



SPRING 2005

Dear Millwood Estates Homeowners/Residents,

The Annual Homeowners' Meeting was held at the West Springfield Government Center on 16 February 2005. During the course of business, Bill Roper and Dave Uhlman were elected as Directors of the Association and Ms. Toni Rives was elected as Association Secretary. Subsequent to this meeting, the Directors met in Executive Session to elect the officers for 2005. Your Board of Directors and slate of officers for 2005 is as follows:

Marc Tripp	President
Calvin Bailey	Vice President
Bill Roper	Director/Treasurer
Bill Sloan	Director
Dave Uhlman	Director
Toni Rives	Secretary

As of 01 January 2005, the Millwood Estates HOA has contracted with a new Management Company to oversee our services contracts, collect homeowner assessments, manage our operating budget and advise the Board on a variety of Association matters. Homeowner questions, issues, concerns and correspondence to the Millwood Homeowners' Association should be addressed to our Management Company. Contact information is provided below:

Cardinal Management Group, Inc.
5900 Prince James Drive
Springfield, Va. 22152
Attn: Tershia Knight – Association Manager

Tershia can also be contacted at (voice) 703-569-5797, extension 122; (facsimile) 703-866-3156 or via e-mail t.knight@cmgmt.com.

COMMITTEES:

Several Association committees that have been inactive for a number of years have been reactivated to increase homeowner participation in our community affairs and to address specific issues brought by the membership. In addition, a new committee has been established to address traffic flow at the main entrance and along Millwood Drive. The committees and their members are: the **Welcome Committee** – Dick Mercer and Sam

Rives; the **Parking Committee** – Bernie Rudwick, Bob Roadarmel, Dave Rivetti and Norma Wyatt; the **Traffic Committee** – Cal Bailey and Helen Ann Roadarmel.

The ARC (**Architectural Review Committee**) went through a number of changes in 2004 with the untimely death of Lucille Lagler and the resignation of several members due to a reassignment of duties or moving out of the area. We are trying to revitalize this important committee in 2005 with the addition of new members. We welcome those who have volunteered to serve and look forward to working with them in the coming year. Your ARC for 2005 is comprised of the following members: Sherry Roper, Tony Cummings, 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. Please ensure that all change requests are detailed fully and contact information is provided in case follow up information is required. Completed forms should be sent to the ARC via Cardinal Management.

We wish to recognize our homeowners for their efforts over the last year. Several homes have seen fresh coats of paint, repairs to windows, siding, fascia and rakeboards, along with some general sprucing up, and the entire community has benefited. For those who plan to repaint this Spring, we remind you to check with the ARC or Cardinal Management to ensure you use the correct color scheme. Policy Memorandum 04-03 “Guidelines for Exterior Painting” provides the correct original color combinations for each home and each homeowner should have received a copy last fall with the last newsletter. Remember, this memorandum reflects our baseline. Any questions regarding substitutions should be addressed to the ARC via Cardinal Management.

A general walk through will be made by the ARC Committee and Cardinal Management during the month of April.

LAWNS:

Although the landscape contractor applies fertilizer, weed and bug killer periodically, it is still your responsibility to water, seed and weed your yard when necessary and to repair all winter damage. The curb strip of grass is also the responsibility of the homeowner. Shrubs should be watered, and fertilizer should be applied twice a year. Late March to mid April is a good time for Spring reseeding. Additionally, a thorough weekly soaking during the morning hours throughout the summer months is urged for all residents.

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). Please keep backyards mowed, trimmed and neat. Do not store any “junk” in the rear yard. In addition, homeowners who receive newspapers, flyers, etc., please pick them up on a daily basis and do not leave them to blow around the community.

MULCH TIPS FOR SPRING:

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

Although several homeowners have replaced their broken and damaged screens, there are still a number of homes that still have missing or damaged screens. All homeowners are reminded that all screens must be up or all screens must be completely off of the home 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 when “repairing” damaged wood, 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 Tershia Knight at (703) 569-5797, extension 122.

