

**SHHA BOARD OF DIRECTOR'S MEETING
DRAFT MINUTES**
Braddock District Conference Room (closed)
Virtual - Meeting was held via conference call.

July 9th , 2020 - 7:30 pm

I. CALL TO ORDER: The meeting was called to order at 7:30 pm.

BOD members present:

Kevin Martin	President	Tom Lombardi	Treasurer
Mike Davis	Secretary – (tuned-in late)	Tom Johnson	At Large

II. APPROVAL OF MINUTES

Minutes for the June meeting under review of the Board of Directors, and will be posted to the web site once finalized.

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.

A. Special Guest: James R. Walkinshaw, Fairfax County, Braddock district Supervisor

Supervisor Walkinshaw spoke for a period explaining issues such as the County's response to COVID Pandemic, Future openings of County facilities and the Governor's planned phased relaxing of protective measures to stem the spread of the virus.

County curb pick-up services have resumed for lawn and yard refuse. For 2020 clear plastic bags will be accepted. However, the preference is for residents to use paper bags, available through Home Depot, Ace Hardware, or Lowe's, and grocery stores. Beginning in 2021 plastic see through bags will not be collected at the curb. Paper bags must be used, instead.

The Kings Park Library is planned to reopen on July 13, with limits on the numbers who are seeking to use the library. Conference rooms, including the Supervisor's conference room will remain unavailable until further notice.

Kevin and the board members thanked Supervisor Walkinshaw for attending and passing on valuable information.

IV. PROPERTY MANAGEMENT REPORT

A. See attached below.

V. TREASURER'S REPORT

A. Dues status

a. Currently, 6 accounts remain unpaid for 2019. These accounts were sent to the attorney for collection.

B. 2020 Dues Invoice

a. Currently, ~72 accounts remain unpaid for 2020; includes 6 still unpaid from 2019 as well (2 years delinquent)

b. Payment was 120 Days Past Due as of June 1st

c. Final dues invoices were sent to homeowners on 7/6/2020.

d. At the August Board meeting, the Board will vote to send 2020 the delinquent notices to the Association's attorney's for collection

VI. COMMITTEE REPORTS – There were no 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. SHHA Board Member IDs for inspections

- a. BOD approved mock-up at March meeting
- b. Kevin still needs some of your mug shots (Pete, Tom J)
- c. Kevin sent update with photos received so far for review
- d. Kevin again asked remaining Board Members to have their photos taken and submitted to him so he may conclude issuing I.D.'s to the Board Members to use while doing SHHA field work.

B. 9117 Lake Braddock Drive – **Kevin briefed the Board and will contact the residents.**

- 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 (CCCO) was the appropriate next step.
- e. CCCO was contacted
- f. Code Compliance Officer responded: "I have met with the owner two times already and have a meeting scheduled with her contractor. I will handle the work that was done without a permit and assist them with obtaining any required permits and inspections. Any HOA regulations or covenants will have to be handled by the HOA. Should you have any other concerns or questions, feel free to contact me."
- g. Closing this issue, as we have already approved the construction, pending completion of permits and inspections.

C. 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 L
- e. Mike to follow-up with pictures in the areas he is assigned.

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

- a. Still waiting for some BOD responses.
- b. Mike responded that he has sent to Kevin updated inspections.

E. 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. Kevin started the process with Google Maps to remove the incorrect address

F. 5597 Blake House Court – **Approved**

- a. Submitted an ARC request for a new roof
- b. Architectural shingles in Driftwood
- c. Request was electronically reviewed and approved.

VIII. NEW BUSINESS

A. The Outdoor Man – Invoices were approved for Payment 4-0

- a.** Submitted invoices for payment
 - i. \$1200 for tree removal at 9158 Fort Fisher Court
 - ii. \$500 for refurb of Oaks entry sign
 - iii. \$700 for curb painting at SHHA Access Points
- b.** Invoices were forwarded to Metropolis for payment

B. Graffiti on Fences

- a.** A few incidents have been reported; homeowners were contacted individually
- b.** Discussion about “proper remedy” some homeowners have successfully removed the graffiti; others have had less luck
 - i. Due to the contiguous nature of the fence, paint / stain is not the best option; BOD would require replacing affected boards
- c.** Mike D suggested a statement on the web site.
- d.** Discussion followed. It was concluded that if the Graffiti cannot be removed, rather than paint over the graffiti, the affected fence boards are to be replaced as property owner expense. Privacy fences that back onto major streets are owned by the property owner and is the owner's responsibility to repair at owners' expense.

C. SHHA Archival Material

- a.** Linda Wirth had it
- b.** Mike Davis contacted Metropolis about retrieving and storing
- c.** Arrangement have been made for Metropolis to become the custodian of the materials.

