



FALL 2006

Dear Millwood Estates Homeowners/Residents,

Cardinal Management Group oversees our services contracts, collects homeowner assessments, manages our operating budget and advises the Board on a variety of Association matters. Homeowner questions, issues, concerns and correspondence to the Millwood Homeowners' Association should be addressed to:

Cardinal Management Group, Inc.
4330 Prince William Parkway, Suite 201
Woodbridge, VA 22192
Attn: Sheila Emond – Association Manager

Sheila can also be contacted at (voice) 703-569-5797, extension 5007; (facsimile) 703-866-3156 or via e-mail s.emond@cmgmt.com.

COMMUNITY WEBSITE

We want to remind the community that Millwood Estates has its own website. The intention is to showcase our community and provide a central repository of useful information relevant to the community, from meeting schedules to copies of the Articles of Incorporation, Bylaws, Conditions, Covenants and Restrictions, policy memos, contact information, past newsletters, etc. The address is www.millwoodestates.info. Comments and suggestions for additional information are always welcome and can be sent to Sheila Emond, Cardinal Management Group.

EXTERIOR CONSTRUCTION/MODIFICATIONS

A reminder - any exterior modification(s) to your property requires ARC approval **prior** to the start of the modification(s). If an ARC application is not approved, any construction performed will be considered as unauthorized and ***a violation of community covenants, conditions and restrictions***. The homeowner will be held liable for returning the home to its original approved condition! Please refer to Policy Memorandum 04-01. Forms are available through our community website at www.millwoodestates.info or from our management company, Cardinal Management Group. If you are not sure whether an application is needed for a modification you wish to pursue, please check with Cardinal Management Group. Also, be aware that in some cases, although an ARC application may not be required, a County Building Permit may still be necessary. Again, if in doubt, please check either with Cardinal Management Group or with the Fairfax County Department of Public Works and Environmental Services. Their website is www.co.fairfax.va.us/dpwes.

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.

REPLACE/REPAIR WINDOW SCREENS & SHUTTERS

Many homes in our Association have missing or damaged screens. We remind all residents/homeowners that you must have all screens up or all screens completely off to comply with the rules of the Association. In addition, screens that have been removed for repair/replacement should not be stored in the front yard, behind shrubs, or stacked along the side of the home. Please place them out of sight.

FENCES

After 18-plus years of wear, many fences need shoring up, repair of horizontal and vertical slats, gate repairs or out-and-out replacement of the entire fence. 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. Only clear water proofing or clear wood finish can be applied to protect fences and gates. Refer any questions to the ARC or Cardinal Management Group.

MULCH TIPS FOR FALL:

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

SHRUBS, TREES & “VEGETABLE GARDENS”

Homeowners are reminded that dead shrubs in front yards should be replaced with “**evergreens**” that are healthy, uniform in size, formal in appearance that follow the integrity of the area. ARC approval is required for any changes to existing landscaping in the front or side yards (for end units). This includes changing the types of plants, enlarging the bed or creating a bed where none exists.

Existing trees should be maintained by trimming as necessary, but removal of trees requires prior ARC approval, and may require a replacement tree (at ARC discretion).

As a final reminder, vegetable gardens are not authorized in front or side beds. Vegetable gardens may be planted in rear yards. In general, ARC approval is not required for re-landscaping of rear yards (within the fence line). However, the mature size of any newly planted trees or shrubs should be considered so as not to encroach on neighboring properties.

TRASH/RECYCLING

All trash and recycling must be curbside by 6AM on the day of collection. For those who wish to put out trash/recycling the evening prior, we ask that you refrain from doing so until after nightfall on Sunday or Wednesday. Make sure all trash cans have tops and they are secured tightly. Please use large, sturdy dark colored trash bags. White or clear trash bags attract crows. For planning considerations, all residents are reminded that disposal of special items and large items occurs only on the second pickup of the week.

A reminder for Winter planning - our contractor for trash and recycling pickup observes holidays on Thanksgiving (Thursday, 23 November 2006), Christmas (Monday, 25 December) and New Year's Day (Monday, 01 January 2007). There will be no pick up on those days. Regular pick up resumes with the next regularly scheduled day.

TRASH DUMPING

The Board of Directors is asking all residents to help police the community and pick up trash. Bottles, cans, trash bags and paper are being dumped in parking spaces and in common areas. This is not only an eyesore, but a hazard to drivers and children in the community.

PARKING & TRAFFIC ENFORCEMENT

We would like to remind all residents and guests of the community policies on parking. Millwood Estates residents should notify their guests, contractors, and service companies that if they park in a reserved space or driveway within our community without the proper authorization from the owner of that space, the owner has the right to call Dominion Towing to have the vehicle removed. Vehicles parked in a fire lane are a liability and hazard and will also be towed at the owner's expense without notice. Homeowners should be aware that they are also not allowed to park at the end of their driveways blocking sidewalks and have part of the vehicle out in the street. Angling vehicles off driveways on to the front lawn as well as double-parking on the street are also prohibited as stipulated in Millwood Estates Policy Memorandum 90-01.

