

**SHHA BOARD OF DIRECTOR'S MEETING
DRAFT MINUTES**

“Virtual” meeting was held via video conference call.

May 14th , 2019 - 7:30 pm

I. CALL TO ORDER:

Meeting was called to order at 7:30 pm

BOD members present:

Kevin Martin	President	Tom Lombard	Treasurer
Pete Seigman	Vice President	Tom Johnson	At Large
Mike Davis	Secretary		

Note: *The Virginia Governor authorized on Wednesday, April 22, 2020, that Common Interest Community governing boards may meet 100% “virtually” (without the requirement of any director being physically present) during the period of a state emergency declared by the Governor, as long as certain requirements are met. Board meetings may be carried out virtually without threat of being seen as illegal or inappropriate under the law. The link to attend the virtual meeting was posted along with the meeting announcement.*

II. APPROVAL OF MINUTES

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

The April meeting was canceled due to COVID-19 Emergency Order

III. 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 virtual meeting.

IV. PROPERTY MANAGEMENT REPORT

A. See attached below.

V. TREASURER'S REPORT

Dues status

- a. Currently, 6 accounts remain unpaid for 2019; accounts were sent to the attorney for collection.
- b. The attorney has confirmed that they have all of these accounts for collection actions.
- c. Metropolis needs direction on path forward for 2 delinquent accounts
 - i. 150000 was created when the accounts were created in the accounting software in 2015 with a balance of \$114.
 - ii. 155264 was created on 2/18/16 when homeowner purchased 5264 SHD, and the prior balance was not settled (\$110).
- d. A motion was made by Kevin and seconded by Tom J. to write off both of these accounts. Due to the circumstance of the debt, and the time that has passed, collections would be unfair and probably not succeed. The motion passed 5-0.**

B. 2020 Dues Invoice

- a. Invoices were sent to all homeowners
- b. Payment was 30 days late as of March 31st
- c. Reco sending 60 days past due notices to all outstanding accounts
- d. BOD Approved sending 60 days past-due notices on 6/1 5-0.**

C. Discussion of payment receipt and processing

- Noted.

VI. COMMITTEE REPORTS – There were no committee reports.

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

VII. OLD BUSINESS

- A. Architectural Guidelines Document (AGD)**
 - a. At the February meeting, Mike Davis agreed to review the AGD document and prepare a recommendation for the March meeting.
 - b. Action suspended. Kevin asked Board to review Guidelines document, and offer any suggestion or idea for change at next meeting. Regarding color and material of the Oaks building design, Board is of the position that a color wheel or other means of defining color and materials could be construed as too restrictive and/or overly directive by the Board.**

- B. Resale Document Collection Procedures**
 - a. At the February meeting, Tom provided a DRAFT letter for our review.
 - b. The letter was approved 5-0**

- C. SHHA Board Member IDs for inspections – BOD requested to provide the mug shots ASAP**
 - a. BOD approved mock-up at March meeting
 - b. Kevin reminded board members to provide their photos for I.D. Badges.**

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 County permit and inspection notice for the addition. Deadline was 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. Mike reported that as of May 14, the "FIDO Fairfax" showed no record of building permits having been issued or inspections having been completed for the above address.
- f. **Kevin agreed to notify County of possible violation of County building code.**

E. Fire Pits / County Policy

- a. Mike drafted a flyer about fire pit safety
- b. What (if anything) does the Board want to publish or post relative to fire pits?
- c. **Board agreed only to provide reference to existence of County Code regarding placement and use of residential fire pits on SHHA Facebook and the website sites.**

F. Aged State Pipestem Signs

- a. At the February meeting, a homeowner pointed out that the green address signs posted at the entry to various pipestems 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 photos and locations of signs that need to be replaced
- d. **BOD members will locate and photograph signs in their assigned inspection regions**

VIII. NEW BUSINESS

A. The Outdoor Man

a. Submitted invoices for payment:

- i. 5/4 - JL Tree - \$275 – Remove dead pine at The Oaks entry sign

b. Invoices were forwarded to Metropolis for payment

B. Web hosting renewal was billed / charged on 4/17-

a. Renewal is for 2 years

b. Kevin requests reimbursement of \$214.80

c. Pete moved Tom J. seconded, voted 4-0 to reimburse. Kevin abstained.

