



FALL 2004

Dear Millwood Estates Homeowners/Residents,

Our President, Mr. Joe Lagler resigned his position on the Board of Directors in August 2004, and has moved out of the area. We are saddened to see him go, as he served the community well for many years, and we wish him the best in all his future endeavors. As his resignation left a vacancy on the Board, per Section 4.5(3) of the By-Laws of the Millwood Estates Homeowners' Association, a new director was chosen by your Board of Directors to serve until the next annual Homeowners' meeting. We welcome the addition of Mr. David Uhlman to your Board. The revised list of officers for 2004 is:

Marc Tripp	President
Calvin Bailey	Vice President
Bill Roper	Director/Treasurer
Bill Sloan	Director
Dave Uhlman	Director
Ellen Iversen	Secretary

Correspondence should be addressed to:  
Koger Management Group – Management Company  
3554 Chain Bridge Road, Suite 400  
Fairfax, Va. 22030  
Attn: Traci Castrovinci – Association Manager

Note that Ms. Linda Belisle has moved to a new position at Koger Management, and was relieved as our account manager by Ms. Traci Castrovinci during the early summer. Ms. Castrovinci can also be contacted at (voice) 703-591-2414; (facsimile) 703-591-2417 or via e-mail [tcastrovinci@kogermanagement.com](mailto:tcastrovinci@kogermanagement.com).

### **ARCHITECTURAL REVIEW COMMITTEE**

There have been a few resignations from the ARC (Architectural Review Committee) over the summer as one member moved away, one member agreed to serve as an interim Director on the Board of Directors upon the resignation of our past president, and we have experienced a sad loss with the passing of Lucille Lagler earlier this year. She will be greatly missed as she provided exceptional service to the community as the ARC Chair and member. Your revised ARC for 2004 is comprised of the following members: Rene Bailey (Chair), Sherrie Roper and Quinlan Sullivan.

A reminder - any exterior modification(s) to your property requires ARC approval. Policy Memorandum 04-01 applies. Forms are available from the ARC or your Management Agent. For your convenience, a copy of Policy Memorandum 04-01 is also attached to this Newsletter. Make as many copies as you need for future use. Completed forms should be sent to the Management Company.

A general walk through will be made by the ARC Committee on 04 October 2004.

We wish to recognize our homeowners for their efforts over this past Spring and Summer. There has been a lot of sprucing up throughout the community, and a number of homes have been freshly painted. For those who plan to repaint this fall, we remind you to check with the ARC or Koger Management to ensure you use the correct color scheme. The Board of Directors recently updated Policy Memorandum 92-1 "Guidelines for Exterior Painting" and combined it with the master list of approved colors each homeowner should have received as part of their disclosure packet when they purchased their home. This update, Policy Memorandum 04-03, is being distributed to the membership, and has been placed in the disclosure packet for new prospective owners.

The ARC is currently reviewing Policy Memos 89-1, 89-1A, 89-2A and 95-1, all of which refer to "Community Living and Architectural Guidelines". The ARC will make its recommendations to the Board of Directors as to the validity and currency of the respective content of these memos at the 20 October 2004 meeting of the BoD. The Board will take the ARC recommendations under advisement, conduct its own review of the memos, and issue one consolidated and updated policy memo to be distributed to the membership and placed in the disclosure packet for new prospective owners.

### **LAWNS:**

Although the landscape contractor applies fertilizer, weed and bug killer periodically, it is still the homeowner's responsibility to water, seed and weed your yard when necessary. The curb strip of grass is also the responsibility of the homeowner. Shrubs should be watered, and fertilizer should be applied twice a year. Mid September to early October is a good time for Fall reseeding.

### **POLICE YOUR AREA:**

A reminder to check the front and back of your property and remove litter (i.e. trash, bottles, cans and cigarette butts). In addition, homeowners who receive newspapers, flyers, etc., are asked to please pick them up on a daily basis and do not leave them to blow around the community.

### **MULCH TIPS FOR FALL:**

A requirement for ALL residents at Millwood is to apply *Shredded Hardwood Mulch* to the shrubs and plantings around your unit. Remember, only shredded **HARDWOOD MULCH** is permitted!!

## **REPLACE/REPAIR WINDOW SCREENS & SHUTTERS**

Many homes in our association still have missing or damaged screens. A reminder to all homeowners that you must have all screens up or all screens completely off to comply with the rules of the Association.

