the SHHA distribution.

B. Linda Wirth (previous secretary), and Kent ford (previous treasurer) have left the Board

C. BOD discussion preceded that assigning of officers for 2020:

President:	Kevin Martin
Vice President:	Pete Seigman
At Large:	Tom Johnson
Treasurer:	Tom Lombardi (New)
Secretary:	Mike Davis (New)

D. Tom Johnson agreed to manage the SHHA mailbox key/mail pick-up responsibilities

E. Mike Davis agreed to be responsible for the meeting room/scheduling of meetings, arrive early, pick up key, unlock and with help set-up room.

III. APPROVAL OF MINUTES

The Minutes for the December meeting having been reviewed and approved by a majority vote of the Board will be posted to the SHHA web site.

Minutes of the Annual Meeting of the Board are being drafted, and will be posted to the SHHA website when completed, reviewed and approved by the board.

IV. OPEN FORUM FOR HOMEOWNERS (HO) – HO wishing to speak or ask questions of the Board are requested to indicate their intentions at sign-in., Speakers will be taken in the order of the attendance record. A proper amount of time will be set aside. Written statements also will be taken in the order. To ensure all HO wishing to speak are extended the opportunity to do so.

A. **Susan Scott** of 5629 Mount Burnside Way – was present for a later part of the agenda. However, as she was the only HO present, the Chair, asked if the HO would like to take-up the matter of her pending **ARC request** item then rather than wait until later on the agenda. She indicated her concurrence and the Board approved moving the item under **Old Business** (item H.), first.

The ARC request was for a large, 2 story addition, new shed, new porch and new deck. Mike and Kevin having met on site, with the homeowners, did each approve the proposed request as submitted. Following a brief exchange, the ARC request was formally **approved** by all members present and all voting in the affirmative.

V. PROPERTY MANAGEMENT REPORT

See below.

VI. THE OUTDOOR MAN

Kevin noted the Outdoor Man had received the \$300.00 bonus and in turn submitted a thank you note to the Board acknowledging receipt.

VI. TREASURER'S REPORT

A. Dues status

- a.** Currently, ~20 accounts remain unpaid; accounts were sent to the attorney for collection.
- b.** The attorney confirmed they have all of these accounts for collection actions.

- B.** Linda Wirth, outgoing Secretary, requested reimbursement of \$210.50 for personal costs to conduct Board business. The chair indicated he had a copy of the required receipt and the requested reimbursement was in order. The request for reimbursement was unanimously approved the Board.

VII. COMMITTEE REPORTS – None received. However, the standing committees and chairs are noted as follows. The Board made no changes in assignments.

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

- a.** Tom gave a brief report of what occurred at the previous night's Braddock District Council meeting. Specifically, that new District Supervisor James Walkinshaw addressed the audience and discussed his priorities, which are transportation infrastructure and education.
- b.** The next Braddock District Council Meeting is Wednesday, February 12 at 7:30 pm in the Kings Park Library Conference Room. The main topic for the evening will be the Fairfax County Public School's FY 2021 Advertised Budget. The presenter for this topic will be our own Braddock District School Board member, Megan McLaughlin. Ms. McLaughlin also serves as the Budget Committee Chair this year.

G. Yahoo Group - Pete Seigman

VIII. OLD BUSINESS

A. Architectural Guidelines Document (AGD)

- a.** At the June meeting, Kent agreed to make an attempt to adapt the AGD into a more usable guidance that HO's could use as a guide in making improvements to their property.
- b.** Now that Kent, has resigned from the Board, the work should be reassigned to a board member to continue where Kent left off. Any revision to the document for Board consideration will be discussed at the upcoming Board meetings; once the new members have had an opportunity to review the existing document and consider how the document may be re-adapted to a more user-friendly format.
- c.** Outstanding questions or suggestions will need reassignment at the February meeting.

