

SHHA BOARD OF DIRECTORS MEETING

Braddock District Conference Room
February 3rd, 2019 - 7:30 pm

- I. **CALL TO ORDER / Board Members Present** – A quorum having been present, the monthly Meeting of the SHHA Board of Directors was called to order at 7:30 pm.

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

II. APPROVAL OF MINUTES

Draft Minutes for the December Annual Meeting of Members will be posted to the SHHA web site as soon as completed by the Board.

Minutes for the January meeting as amended by the Board of Directors were **approved** and posted to the SHHA web site.

- IV **OPEN FORUM FOR HOMEOWNERS** – Darel Carpenter; Francesca Carpenter; Gail Susan; Allen Taylor; Eileen and Dan Staron; and Jim Bowman.

Darel Carpenter asked about a red fox loose in his immediate neighborhood that appeared to have Mange and acted somewhat aggressive. Allen Taylor echoed Darel's remarks adding that he had encountered a similar looking fox, and it leaped onto the hood of his vehicle. Animal control will not come out unless the animal exhibits rabies or other aggressive behaviors toward humans. The Board suggested that the homeowners affected contact Animal Control regarding condition of red fox and their observations.

Gail Susan stated that she and her husband were pleased with the prompt action of the Board in resolving her ARC request.

Eileen Staron expressed thanks that the Board did not increase the annual dues for 2020.

V. PROPERTY MANAGEMENT REPORT

- A. See attached. **Kevin Martin** reviewed the February Property Management Report and associated actions.

VI. TREASURER'S REPORT

A. Dues status

- a. Currently, 12 accounts remain unpaid for 2019
 - i. 7 accounts were sent to the attorney for collection.
 - ii. BOD needs to advise Metropolis on path forward for remaining 5 accounts
- b. Tom Lombardi indicated to the Board that he was in the process of preparing a status report for the Board and would like to discuss his findings at the next Board meeting in March.

B. 2020 Dues Invoice

- a. The Board received DRAFT invoice template from Metropolis, made minor edits, and instructed Metropolis to send to all homeowners

VII. COMMITTEE REPORTS - Nothing to report

A. ACC – The Board has assumed responsibility as part of its normal duties

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. 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.** Mike Davis indicated he may have some information that could be helpful in future Board's discussions on this subject.

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 provided a DRAFT letter for board members review. Kevin advised that Board members are encouraged to review and be to provide their input electronically.

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. Kevin again asked the board member to send their photo's ASAP.

D. 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
- c.** Homeowner submitted form, which was conditionally approved, based on homeowner providing a copy of the permit and inspections for the addition. Deadline is 12/31/2019.
- d.** Mike Davis agreed to contact the County Building Inspection office to confirm for the board that the applicant is doing due diligence to provide the required documentation.

E. 9118 Blue Jug Landing

- a. At 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. Homeowner told to move the car, or issue will be turned over to attorney for enforcement. Deadline is 12/31.
- e. Homeowner contacted SHHA and said they need 2 additional weeks to clean out garage and move vehicle.
- f. At the February meeting, the Board concluded that as long as the vehicle is under protective cover, and the tires are inflated, the matter will be considered resolved.
- g. Kevin will send the owner a resolution letter.

F. 5630 Fort Corloran Drive

- a. Submitted an e-mail expressing concerns about smoke from a neighbor's fire pit
- b. See attached excerpts from the County Fire Code regarding recreational fire pits and equipment. 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 Davis reported he had visited both affected neighbors during January and provided copies of the County Fire Code to the offending neighbor who stated that they want to be good neighbors and since the complaint was made they have not had a fire in their fire pit.
- d. Mike drafted an informational item for consideration by the board for posting on the Website. There is one outstanding question/observation concerning the meaning of certain wording in the draft that needs to be further clarified with the County before the board will post the item as guidance for homeowners wishing to have a fire pit for recreational purposes. Mike will follow-up with the County.

G. 8915 Lake Braddock Drive

- a. Inquired about installing "a 2x4 garden" in their yard
- b. Mike Davis visited the homeowners to see firsthand the plans of the homeowners.
- c. The homeowners proposed action is not inconsistent with the covenants in Mike's opinion. The applicant is proposing a 2"x4" border to frame the edges of the planting area. It is temporary in nature, will not be visible to the public and therefore no ACC form is required.
- d. Mike Davis will follow-up with the homeowner to share the Board's conclusion that this does not warrant an ACC form or Board approval.

H. 9113 Home Guard Drive

- 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** showing the location of the fence on the plat.
- c.** The requested **Plat** has not been received as of 2/3/2020

I. 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 visit the property and report his recommendations electronically to the Board.

IX. NEW BUSINESS

A. The Outdoor Man

a. Submitted invoices for payment:

- i. 76907 - \$3500 – JL Tree – Clean-up of Common Area and Access way

b. Invoices were forwarded to Metropolis for payment

B. 9017 Lake Braddock Drive

a. Submitted an ARC request to install a new roof-mounted solar array

b. Request was reviewed and unanimously approved, with the caveat that all Fairfax County and SHHA Policy Resolution #6 requirements are satisfied.

C. Resale Packets Status

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

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 collection

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:

March 9th

April 9th

May 14th

June 11th

July 9th

August 13th

September 10th

October 8^h

November 12th

December 3rd (Annual Meeting of Members)

XI. ADJOURNMENT

XII. EXECUTIVE SESSION

None

**SIGNAL HILL HOMES ASSOCIATION
METREGISTER
FEBRUARY 2020**

Action Items

2020 ANNUAL DUES NOTICE — 120079

Metropolis provided the draft 2020 dues notice and the Board **approved** same.

RESERVE CONTRIBUTION — 136151

Has the Treasurer had enough time to evaluate if the Board wish to move any funds to the Contingency/Reserve account?

Tom indicated he wanted more time to get up to speed, and explore ideas he had regarding CDs and Contingency Accounts

Information Items

ASSESSMENT FEE CORRECTION — 126617

Metropolis waived the assessment fee for 5248 Signal Hill due to prior arrangements. The Board acknowledged the waiver and thanked Metropolis.

AUDIT (2018) — 143024

Metropolis thanked the Board for providing the missing statements, and will let the Treasurer know if there is anything else the auditor requires. The 2018 Audit should soon be ready for the Board's review.

MASTER INSURANCE INFO — 148447

The Board's original broker has closed its doors, and passed Signal Hill's information to a new broker., R.K. Tongue Co. Nothing will change relative to the current policy.

RESALE PACKETS OVERDUE FOR PAYMENT — 311215

Metropolis forwarded the draft letter for the outstanding welcome letter funds on December 26. The letters were issued.