## **REGULAR MAINTENANCE REPAIRS**

Many of the homes have wood rot in one or more places on window boxes, doorframes and porches. Caulking and fresh paint helps prevent wood rot, but will not keep it from advancing once present. Homeowners are reminded that rotten wood should be replaced rather than puttied or caulked over. While wood putty or caulk may seem to be an acceptable approach, it tends to not adhere properly or flake off after only a short time, and does not solve the basic problem. In fact, it may exacerbate the rot already present.

Re-caulking and repainting of our homes should be viewed as a good investment whether we are planning to sell or staying on. Don't forget to paint rake boards. If you are planning to sell, it will attract prospective buyers and help us get top dollar. Taking these measures will help prevent such problems from occurring. Please be sure to use the correct color (refer to Policy Memorandum 04-03); if you are not sure of any house paint colors, please contact the ARC or Traci Castrovinci at 703-591-2414.

## **FRONT OF PROPERTIES**

Some of us have dead or damaged shrubs in our front yards. If damage has occurred and they need to be replaced, make sure that they are replaced with “**evergreens**” that are healthy, uniform in size, formal in appearance that follow the integrity of the area.

Hoses not in use should be disconnected from garden spigots and inconspicuously stored on hose reels. Per our Community Living and Architectural Guidelines, no permanently mounted hose reels are permitted (i.e. permanently attached to the house).

## **CONSTRUCTION**

If you are having work done on your property, please make sure that you inform the contractor not to store or leave items on common ground, destroy grass or dump trash or construction material in wooded areas that are adjacent to the property.

## **TRASH/RECYCLING**

All trash and recycling must be curbside by 6AM on the day of collection. If you wish to place trash/recycling curbside the night before, then please remember not to put your trash cans and recycling bins out until after dark. Make sure all trash cans have tops and they are secured tightly. Please use large, sturdy dark color trash bags. White or clear trash bags attract crows.

When not in use, trash cans should be properly secured to prevent trash from blowing around the neighborhood and/or attracting vermin. Trash cans should be stored out of sight on non-trash days. Remember to put your trash can away as soon as possible after pick up to help prevent loose cans from being blown into the street or into a neighbor's yard. Be a good neighbor. If you see a trash can that has been blown into the street, please remove this hazard to safe navigation and place it out of harm's way.

A reminder for Winter planning - our contractor for trash and recycling pick up observes holidays on Thanksgiving, Christmas and New Years. There will be no pick up on those days. Regular pick up resumes with the next regularly scheduled day.

Your Board of Directors has signed a contract with American Disposal Services (ADS) to conduct trash and recycling pick up, commencing 01 November 2004. We were not displeased with the service provided by Potomac Disposal Services (formerly BFI), but their contract expires on 31 October 2004, and their new proposal was at a significantly higher cost than that we could obtain through ADS. The services will be identical; however, it is possible that our scheduled pick up days may change from Tuesday/Friday to Monday/Thursday. We are working with ADS to ensure a smooth transition. More information will be provided as the transition progresses.

The Millwood Estates Homeowners' Association maintains a trash can on our property behind the bus stop on Old Keene Mill Road, just west of our front entrance. This service was envisioned to prevent littering on our property by those who were waiting for county school or commuter busses. This trash can is emptied once or twice a week by various Board members or members of the Association, and placed on Millwood Drive for pick up by our disposal service. We believe that members of our community may be under the mistaken impression that this trash can is the property and responsibility of Fairfax County, and consequently see it as a convenient receptacle for disposing of pet waste. This must cease! It is not fair to those of us who have volunteered to take on the task of emptying the trash in order to preserve the beauty of our community. We are putting together a letter in conjunction with the Board of Directors of Keene Mill Oaks on the topic of pet owners walking pets in each others neighborhoods and ensuring that they remove pet waste from the grounds. We are also asking our neighbors who have used this method of disposing of their pet waste, to show consideration for their fellow homeowners, and to take their pet waste home for disposal. If this practice continues, we may be forced to remove the trash can and ask for volunteers to police the common area for litter.

## **CLEANING SIDING & CEMENT STEPS**

A number of our homes are beginning to show the effects of dirt, tree pollen and smoke residue. Other common problems include mold and/or mildew, particularly on the front steps, sidewalks and driveways. Members are encouraged to clean these areas to enhance the beauty of their homes and to preserve their value.