B. 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.** Tom Johnson agreed to review and make changes to the proposed template to make it more customer friendly. If any follow-on is required it will be dealt with at the February meeting

C. SHHA Board Member IDs for inspections

- a.** Even though Metropolis believes there is no legal requirement/prescribed template for an ID Badge, the board members felt such an I.D. Card could help in making HO's more aware of the field activities of the Board during periodic inspections.
- b.** Kevin agreed to create a mock-up of a candidate badge provided the current members send to Kevin ASAP a photo to be placed on the face of the I.D. Card.

D. VA SCC Annual Reporting Requirement

- a.** Metropolis sent VA SCC forms for review and signature
- b.** Forms were reviewed, signed, and returned
- c.** SHHA received updated certificate from State / Metropolis
- d.** Metropolis to follow-up and submit package for Kevin's approval.

E. 9117 Lake Braddock Drive

- a. Responded to 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 the Board's consideration.
- c. The submitted **ARC form** was **conditionally approved** by the board subject to the homeowner providing copies of necessary Fairfax County building permits and noted follow-on inspections by County personnel. A deadline was set as 12/31/2019.
- d. The deadline for submissions was not met by homeowner. The Board decided to extend the deadline for compliance to February Board meeting.

F. 9118 Blue Jug Landing

- a. At the previous hearing, applicant agreed to move non-registered vehicle, with flat tires into garage, out of sight to satisfy SHHA Covenant requirements.
- b. This is an outstanding Covenant violation, and without current vehicle registration it cannot remain in public view. Homeowner agreed to clean-out garage to make room and move vehicle inside to correct violation, but needed an additional 2-weeks to complete the work.
- c. The Board agreed to review the matter at the February Board meeting.

G. 9091 Blue Jug Landing

- a. Submitted an ARC request to modify non-compliant fence (3-split rail fence). The height exceeded Covenant standards.
- b. BOD requested additional information, including:
 - i. A plat/sketch of the property, showing the fence and ownership.
 - ii. A photo/sketch of a representative section of new fence, incl. Fence, gate, and dimensions of fence height, width, spacing, and shape of pickets with 50% open.
 - iii. Still awaiting required information. Deadline of 11/7/19 long passed.
 - iv. Home is in process of being sold. Requirement to remove non-compliant fencing is in the new resale documents. A field inspection will be made in the Spring. If not compliant by Spring meeting, the board will address the outstanding issues with the new homeowner(s).

H. 5629 Mount Burnside Way – ARC request **approved by Board.**

- a. Submitted an ARC request for a large, 2 story addition, new shed, new porch, new deck
- b. Kevin and Mike met with the homeowners on site, reviewed the plans and material samples.
- c. BOD voted unanimously to approve the request as submitted

I. 9109 Blue Jug Landing – Request for new fence: **Denied**

- a. No plat included in application.
- b. Specific design was not 50% open.
- c. BOD requested applicant to provide a revised request on or by 11/10. In as much as no plan was provided by the date indicated, the board had no choice but to deny the application for lack of supporting information (above). The board denied the application at the 11/10 board meeting.
- d. The BOD is awaiting re-submission of a revised application including a plat of the property location and design of the proposed fence in accordance with covenants.

IX. NEW BUSINESS

A. The Outdoor Man – Awaiting response from Metropolis.

- a. Submitted invoices for payment:
 - i. 11946 - \$3000 for November mowing, pruning, leaf removals, tree removal, meetings, entry decorations / installations, branch and limb clean-up along Rolling.
 - ii. 11963 - \$300 for December common area maintenance
- b. Invoices were forwarded to Metropolis for payment

B. Linda Wirth – Reimbursement request **Approved**

- a. Submitted a receipt for mailings to Metropolis, Inc. renewal of the SHHA P.O. Box.
- b. Request for reimbursement in the amount of \$210.50
- c. **Approved** unanimously.