D. 9022 Fort Craig Drive – Approved 4-0

- a.** Notified BOD that a large tree in common area was in danger of falling toward / onto his property
- b.** BOD notified TOM to take a look and assess situation
- c.** TOM recommended taking tree down, leaving parts in common area - \$1800
- d.** TOM was approved to perform the work

E. 9115 Lyon Park Court – Approved 4-0

- a. Submitted an ARC application to install French drains to control water run-off and erosion, and to replace rotting stairs to back yard.
- b. Request was approved with caveat that owners are responsible for remedy if their drainage system adversely affects neighboring properties “downstream”

F. 5603 Meridian Hill Place – Approved 4-0

- a. Submitted an ARC request to replace front door and sidelights, replace walkway with stamped concrete, and replace driveway
- b. Request was approved as submitted.

G. 9097 Blue Jug Landing – Approved 4-0

- a. Submitted an ARC request for new white vinyl windows with 2 over 1 or 3 over 1 grid pattern
- b. Request was approved as submitted.

H. 9097 Blue Jug Landing – Approved 4-0

- a. Submitted an ARC request for a new deck on rear of home, using Trex decking
- b. Request was approved as submitted.

I. 9008 Home Guard Drive – Tabled Pending Review

- a. Submitted an ARC request to repair patio roof and trim and re-deck in Trex composite
- b. Application mentions “existing white trim” (property is in the Oaks)
- c. Mike Davis agreed to meet with the homeowners to see / understand “existing white trim” in The Oaks

J. 9019 Parliament Drive – Approved 4-0

- a. Re-submitted previously approved application for a ground level deck, expanding the footprint bay 12’ to also cover an existing (aged) brick patio.
- b. Request was approved as submitted.

K. 5410 Mount Greenwich Court – Approved Electronically

- a. Submitted an ARC request to repair and repaint damaged siding and trim, same colors.
- b. Request was electronically reviewed and approved.

L. 9014 Fort Craig Drive – Approved Electronically.

- a. Submitted a new ARC application for a garage door replacement
- b. Color was darker beige than original submission
- c. Request was electronically reviewed and approved with caveat that garage door windows would not have divided grids.

M. 9001 Fort Craig Drive – Approved Electronically.

- a. Submitted an ARC request to reduce the size of rear deck, and increase size of existing patio, replacing patio with concrete.
- b. Request was electronically reviewed and approved.

N. 8928 Lake Braddock Drive – Denied Electronically.

- a. Submitted an ARC request for a new picket fence
- b. Submitted request is not compliant, due to this being a corner lot, and the fence proposed being closer to one of the streets than the house.
- c. Application was electronically reviewed and denied with an explanatory e-mail.

O. 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.	5638	Fort Corloran Drive	Delivered	11/4/2019	\$275	Due	*
g.	8995	Parliament Drive	Delivered	12/7/2019	\$275	Due	*
h.	9091	Blue Jug Landing	Delivered	1/5/2020	\$50	Due	
i.	9105	Blue Jug Landing	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	Delivered	6/10/2020	\$275	Due	
m.	9157	Fort Fisher Court	PAID	6/26/2020	\$325	PAID	
n.	5427	Flint Tavern Place	PAID	6/30/2020	\$275	PAID	

* 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:

- August 6th
- September 10th
- October 15th
- November 5th
- December 10th (Annual Meeting of Members)

X. ADJOURNMENT – 8:44 pm

A. Vote of 4-0 to adjourn

XI. EXECUTIVE SESSION

A. None

SIGNAL HILL HOMES ASSOCIATION
METREGISTER
JULY 2020

Action Items

RESERVE CONTRIBUTION — 136151

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

Yes. Per Treasurer Tom Lombardi e-mail to Metropolis on 6/17, \$5150.00 should be sent (check) to SHHA P.O. Box for transfer to contingency fund account.

Information Items

2020 ANNUAL DUES NOTICE — 120079

Metropolis issued the 2020 2nd notice, informing homeowners that they were 150 days late, and may be turned over to the attorney for collection actions.

Thank you.

ACC REQUEST - 8918 LBD — 316510

Metropolis received questions from 8918 Lake Braddock Dr regarding several ACC requests. We provided the form and await a response.

Thank you.

ACC REQUEST - 8928 LBD — 316860

Mr. Cruz of 8928 Lake Braddock Drive contacted Metropolis asking for the status of his ACC request. Metropolis passed this information to the Board.

We have reviewed, and denied the request, as the proposed fence line would not be compliant with the SHHA Restrictive Covenants.

ARCHIVE MATERIALS FOR SSHA — 316320

Metropolis received a request to pick up archived materials from Mrs. Wirth. As Metropolis is still operating mostly virtually, we are working on arranging the pick-up and storage.

Thank you.

BRADDOCK DISTRICT COUNCIL — 136210

The Board stated that they wish to subscribe to Braddock District Council again this year. Metropolis sent an email requesting information as their website is out of date and no one answered the phone.

Thank you.

SIGN CONCERN - 9184 LBD — 316425

Metropolis received an email from a concerned homeowner regarding a Black Lives Matter sign, and notices placed on door handles. Unfortunately, the complainant did not provide their address or a name. Metropolis cited the By-Laws regarding the size of the sign, which seemed to be within the requirements of the covenants.

Thank you. In the future, please coordinate responses to homeowners with the Board.