

**SHHA BOARD OF DIRECTOR'S MEETING
DRAFT MINUTES**
Braddock District Conference Room (closed)
"Virtual" Meeting was held via conference call.
June 11, 2020 - 7:30 pm

I. CALL TO ORDER:

Meeting was called to order at 7:30 pm

BOD members present:

- Kevin Martin	President	- Tom Lombardi	Treasurer
- Pete Seigman	Vice President	- Tom Johnson	Member at Large
- Mike Davis	Secretary (tuned-in late)		

II. APPROVAL OF MINUTES

Minutes for the May meeting were electronically approved by the Board of Directors and will be posted to the SHHA web site.

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 - BOD noted and approved

A. See attached below.

V. TREASURER'S REPORT – Tom L. presented, BOD noted and approved

A. 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.

B. 2020 Dues Invoice

- a. Currently, 75 accounts remain unpaid for 2020; includes 6 still unpaid from 2019 as well (2 years delinquent)
- b. Payment was 30 Days Past Due as of March 31st
- c. Payment was 60 Days Past Due as of June 1st
 - i. Metropolis is working on final notices, and will send for us to review soft copy prior to mailing (this week)

VI. COMMITTEE REPORTS – Noted by BOD

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 May meeting, BOD agreed to review the Architectural Guidelines Document and provide any recommendations for updates or reformatting. – BOD agreed to discuss at a future meeting devoted to this subject.

B. Resale Document Collection Procedures

- a.** At the February meeting, Tom provided a DRAFT letter for our review.
- b.** Are there any additional comments or updates? BOD expressed no comment.

C. New resident welcome letter

- a.** E-mails between BOD regarding Welcome Letter, timing, and content
- b.** Tom J. presented as redraft of letter to flag unpaid resale document fees
- c.** BOD Approved new wording.

D. SHHA Board Member IDs for inspections

- a.** BOD approved mock-up at March meeting
- b.** Kevin still needs some mug shots

E. 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 was 12/31/2019.
- d.** BOD agreed at the May meeting that contacting the County Code Compliance office was the appropriate next step.
- e.** CCC was contacted, but BOD has not yet received a response.

F. Aged 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
 - i. Received pictures from Pete and Tom, Others expected to follow.

G. Kevin e-mailed BOD members the updated "Inspection Regions" spreadsheet, and list of existing violations for re-inspection

- d. Still waiting for some BOD responses.

VIII. NEW BUSINESS

A. The Outdoor Man

- a. Submitted invoices for payment
 - i. \$1550 for removal of trees behind 5616 and 5618 Meridian Hill
- b. **BOD approved payment**

B. Entry Sign Maintenance

- a. The Outdoor Man is recommending cleaning, touch-up and sealing of the entry signs to ensure maximum life and best appearance
- b. Provided estimates for \$1250 to perform maintenance -
- c. **Kevin reported: Mike D. moved; Kevin seconded Unanimously Approved**

C. Graffiti

- a. Multiple homeowners along Rolling Road and Burke Lake Road reported graffiti painted on the common fence line behind their homes.
- b. BOD replied to homeowners that those fences belong to the individual homeowners, who are responsible to maintain / restore them.
- c. **BOD concurred.**

D. 5628 Fort Corloran Drive

- a. Neighbors complained about commercial vehicles / box trucks being parked at property / on the street.
- b. BOD confirmed situation, and asked FCP to visit
- c. FCP visited and informed the homeowners of parking restrictions
- d. Vehicles were relocated the next day

E. 5628 Fort Corloran Drive

- a. Neighbors complained that they were constructing a shed without permits / approval
- b. BOD replied that the owners DID get an ARC approval, and that the neighbor states that the shed meets the criterion for NOT requiring a Fairfax County permit.

F. 5628 Fort Corloran Drive

- a. Received a neighbor complaint about several downed trees / stumps littering the yard
- b. Inspector for this area should confirm / document
- c. Mike D. visited the site, took pictures, and reported tree debris removed but tree stumps remain and need to be ground to below ground level and re-sodded with grass. Property will be reinspected and report to Kevin on Saturday for possible additional action, as required
- d. **Follow-up inspections required.**

G. 5589 Marshall House Court – Enforcement in process

- a. Received a neighbor complaint about a broken down / unregistered vehicle in the driveway
- b. Inspector for this area should confirm / document
- c. Mike D. inspection confirmed 5 vehicles part in cul-de-sac blocking USPS access to mailbox. Fairfax County Police to be notified of too many vehicles parked in cul-de-sac. Enforcement needed.
- d. Pictures taken and report to Board to be submitted.