In our spring 2006 Newsletter we promised we would provide the community with an update on the results of this survey. The Board of Directors has fully reviewed the members' responses to determine the "next step" with respect to the HOA's parking policies. Survey results make the following abundantly clear – the overwhelming majority of the parking survey responses asked for stricter enforcement of the existing parking policies as published in Millwood Estates Policy Memorandum 90-01. The will of the membership indicates the following on individual questions:

1. Should existing parking regulations be enforced? – 91% yes; 8% no.
2. Should the allotted time in an "open" space be reduced from 7 days to 3 days? – 84% yes; 16% no.
3. Would the membership agree to place a decal in each of their vehicles to identify them as a resident of Millwood Estates? – 89% yes; 11% no.
4. Would the membership agree to the use of "guest passes" to ID legitimate guests (one pass per homeowner)? – 89% yes; 11% no.

5. Should guest passes, if approved in question 4, be good for a specified amount of time, and if so, should that time be 24, 48 or 72 hours? – 81% agreed to the question; 19% wanted no time limit. (Of those agreeing to the time limit, 52% wanted 72 hours, 33% wanted 48 hours; 2% wanted 24 hours and 13% had no preference.)

As a result of the survey, and after seeking the opinion of legal counsel and confirming the validity of the chosen approach forward, the Board of Directors will amend Millwood Estates Policy Memorandum 90-01 to reflect the following:

1. Use of parking decals for each resident vehicle to aid in enforcement of parking policies.
2. Provide each home one visitor pass. This pass will allow a visitor to remain in a visitor parking place for up to 72 hours.

We have instructed Cardinal Management Group to provide us with samples of “static cling” stickers (that contain no glue or adhesive) for resident vehicle identification. Upon selection and subsequent delivery of these stickers, each homeowner will be surveyed to determine how many stickers they will need in order to have one for each vehicle. Bear in mind the maximum number of authorized parking spaces remains at two for each home, but we will be able to positively ID residents vs. non-residents.

We have also asked Cardinal Management Group to provide samples of “guest passes” to be made available to each homeowner on a one pass per home basis. Subsequent to receipt of these passes, any vehicle parked in an “open” spot without either a “guest pass” or a resident parking decal or parked in a “guest” spot without a “guest pass” is subject to tow without notice. This should resolve the issue of whether unauthorized non-residents are using our parking for their convenience.

Residents will be informed by letter from the Board of Directors as to the implementation date of these modifications and when they can expect to receive their parking stickers and visitor pass.

Note: Residents are reminded that driving a vehicle around the parking lot/community and returning to the same space, or moving the vehicle to reverse its position within the same space is not in accordance with the spirit and intent of the existing policies and is still considered a parking violation.

PARKING & TRAFFIC ENFORCEMENT COMMITTEE

To honor the membership’s desires for stricter enforcement of the existing parking policies, the Board of Directors is hereby soliciting volunteers from the community to form a Parking Enforcement committee to patrol our parking areas such that those who abuse the existing policies can be readily identified and placed on notice that the rules established for the benefit of all are being enforced, and continued violations may result in possible towing at the owners expense up to the curtailment of their parking privileges per our Conditions, Covenants and Restrictions.

If you are interested in serving on the Parking Enforcement Committee, please provide your contact information to Cardinal Management Group.

OTHER NOTES:

Landscaping Issues -- The Board of Directors is working diligently with our management company to obtain a new contract for landscape maintenance. Our contract with Valley Crest expires on 31 December 2006, and we have invited several companies to bid for the work in the out years. We have met with Cardinal Management Group on two occasions to address our issues to ensure homeowner satisfaction will be met under the new contract. We have also asked Cardinal Management Group to ask for bids for a new snow removal contract to be put in place no later than 01 December 2006.

Valley Crest has agreed to plant a replacement Red Bud tree this fall to replace the dying tree that was removed on the Circle. The tree will be planted adjacent to 8410 Millwood Drive, across from the entrance to the Circle to allow for better growth.

Future plans include replacement or replenishment of plantings in the beds along Millwood Drive, rejuvenation of the azalea bed in the Court and potential re-grading of problem areas throughout the community. The Board of Directors is also considering the following projects depending upon the results of an informal cost / benefit analysis:

- replacement of part of the split rail fence on the southwestern end of our property;
- refreshment of the gravel bed on the playground;
- replacement of the asphalt path from the Drive to the playground.

The Board of Directors encourages anyone who would like to volunteer to serve on the Landscaping Committee where these project priorities, among many others, have long been neglected can be addressed.

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 townhome. Any doubts should be resolved with the ARC via Cardinal Management Group.



HAVE A FUN AND

FESTIVE AUTUMN!