DEAD OR DAMAGED SHRUBS

Some of us have dead or severely damaged shrubs in our front yards. If winter damage has progressed to a point where the shrub(s) need to be replaced, make sure that the replacement(s) are “**evergreens**” that are healthy, uniform in size, formal in appearance and that the overall flow and integrity of the area is maintained.

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 recycling newspapers, please remember to bundle them and tie them up using twine or string, or place them in paper grocery bags to keep them from blowing loose and distributing themselves around the neighborhood. Light objects, such as empty boxes or boxes with Styrofoam “peanuts” that you place in the trash should be secured, with the “peanuts” contained in secured plastic bags so that these items do not blow around and create an unsightly mess in the neighborhood.

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.

Our contract with American Disposal Services (ADS) provides for ***trash*** pick up on Mondays and Thursdays. ***Recycling*** pick up is on Thursdays. ADS’ observed holidays include Thanksgiving, Christmas and New Year’s Day. No trash or recycling will be collected on those days. Trash and recycling pick up will resume on the next regularly scheduled day (i.e. if Monday is the observed holiday, then there will only be one pick up that week – Thursday. Likewise, if Thursday is the holiday, then pick up will resume on Monday.)

PET WASTE

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.

The Millwood Estates Homeowners’ Association also 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, members of the Association, or 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. While there has been a decrease in the number of bags of pet waste deposited in this can of late, there are still too many people who believe the can was placed there for the purpose of pet waste disposal. 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 ask our neighbors who have used this method of disposing of their pet waste in the past, to show consideration for their fellow homeowners, and to take pet waste home for proper

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.

WATER HOSES

Portable hose reels may be stored neatly and inconspicuously in front of the house. However, no attached hose reels are permitted per CC&R's.

CLEANING SIDING & CEMENT STEPS

As our community ages, some homes have begun to show 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 Cardinal Management. To protect and enhance the deck's appearance, only approved CLEAR sealer should be used.

PARKING & TRAFFIC ENFORCEMENT

At the Annual Homeowners' Association Meeting on 16 February 2005, it was made abundantly clear that the residents wish the BoD to more strictly enforce the current parking regulations, as set forth in Policy Memorandum 90-01. Residents who have been routinely abusing our parking policies and the CC&R's by continually parking in the "guest" parking spaces are hereby put on notice. 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.

The **Parking Committee** is in discussions with the Fairfax County Fire Marshall to determine the possibility of adding additional parking spaces on the northeast section of Millwood Drive (leading to Kenwood Townes). Subsequent to their findings, they will recommend the mix and location of "guest" and "open" spaces throughout the community to the BoD. The BoD will then work with Cardinal Management to obtain a contract for repainting the fire lanes and restriping and marking all parking spaces ("reserved", "guest" and "open") within the community. The BoD requests the understanding and cooperation of all residents while the painting takes place sometime this Spring. Exact dates will be published as soon as the contract is negotiated. After all spaces have been marked, strict enforcement will follow. Cardinal Management is working with us to obtain a towing contract for fire lane violations and to enable easier parking enforcement. More information will be forthcoming, but the intent is to have the

painting, notification of residents and the towing contract in place by the beginning of summer. Once the process is complete, the Board expects to release a revised and updated policy memorandum on parking rules and enforcement within our community.

The Parking Committee is also exploring options for providing more positive control over our “guest” parking and for finding additional nearby parking outside our community for overflow parking.

For those residents who have indicated they were not aware of the existing rules, a copy of our current policy memorandum on parking is available through Cardinal Management. Most residents already received a copy of this policy memorandum in the fall, with the last newsletter.

Two key words for driving in Millwood: *slowly and carefully!!* Spring Break is here, and students will soon be on vacation for the summer. It is incumbent on all of us to be extremely vigilant while driving.