C. Kevin e-mailed BOD members the “Inspection Regions” spreadsheet -.

a. After discussion of assignments Kevin will re-assign regions and report back to members their assignments

b. Kevin will send list of existing violations with assignments

D. Homeowner informed BOD by e-mail that a utility box at the corner of Rolling and Lake Braddock is “open”

a. Kevin went by, and it is the Verizon (phone) pedestal

b. Kevin contacted Verizon and let them know it is open.

c. No further action required.

- E.** Homeowner complained about lawn waste bags left on the common area, and potentially blocking storm drains.
- a.** Lawn waste is not currently being picked up by the county
 - b.** Several homeowner comments / complaints / questions about what to do with lawn waste
 - c.** Should the Board investigate a private pick-up day for the community?
 - d.** Inquiries were made to County by board members. County indicated collections will resume in near future, hopefully by end of month. It will depend upon the number of drivers and other personnel available. Many employees in the Solid Waste Management Division were out due to the effects of COVID19. Add to that the problem of a shortage of commercial drivers licenses and the inability for those interested in getting them but the is DMV closure.
 - e.** It was decided to table this item for now. If County delays pick-up services longer than a few weeks, a private collector will be reconsidered. In the meantime, with the County indicating service may resume later this month it would not seem appropriate to contract with a private company at this time.
 - f.** County advised there will be no reduction of charges for Fairfax residents for yard waste at the SWM facilities. However, the County representative stated that those in county sanitary districts will likely see a reduction on your bill next year.

F. Accessory Dwelling Units

- a. Mike sent e-mail with info for us to discuss dated May 7 regarding the County's proposed Zoning Ordinance (zMOD), county staff has proposed sweeping and amendments to regulations pertaining to accessory dwelling units (ADUs) with the stated objective of increasing the supply of affordable housing.
- b. An email from Kevin re. The Mason District Council (MDC) was forwarded to the Board. According to MDC, the proposed changes may be damaging the welfare of single-family home communities and should not be adopted.
- c. The proposed changes in ADUs from housing for the elderly and disabled would ostensibly providing affordable housing generally in residential neighborhoods, according to MDC. In fact, the proposal does nothing to ensure affordability, and simply deletes the requirement that one or both occupants of the ADU must be either disabled or at least 55 years of age.

Current regulations stipulate that occupants of a single-family detached home may include no more than 4 people unrelated by blood or marriage. The proposed regulations would allow conversion of single-family homes with 4 unrelated people and one kitchen into duplexes with 6 unrelated people and 2 kitchens.

Proposed changes also include eliminating the required special permit and the entire public hearing process for a routine administrative permit instead.

- d. Mike and Tom L. expressed concern among other board members that the zoning change could raise densities, impacts on traffic flow, parking, and neighborhood services. This has the potential of changing the character of the SHHA neighborhood. More discussion is need at a future Board meeting once the board become familiar with this proposed

G. 5627 Point Roundtop Court

- a. Complained that neighbor constructed a fence 1 foot on his property
- b. **Tom J talked to them and the neighbors and the issue is resolved**

H. 5616 - 5618 Meridian Hill Place

- a. Notified the Board that a tree from the common area had fallen on to his property
- b. BOD asked TOM to clean up tree
- c. Additional dead trees were identified behind 5616 and 5618 Meridian Hill that need to come down
- d. **BOD approved \$1550 for removal of trees behind these homes.**

I. 5425 Mount Lookout Court

- a. Homeowner complained the neighboring (Woodhirst) property is not being mowed, and English Ivy is growing onto their property
- b. The Board agreed that there is no action to take; the homeowner should reach out to the neighboring property.**

J. 8917 Lake Braddock Drive

- a. E-mailed the Board about installing a “web swing” in the tree in their front yard.
- b. BOD requested an ARC form, including an image of the proposed swing**

K. 9005 Fort Craig Drive

- a. Submitted an ARC request for new rear deck and side porch
- b. Side porch will also add a roof
- c. Request was approved 4-0. Tom L abstained.**

L. 5427 Flint Tavern Place

- a. Submitted an ARC request for a new 42” (to top rail) split rail fence
- b. Request was approved 5-0**

M. 9153 Fort Fisher Court

- a. Submitted an ARC request for a new roof (architectural shingles in Williamsburg Slate), and new gutters with gutter guard
- b. Request was approved 5-0**

