

SHHA BOARD OF DIRECTOR'S MEETING

Draft Minutes

Braddock District Conference Room

March 9th 2019 - 7:30 pm

I. CALL TO ORDER

Meeting was called to order at 7:30 pm

BOD members present:

- Kevin Martin, President
- Pete Seigman, Vice President
- Mike Davis, Secretary
- Tom Lombardi, Treasurer
- Tom Johnson, At Large

II. APPROVAL OF MINUTES

Draft minutes for the December Annual Meeting are posted to the web site. These remain draft until approved by the Members at the 2020 Annual Meeting.

Minutes for the February meeting of the Board of Directors are approved and posted to the SHHA web site by the Board.

IV. OPEN FORUM FOR HOMEOWNERS

Members are requested to register to speak at the meeting, so the proper amount of time can be allocated. Members are also asked to submit their issues in writing prior to the meeting to ensure the Board can adequately research them and provide answers.

- No homeowners attended or testified during the meeting.

V. PROPERTY MANAGEMENT REPORT

- A. See below.

VI. TREASURER'S REPORT

A. Dues status:

- a. Currently, 12 accounts remain unpaid for 2019; 7 accounts were sent to the attorney for collection.
- b. The attorney has confirmed that they have all of these accounts for collection actions.
- c. BOD provided Metropolis direction on path forward for past due 5 accounts
 - i. Three were made current.
 - ii. Two the BOD requested more information in order to make a decision.

B. 2020 Dues Invoice:

- a. Invoices were sent to all homeowners
- b. Payment will be considered 30 days late on March 31st

C. New treasurer added to SunTrust accounts: Tom Lombardi has been added to the accounts, and Kent Ford's name removed. All signatures required by SunTrust have been made.

VII. COMMITTEE REPORTS

Nothing to report from the following:

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

VIII. OLD BUSINESS

A. Architectural Guidelines Document (AGD)

- a. This will be discussed at the next BOD meeting. Mike Davis has the lead.

B. Resale Document Collection Procedures

- a. At the February meeting, Tom provided a DRAFT letter for our review.
- b. The Draft letter was approved unanimously by the BOD

C. SHHA Board Member Identification Cards:

- a. Kevin presented a mock-up of a proposed ID card for the BOD's consideration.
- b. The Board approved the format and wording on the card and thanked Kevin for his work.
- c. Kevin requested the members to send him their photos for inclusion on the ID card.

D. 9117 Lake Braddock Drive

- a. Responded to a violation letter about a new screened / roofed porch built without an Architectural Request submittal. BOD requested that the homeowner submit a signed ARC Request form for review and approval.
- b. Homeowner submitted form, which was conditionally approved, subject to the homeowner providing to the BOD a copy of the building permit and inspections for the addition. Deadline was 12/31/2019 it has been extended by the Board.
- c. Mike Davis agreed to reach out to the County Building Inspection office to confirm for the board that the applicant has been filed with the County.

E. Fire Pits / County Policy

- a. Mike Davis presented a revised draft advisory on how to safely use backyard portable fire pits and not create a neighborhood nuisance.
- b. The other Board members to rewrite the guidance to be a brief advisory note with a link to Fairfax County's fire code.
- c. This will be on the Info section of the website once provided.

F. Replacement of Aged Pipe-stem Signs:

- a. At the February meeting, a homeowner pointed out that the green address signs posted at the entry to various pipe-stems in the community have worn, and are nearly unreadable.
- b. Kevin reached out to VDOT; they confirmed that they are responsible for the signs.
- c. BOD needs to provide VDOT with photos and locations of signs that need to be replaced.
- d. BOD members were requested to take pictures of all the sign locations at entrances to pipe-stems ASAP.
- e. Kevin will follow up with the State VDOT.

IX. NEW BUSINESS

A. The Outdoor Man

- a. No new invoices were submitted

B. DRAFT 2018 Audit

- a. The Board received the DRAFT 2018 Audit for review and approval.
- b. Board approved the draft audit.

C. Braddock District Membership

- a. Board unanimously approved and authorized Tom L. to pay the Braddock District annual dues.
- b. BOD approved unanimously renewal of the Braddock District dues and authorized the Treasurer to issue the check on behalf of the Board.

D. 5425 Flint Tavern Place

- a. Submitted an ARC request for new shutters (black) and front door (black or white)
- b. BOD requested photos or a link to the specific style of shutters / door to be installed

E. 9126 Home Guard Drive

- a. Submitted an ARC request for a new front door
- b. Color is Café Cream
- c. Request was approved.

F. 9012 Parliament drive

- a. Submitted an ARC request for a new roof in architectural shingles, Pewter Gray
- b. Request was approved.

G. 5629 fort Corloran Drive

- a. Submitted an ARC request to install a new cement patio and new fence
- b. BOD requested a plat or sketch showing location and dimensions of the patio and fence line
- c. BOD requested a sketch of a fence section, showing picket dimensions and spacing
- d. Sketches submitted as requested.
- e. Request was approved.

H. 9013 Parliament drive

- a. Submitted an ARC request for a new roof in architectural shingles, Charcoal
- b. Request was approved.

I. 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. 9016	Lake Braddock Drive	Delivered	3/02/2019	\$275	Due
g. 9124	Home Guard Drive	Delivered	9/29/2019	\$275	Due
h. 9005	Lake Braddock Drive	Delivered	2/26/2019	\$275	PAID

For b – g 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, recommend 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:

April 13 th	Cancelled due to world events
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:** Meeting adjourned 8:30 p.m.

XII. **EXECUTIVE SESSION**

None

SIGNAL HILL HOMES ASSOCIATION
METREGISTER
MARCH 2020

Action Items

2020 ANNUAL DUES NOTICE — 120079

Metropolis issued the 2020 assessment notice, giving homeowners until the end of March to pay their assessments.

Thank you.

AUDIT (2018) — 143024

Please advise if the Board approves the 2018 Audit.

BOD approved the draft Audit.

RESALE PACKETS OVERDUE FOR PAYMENT — 311215

Metropolis forwarded the draft letter for the outstanding welcome letter funds on December 26. The letters were issued. **Has the Board received any funds?**

We will provide you with an accounting of anything we receive.

Information Items

2019 TAXES — 312518

The 2019 taxes have been filed.

Thank you.