## **DECKS AND FENCES**

Check decks, fences and gates for possible damage, some are aging and in need of repair. Only rough cut cedar may be used for replacement of fences and gates. Replacement fences and gates must follow the same style as the original installations. Refer any questions to the ARC or Koger Management. To protect and enhance the deck's appearance, only approved CLEAR sealer should be used.

## **BACKYARDS**

Please keep backyards mowed, trimmed and neat. Do not store any "junk" in the rear yard.

## **PETS**

Just a reminder, there is no place in Millwood (or in our neighboring communities) where you can walk your pet and leave its scat behind without infringing on the rights of your neighbor to enjoy the community. Kids and other pets like to walk and play everywhere, so please be considerate. Thanks to those pet owners who do obey the law and stop and clean up after their pets. We all appreciate your efforts. Also, some residents may not realize that **pets are to be kept under positive control at all times, and on a leash while outside the owner's fenced property. This is a Fairfax County ordinance, not a community restriction.** Please take note and act accordingly.

## **PARKING & TRAFFIC ENFORCEMENT**

Residents have been routinely abusing our parking policies and the CC&R's by continually parking in the "guest" parking spaces. Only bona fide guests may use our "guest" spaces. Additionally, those using "open" spaces are reminded that no vehicle may stay in an "open" space for more than seven days. This allows other residents the opportunity to use the space while having work done on their home, or for whatever temporary purpose they require the use of an open space. Vehicles found in violation are subject to towing at the owner's expense. Parking on the street in yellow zones is a CC&R violation and vehicles are subject to towing. Please be alert to this violation, as the Board of Directors has determined that a stricter enforcement policy has become necessary. As many residents may not be aware of the existing rules, a copy of our current policy memorandum on parking is attached for your convenience. The Board of Directors is in the process of reviewing our current parking rules within the community and is considering various enforcement options. If any members would like to assist the BoD with this process and serve on a Parking Committee, the BoD will gladly accept your assistance. Once the process is complete, the Board expects to release a revised and updated policy memorandum on parking rules and enforcement within our community.

Two key words for driving in Millwood: *slowly and carefully!!* School is back in session, and students have to cross our roads to get to and from the bus stop at the front of our community. It is incumbent for us all to be extremely vigilant while driving both in the mornings and in the afternoons.

The Board has asked the Fairfax County Police to patrol our neighborhood to assist with traffic enforcement. The primary focus of the police will be to look for speeders and those making illegal maneuvers or committing fire lane violations, but in asking for the police to patrol our area, everyone should realize that they will be empowered to enforce ALL state and county ordinances, including checks for currency of license plates and state inspection and county stickers. Nuff said!

## **OTHER NOTES**

In addition to the proper execution of their duties, the Board has charged the ARC with review of Policy Memorandum 89-1, 89-1A, 89-2A, and 95-1 COMMUNITY LIVING AND ARCHITECTURAL GUIDELINES. The ARC is to provide the Board with recommendations as to any changes, additions or deletions that they believe will preserve or enhance the quality of our community and property values at the next Board of Directors meeting on 20 October. The Board will then evaluate these recommendations, publish the approved guidelines and distribute them to the entire membership.

Playground Issues – The light pole on the playground has been righted, repaired and refurbished. The bench provided for parents/caregivers on the playground has been replaced with a new bench made of recycled heavy duty plastic. Additionally, all seats on the swing set have been replaced with new materials. Finally, the retaining wall behind the slide has been repaired/refurbished. These actions have been taken to preserve and enhance the playground for the use of our residents’ children for many years to come. Future plans include a “refresh” of the gravel in the Spring of 2005, and working with our landscapers to re-grade the area above the playground to allow for better drainage, to keep the area dry and free from pests.

Landscaping Issues -- The Board is working with our contractor, Valley Crest, to come up with a master “Five Year Plan” for landscaping issues within the community, and hopes to have a comprehensive solution to common area concerns within the next 30-60 days. If there are any members who wish to serve our community on a Landscaping Committee, the Board of Directors will eagerly accept your help.

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The Architectural Review Committee has been diligent in maintaining our architectural standards. This has resulted in a very attractive community. One we can all be proud to be able to call home. Please refer to the architectural guidelines prior to any work commencing of your town home. Any doubts should be resolved with Koger Management.

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The above information is intended to be helpful and also to ensure the integrity of our neighborhood. We are all committed to keeping the community in excellent shape for our personal satisfaction as well as continuing high property values.

***HAVE A SAFE AND  
ENJOYABLE FALL AND WINTER!***

