



SUMMER 2006

Dear Millwood Estates Homeowners/Residents,

The Annual Homeowners' Meeting was held at the West Springfield Government Center on 21 February 2006. During the course of business, Toni Rives and Norma Wark were elected as Directors of the Association. Subsequent to this meeting, the Directors met in Executive Session to elect the officers for 2006. Your Board of Directors and slate of officers for 2006 is as follows:

Marc Tripp	President
Bill Sloan	Vice President
Dave Uhlman	Director/Treasurer
Toni Rives	Director/Secretary
Norma Wark	Director

Cardinal Management Company 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, Room 201
Woodbridge, VA 22192
Attn: Kelly Finucan – Community Manager

Kelly can also be contacted at (voice) 703-565-5007; (facsimile) 703-866-3156 or via e-mail k.finucan@cmgmt.com.

COMMITTEES:

The committees and their members are:

Welcome Committee – Dick Mercer, Sam Rives and Erica Dolan

Parking Committee – Bernie Rudwick, Bob Roadarmel, Dave Rivetti and Norma Wark

Landscaping Committee – Bill Sloan, Rosemarie Ercolano and Lucy Tripp

Architectural Review Committee - Tony Cummings and Quinlan Sullivan. Chairman Tony Cummings and the BoD are trying to revitalize this important committee with the addition of new members. The BoD welcomes homeowners to serve and looks forward to working with them this year.

SCHOOL VACATION

School is about to let out for the Summer Break and we need to be aware that children will be playing in the streets and courts, on the sidewalks, and in yards and common areas. Their activities include biking, skating, skateboarding, street hockey and ball playing, etc. As the children are not always mindful of traffic, we need to be mindful of them. Drive slowly and safely; be on the lookout for unexpected movement!

A REMINDER:

There have been several instances in the last few months where homeowners have made modifications to the exterior of their homes without obtaining required ARC approval. This has resulted in a number of HOA Covenants, Conditions and Restrictions violation letters and expensive retrofits by homeowners in order to comply with our CC&R's. Homeowners are reminded that any exterior modification(s) to your property requires ARC approval. Policy Memorandum 04-01 applies. Forms are available from the ARC or Cardinal Management. Please ensure that all change requests are fully detailed and that your 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 in Millwood Estates. Don't forget to paint rake boards. Any questions regarding paint substitutions should be addressed to the ARC via Cardinal Management.

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

LAWNS / SHRUBS / TREES:

Our landscape contractor applies fertilizer, weed and bug killer periodically throughout the community, but the residents should water, seed and weed individual yards when necessary. This includes the curb strip of grass in front of each property. Residents are also responsible for the repair of all winter damage in their yard. Prime time for Spring reseeding has passed. Fall reseeding should occur after September 1st.

Shrubs should be watered regularly, and fertilizer should be applied twice a year. Keep in mind that during the Summer months, watering should take place in the early morning hours. Dead or severely damaged shrubs in front yards need to be replaced with "evergreens" that are of similar height, uniform in size, healthy and formal in appearance. Questions should be directed to the ARC or Cardinal Management.

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). 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.

The use of decorative borders or edging along front or side beds such as stone, rock, wood, wrought iron, etc. is not allowed. Additionally, landscape lighting (solar or electric) is not to be used in front or side planting beds.

MULCH TIPS FOR SPRING:

Apply only *Shredded Hardwood Mulch* to the shrubs and plantings around your home. COLORED MULCH is NOT permitted!!

AREAS OF NEGLECT:

Check the front and back of your property and remove litter and junk (i.e. trash, bottles, cans and cigarette butts). Please keep backyards mowed, and shrubs and trees trimmed and neat. Consider your neighbors' view of your backyard, as you would hope your neighbors would consider your view of theirs.

A big "Thank You" goes to the Millwood residents who continually show alertness by removing newspapers, flyers, etc. that are lying around for days to prevent them from becoming blowing trash. Your efforts are helping to prevent an unkempt appearance within the community.