N. 5618 Meridian Hill Place

- a. Submitted an ARC request for a new garage door
- b. Request was WITHDRAWN. Homeowner made repairs to existing door**

O. 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
- c. Additional information was provided
- d. Request was electronically reviewed and approved.**

P. 9091 Blue Jug Landing

- a. Submitted an ARC request for new roof in Architectural Black, and new vinyl windows in white
- b. Request was electronically reviewed and approved.**

Q. 9005 Fort Craig Drive

- a. Submitted an ARC request for a new deck on rear of home
- b. Request was electronically reviewed and approved.**

R. 9101 Home Guard Drive

- a. Submitted a request for a new roof in Architectural Resawn Shake or Burnt Sienna
- b. Request was electronically reviewed, and Resawn Shake was approved.**

S. 9101 Home Guard Drive

- a. Submitted an ARC request for a new garage door in wood-grain color
- b. Request was electronically reviewed and approved.**

T. 9013 Parliament Drive

- a. Submitted an ARC request for a new screened porch on rear of home.
- b. Request was electronically reviewed and approved.**

U. 5626 Point Roundtop Court

- a. Submitted an ARC request to install a new, permanent Basketball hoop in their driveway
- b. Request was electronically reviewed and approved.**

V. 9079 Blue Jug Landing

- a. Submitted an ARC request for a new Trex deck, on rear of home, with vinyl railings and trim
- b. Request was electronically reviewed and approved.**

W. 5418 Mount Lookout Court

- a. Submitted an ARC request to paint door and shutters black, new light fixtures
- b. Request was electronically reviewed and approved.**

X. 5628 Fort Corloran Drive

- a. Re-submitted an ARC request for a new shed, 10x20, near rear property line
- b. Request was previously approved, but more than 6 months have passed
- c. Request was electronically reviewed and approved.**

Y. 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.	9105 Blue Jug Landing	Delivered	4/23/2020	\$325	Due
i.	5427 Flint Tavern Place	Delivered	4/23/2020	\$325	Due
j.	9181 Lake Braddock Drive	Delivered	5/9/2020	\$275	Due
k.	5439 Flint Tavern Place	Delivered	5/9/2020	\$275	Due
l.	9083 Blue Jug Landing	Delivered	10/29/19	\$275	Paid
m.	6518 Meridian Hill Pl.	Delivered	11/25/19	\$275	Paid

For b – g above, Metropolis sent a CERTIFIED letter, indicating that the fees are past due, and must be paid by 1/31/2020. BOD voted 5-0 to send 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

IX. 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:

June 11th

July 9th

August 6th

September 10th

October 15th

November 5th

December 10th (Annual Meeting of Members)

X. ADJOURNMENT

XI. EXECUTIVE SESSION

A. BOD conducted Executive Session to discuss attorney fees associated with two accounts.

a. BOD elected to write off fees 5-0.

SIGNAL HILL HOMES ASSOCIATION
METREGISTER
MAY 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. **When does the Board wish to have the second notice sent?**

60 days past due notices should be sent out on June 1st.

ACC REQUEST - SCREEN PORCH ADDITION (9013 PD) — 315335

Metropolis received the ACC request from 9013 Parliament Drive for a screen porch. **Did the Board approve it?**

We did, and the homeowner has been notified.

ACC REQUEST - SECURITY CAMERA INSTALLATION — 314250

Metropolis received and forwarded the ACC request for security cameras from 8923 Bald Hill to the Board for approval. **Was this approved by the Board?**

No. We requested more information from the homeowner, and have not received it.

NEIGHBOR FENCE REPLACEMENT CONCERN - 5627 PRC — 314117

Metropolis received and forwarded from 5627 Point Roundtop Ct about their neighbor. **Has the Board had time to review the matter?**

Yes. Tom J says he discussed it with the homeowners and resolved.

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 is still reviewing the finances, and will provide a reco soon.

Information Items

AUDIT (2019) — 143024

The 2018 audit was approved by the Board. The 2019 audit will be started after the 2020 tax season ends.

Thank you.

RESALE PACKETS OVERDUE FOR PAYMENT — 311215

Metropolis forwarded the draft letter for the outstanding welcome letter funds on December 26. The letters were issued, and Metropolis has received checks from the following addresses: 9005 Lake Braddock, 9016 Lake Braddock

When did you receive these, and how much was paid?