H. 5589 Marshall House Court – See G. Above

- a. Received a neighbor complaint about numerous vehicles parked in court, too close to driveways and mailboxes (7+ vehicles)
- b. Inspector for this area should confirm / document
- c. Enforcement in progress

I. 9104 Lake Braddock Drive

- a. Says they received a letter for SHHA in their mail / to their address
- b. Says they get a lot of junk mail directed to the HOA
- c. Reco a Board member contact them, retrieve mail, and try to see why this homeowner is receiving correspondence
- d. Kevin Martin will investigate further

J. 9158 Fort Fisher Court

- a. Informed the Board that a tree on the common area is dead and in danger of falling on their property
- b. TOM investigated; JL Tree quote for \$1200 to remove.
- c. Tom reported the estimate for tree removal in line with industry. Kevin Moved, Tom L. seconded, and BOD vote unanimous.
- d. **BOD approved expenditure of funds to remove tree.**

K. 9019 Parliament Drive

- a. Submitted an ARC request for a grade-level deck behind their house
- b. BOD requested a sketch / plat showing the location and dimensions relative to the house.
- c. Homeowner provided request information
- d. **Kevin moved, Tom J. seconded, BOD vote unanimous approval.**

L. 5589 Marshall House Court

- a. E-mail request to replace aged decking with Trex
- b. BOD requested and received e-mail with photos of material samples
- c. **Mike D. moved, Kevin M. seconded, BOD Unanimously approved**

M. 5597 Blake House Court

- a. Submitted an ARC request for a new roof
- b. Architectural shingles in Driftwood
- c. This is a change from current light brown to a gray tone
- d. Tom J to canvas neighborhood to see if other gray tone roofs are in area and report back to board. Then BOD will take under advisement
- e. **BOA tabled vote to give time for Tom J to canvas area.**

N. 9001 Fort Craig Drive

- a. E-mailed request to paint home body Taos Taupe, trim Stone Harbor, and front door Surf (vibrant aqua blue)
- b. BOD requested completed and signed ARC Request Form
- c. Door color is not earth tone; homeowner informed of requirement
- d. Grayish colors, which may look more so due to gray roof (which must be replaced when EOL or sold), and may not look good with brown windows.
- e. Tom J moved; Kevin, seconded; Pete abstained.
- f. **Application Denied. Vote: 0 for, 4 against, 1 abstention.**

O. 9014 Fort Craig Drive

- a. Submitted an ARC request to install new vinyl siding (Sandstone Beige) and a new garage door (lightest beige possible) OAKS
- b. BOD discuss at some length the proposal for a vinyl siding and beige (color), bordering on white colored garage door.
- c. BOD concluded vinyl siding is not in character with the Oaks neighborhood of the original intent of the builder of contemporary design and wood materials.
- d. The homes in The Oaks are of a very specific character, owed in great part to the original builder, the architecture, and wood construction of the homes. Vinyl siding is not a material that SHHA has approved of in the past and nor will it approve with this ACC approve in The Oaks in the future.
- e. The colors selected are very light, which would present an almost white, monotone appearance to the home. This too is not consistent with other homes in The Oaks,
- f. Mike D. moved to disapprove the ACC; Kevin M, seconded.
- g. **Voting: For = 0; Against = 5* – Motion carried: Not Approved**

***Tom L. voted against the garage door color; abstained from the Vinyl siding decision.**

P. 9116 Home Guard Drive

- a. Submitted an ARC request to install an electric vehicle charger on the exterior garage wall
- b. **Request was electronically reviewed and approved.**

Q. 9113 Parliament Drive

- a. Submitted an ARC request to install a new egress window and window well
- b. **Request was electronically reviewed and approved.**

R. 9118 Lake Braddock Drive

- a. Submitted an ARC request to install a new 4' wide concrete walkway and do concrete repair to / under existing steps
- b. **Request was electronically reviewed and approved.**

S. 9118 Fort Craig Drive

- a. Submitted an ARC request for new vinyl windows, in brown, to match existing style
- b. Request was electronically reviewed and approved.**

S. Resale Packets: Noted by Board

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.	5410	Point Longstreet Way	Requested	6/5/2020		

* Amount due has been added as an assessment to the owner's account

** Account is with Chadwick for collections

IX. DATES FOR UPCOMING MEETINGS

Note: Due to the CoVid-19 Pandemic, for the foreseeable future, SHHA monthly Board Meetings will be by “virtual” Conference call. Notices will be posted on the SHHA websites.

All meetings start at 7:30 pm, unless otherwise noted below:

July 9th

August 6th

September 10th

October 15th

November 5th

December 10th (Annual Meeting of Members)

X. ADJOURNMENT: Meeting ended at 9:15 pm

XI. EXECUTIVE SESSION

A. None

**SIGNAL HILL HOMES ASSOCIATION
METREGISTER
JUNE 2020**

Action Items

BRADDOCK DISTRICT COUNCIL — 136210

Does the Board wish to join the Braddock District Council this year?

Yes, please renew.

RESERVE CONTRIBUTION — 136151

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

We still owe you a response.

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. **Has the Board received the needed information from the homeowner?**

No additional information has been received.

Information was requested on March 25th

Denial e-mail was sent on May 9th (to avoid auto approval at 60-day mark)

Information Items

2020 ANNUAL DUES NOTICE — 120079

Metropolis issued the 2020 assessment notice, giving homeowners until the end of March to pay their assessments. The Board directed to send out the 2nd notice on June 9. Metropolis will provide the merge document prior to mailing them out.

Thank you. We will try to give you approval to send on 6/11 if you get us the softcopy prior to our meeting at 7:30.

RESALE PACKAGE — 315982

Metropolis forwarded the resale request from 5410 Point Longstreet to the Board.

Thank you. Package is in work, and will be sent out this week.