C. 5630 Fort Corloran Drive – On hold

- a. Submitted an e-mail expressing concerns about a neighbor's fire pit
- b. BOD responded that since Fairfax County has already been involved (police and fire) and did not cite a violation, we are uncertain how else we can assist, but added to agenda for further discussion.
- c. Mike D. agreed to make a site visit and speak with them

D. 8915 Lake Braddock Drive – On Hold

- a. Inquired about installing "a 2x4 garden" in their yard
- b. BOD sent the link to the Architectural Request Form and asked for specifics on size, location, and proposed structures for review.
- c. Mike D. agreed to make a site visit and speak with the applicant.

E. 9113 Home Guard Drive – On hold

- a. Submitted a plat and a revised fence section diagram in support of a denied ARC request
- b. BOD requested a new ARC form with description updated to reference new fence section and plat

F. 5631 Fort Corloran Drive – ARC request **Approved Unanimously**

- a. Submitted an ARC request to paint front door blue - either Bosphorus (SW 6503) or Loyal Blue (SW 6510)
- b. Request was unanimously approved (either color is OK)

G. 5613 Meridian Hill Place – On Hold pending site visit by Mike D.

- a. Submitted an ARC request for a new deck, screened porch, and landscaping
- b. Mike D. agreed to make a site visit and speak with the applicant.

H. 9116 Home Guard Drive – ARC request **Approved**

- a. Submitted an ARC request to install security cameras and exterior motion sensing flood lights
- b. Request was electronically reviewed and approved; homeowner notified.

I. 9079 Blue Jug Landing – ARC request **Approved**

- a. Submitted an ARC request for a new roof using Onyx Black architectural shingles
- b. Request was electronically reviewed and approved; homeowner notified

J. 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.	9124	Home Guard Drive	Delivered	9/29/2019	\$275	Due
i.	9079	Blue Jug Landing	PAID	12/30/2019	\$275	PAID
j.	9091	Blue Jug Landing	PAID	1/5/2020	\$275	PAID

For b – h above, BOD instructed Metropolis to send a CERTIFIED letter, indicating that the fees are past due, and must be paid by 1/31/2020. At that time, reco sending unpaid amounts to attorney for collection.

* 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 and on the SHHA Website:

February 6 th	(Due to room conflict, this date will have to change)
March 12 th	
April 9 th	
May 7 th	
June 11 th	
July 9 th	
August 6 th	
September 10 th	
October 15 th	
November 5 th	
December 10 th	(Annual Meeting of Members)

XI. ADJOURNMENT

The meeting was adjourned by unanimous vote at 9:00 PM

XII. EXECUTIVE SESSION

None

**SIGNAL HILL HOMES ASSOCIATION
METREGISTER
JANUARY 2020**

Action Items

2019 ANNUAL MEETING — 118386

The 2019 Annual Meeting was able to achieve quorum. **Please provide the new Board's positions and email addresses for our records.**

These will be established at the 1/9 meeting and the results provided to you.

2020 ANNUAL DUES NOTICE — 120079

Upon receipt of the 2020 Dues Notice, Metropolis will merge the document for the final review and issuance.

These should be the same as last year's invoice, as there was no increase. Please provide us with a draft to review.

RESERVE CONTRIBUTION — 136151

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

We will discuss this once the new Treasurer is established and has an opportunity to review the current financial state.

Information Items

ACC REQUEST - ROOF REPLACEMENT — 311674

Metropolis forwarded the ACC request from 9079 Blue Jug for a new roof.

Received; under review.

BONUS - OUTDOOR MAN — 145196

The Board approved a \$300 bonus to the Outdoor Man. Check #2583 was cut on December 9 and mailed to the vendor.

Thank you.

DRAFT 2020 BUDGET — 121901

The Association moved to accept a budget with no increase.

Correct; \$140 should be the annual assessment for 2020.

RESALE PACKETS OVERDUE FOR PAYMENT — 311215

Metropolis forwarded the draft letter for the outstanding welcome letter funds on December 26. We await approval of the letter so it may be sent out.

Draft letter is under review; BOD will send you a final approved version