The **Traffic Committee** is looking into options for slowing traffic on Millwood Drive, including the possible use of speed humps. Their report is expected later this year and their recommendations will be put forth to the membership for discussion and direction at that time.

A timely reminder to all that the Board has invited 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

The Annual Homeowners’ Association Meeting was held on 16 February 2005 at the West Springfield Government Center. The meeting was very well attended, but for those members who could not make it, the main focus of the meeting was twofold: 1) to get a consensus from the membership as to whether or not the existing parking policies should be enforced or whether the Board needed to change or rescind the policy, and 2) to determine if the membership agreed that a traffic flow issue existed and if the Board should expend time and money on finding a solution. The overwhelming response to the first question was that the membership wanted the Board to strictly enforce the current policy while at the same time to look for possible additional overflow parking for guests either within or nearby to the community. The membership also agreed that the traffic flow on Millwood Drive was a problem that needed to be addressed. Two committees, the Parking Committee and the Traffic Committee were established to look into the matters and report their recommendations to the Board. The Parking Committee has provided its initial report to the Board and will present a follow on report in April. The Traffic Committee has met informally and will provide its report in May.

Playground Issues –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 Management Company to review the master “Five Year Plan” for landscaping issues within the community that was provided by Valley Crest, and determine whether the plan presented late last year makes sense. The Board hopes to have a comprehensive solution to common area concerns within the next few weeks. **If there are any members who wish to serve our community on a Landscaping Committee, the Board of Directors will eagerly accept your help.**

Landscaping Issues -- Cardinal Management is working with the contractors who repaired plumbing lines in the common area on the north side of Millwood Drive to ensure that the landscaping is returned to the same or better condition than before the repairs began. Grading has been postponed due to weather, but Cardinal is following up on the matter to ensure the issue is resolved.

Sand Removal – Cardinal Management was extremely helpful in obtaining quotes for the removal of sand dumped over the winter to help traction in bad weather. The sand has subsequently been removed in order to allow for the painting of curbs and restriping of parking areas. Further details as to when painting will be scheduled and what the scope of the effort entails will be provided as they become available.

Policy Memoranda -- A number of residents have asked for copies of the latest approved policy memoranda as they believe their files to be incomplete. While each homeowner received a disclosure packet when they purchased their home, some of the pertinent memos may have been misplaced over the years. In addition to the three documents listed below, the current policy memoranda and resolutions that everyone should have as part of their files are found in the table on the next page:

Millwood Estates Homeowners’ Association -- Articles of Incorporation dtd 03 Feb 1986

Declaration of Covenants, Conditions & Restrictions for Millwood Estates dtd 25 Mar 86

By-Laws of Millwood Estates Homeowners’ Association dtd 21 Apr 1986

<u>ME HOA Policy Memorandum / Policy Resolution</u>	<u>Date Approved</u>	<u>Title</u>
89-01	05 May 1989	Community Living and Architectural Guidelines
89-01A	13 October 1989	Community Living and Architectural Guidelines - Amendment
89-02A	04 March 1991	Community Living and Architectural Guidelines – Amendment 2A
89-04	11 September 1989	Procedures Relative to Collection of Routine and Delinquent Assessments
90-01	09 April 1990	Single Source Memorandum on Parking & Vehicle Control
95-01	01 November 1995	Community Living and Architectural Guidelines, Amendment 1
99-01	06 April 1999	Establishing Due Process Procedures
04-01	18 June 2004	Compliance with Millwood Estates Covenants
04-02	18 June 2004	Purchase, Sale, Lease of Residence
04-03	10 September 2004	Guidelines for Exterior Painting
04-04	19 November 2004	Grounds Maintenance Responsibilities

If you are missing one of these policy memoranda or policy resolutions from your files, please contact Cardinal Management for a copy.

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. Please refer to the architectural guidelines prior to any work commencing of your town home. Any doubts should be resolved with the ARC via Cardinal Management.



HAVE A SAFE AND

FUN SUMMER!