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.

Several homeowners still need to replace their missing, broken and/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.

TRASH/RECYCLING

All trash and recycling must be curbside by 6AM on the day of collection (Trash – Monday and Thursday / Recycling – Thursday only). If you wish to place trash/recycling curbside the night before, then please do so AFTER sunset! When not in use, trash cans should be properly secured and stored out of sight. American Disposal Service (ADS) observed holidays are Thanksgiving, Christmas and New Year's Day.

PET WASTE

Pet owners should be aware of the Fairfax County ordinance which requires that pets are to be kept under positive control at all times, and on a leash while outside the owner's fenced property. Thanks to those pet owners who clean up after their pets. We all appreciate your efforts.

WATER HOSES

Hoses and portable hose reels should be stored neatly and as inconspicuously as possible. Do not leave them in plain sight or in lawn areas when not in use. 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. Approved CLEAR sealer should be used to protect decks. Refer any questions to the ARC or Cardinal Management.

PARKING ENFORCEMENT

At the Annual Homeowners' Association Meeting on 21 February 2006, a motion was made, seconded and approved to provide all homeowners with a "Parking Survey" to determine what level of enforcement and what restrictions members were willing to agree to in order to ensure enforcement. The results of the survey indicated an overwhelming desire by the membership for strict enforcement of the Current parking regulations, as set forth in **Policy Memorandum 90-01**. Additionally, the membership approved the use of community ID tags to positively identify homeowner vehicles and to provide "Guest" parking passes to positively identify bona fide guests. The BoD is presently considering the necessary actions to ensure the membership's mandate is fulfilled. Once the process is complete, the Board expects to release a revised and updated policy memorandum on parking rules and enforcement within our community.

Residents are reminded that vehicles found in violation of Fire Lane zones are subject to towing at the owner's expense.

OTHER NOTES

Landscaping Issues -- The Board is working diligently with our landscape maintenance contractor - Valley Crest to greatly improve the performance of their work crews in the remaining months of the contract. We have met with upper management on two occasions to address our issues and are in frequent contact with the account manager to

ensure homeowner satisfaction. While we have a long way to go, there have been a number of positive actions taken in recent weeks that we believe will ultimately enhance the overall appearance of the community. Agreements have been reached on crew work habits and on-site supervision. Several dead and dying trees have been removed on the north side of our property along Old Keene Mill Road, and on Millwood Drive leading to the Kenwood Townes community. Community trees have been mulched and trimmed throughout the property. A replacement Red Bud tree will be planted on the Circle to replace the dying tree that was removed, and the dying Pine Tree on the island in the Court will be removed in the near future.

The landscaping at front entrance has been upgraded significantly with the new plantings and the removal of a nuisance Bradford Pear tree on the west side. Half of the tree had already succumbed to storm damage several years ago, and even though it had been trimmed several times, it was again growing into the power lines and was in danger of toppling in a storm. Although it was not realized at the time, its removal also improved line of sight to the west for residents leaving our community.

Other landscape enhancements were made in the Court with the removal of the bramble bushes on the eastern side of the Court and replacement with boxwood and juniper. Future plans include replacement or replenishment of plantings along Millwood Drive.

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

Bylaws 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
92-01	04 November 1992	Guidelines for Exterior Painting [updated/see 04-03]
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. If you request reproduction of the Millwood Articles of Association, Declaration, Bylaws, and Resolutions, please be advised that there is an administrative charge of \$25, to be pre-paid. Your check should be made payable to *Cardinal Management Group* and sent to Millwood Estates Homeowners Association, ATTN: Audrey Wells-Paine, c/o Cardinal Management Group, 4330 Prince William Parkway, Suite 201, Woodbridge, VA 22192. Please include your name, Millwood address, mailing address (if different) and telephone numbers on your request.

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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. 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!**