

THE MANOR MONITOR

A Monthly Publication of The Vint Hill Manor Homeowners Association

September 2008

www.VintHillManor.org

Board of Directors' Monthly Meetings

The August meeting of the Board of Directors (BOD) of the Homeowners Association (HOA) was held on Tuesday, the 5th, at 7PM, in the Conservancy Conference Room at 4263 Aiken Drive. The regular, monthly BOD meetings are open and all members are invited to attend.

At the beginning of each monthly meeting, there is an opportunity for members to make comments and/or present questions for the BOD's consideration, as well as advise concerns, or offer ideas. Minutes of the previous meeting, as well as current financial statements, are made available to all attendees. Significant items addressed at the meeting are covered in this newsletter.

Grounds Committee

At the August 2008 meeting, the BOD approved the formation of a "Grounds Committee". The purpose of this committee will be to:

1. Monitor the maintenance and management of the common ground within land Bay G. The committee shall regulate the appearance of the common areas ensuring that common areas are kept in clean, attractive and sanitary conditions, order and repair. This would include lawn maintenance, drainage facilities, erosion control and maintenance of common landscaped areas under the control of either the Conservancy or the Vint Hill Manor HOA

2. Make recommendations to the BOD and/or Vint Hill EDA/Conservancy concerning maintenance issues or the need for improvements

to the common areas, including the main entrance and pocket parks which would enhance the beauty of our subdivision and improve property values.

3. Be the Single Point of Contact (SPOC) between Vint Hill Manor homeowners, the HOA and the Vint Hill EDA/Conservancy on grounds issues (dirt & grass).

The Board appointed Don Simmons, as the initial chairman, to form the Committee, provide input to the 2009 budget process, and to work on grounds issues that are currently in progress.

We need your help – If you would like to serve on this committee, please call Don at 540-341-4117 or e-mail at rocpm@comcast.net.

The first meeting of the newly formed Grounds Committee will be held at 10:00AM, on Wednesday, September, 10, 2008, at the home of home of the Committee Chairman, Don Simmons, 3612 Sutherland Ct.

Repeat Notification of Special Meeting

A Special Meeting of all homeowners is being planned for Wednesday, October 15, 2008, in the cafeteria of the new Greenville Elementary School just off Rogues Road. Mark your calendars now! Entrance to the school is directly across from Grapewood Drive. Registration will start at 6:30 PM, and the Meeting will start at 7 PM. The meeting will be short, and no refreshments are planned. A subsequent Official Notice of the Special Meeting will be sent to each

homeowner, in a timely manner, in accordance with the bylaws.

The sole purpose of this meeting will be to vote on changes to our governing documents. At the annual meeting on March 04, 2008, homeowners approved four ballot proposals changing our bylaws. These were sent to the Association's lawyers for review, and changes were made to three of them. All four of these proposals were then sent to the Conservancy and were approved by them.

In addition, the BOD has proposed one change to our covenants. Homeowners will vote on the revised bylaw change proposals and the change to our covenants. Complete details of all of these changes will be provided at a later date. The primary purpose of this announcement is to alert homeowners in advance so they reserve the date and time.

Architectural Review Committee (ARC)

Stan Manvell, ARC Chair, advised that the committee had reviewed applications from six homeowners encompassing a total of nine individual requests during the month of July.

At this time there remain 16 lots with a total of 28 unsubmitted modifications. The majority of these modifications have to do with landscaping and satellite dishes.

The ARC meetings are held on the last Tuesday of the month and, like the BOD meetings, are open to the members of the community. Starting with the August meeting,

scheduled for the 26th at 7PM, the ARC meetings will be held in the home of the ARC Chair, Stan Manville, 3587 Osborne Drive (unless otherwise advertised).

The ARC is always more than ready and willing to meet with any homeowner to provide guidance and/or assistance with the necessary application(s) which are required for exterior modifications to our properties.

Planning some changes?
– give Stan a call at 341-2886

Other HOA Land Bay Jurisdictional Control Request

As discussed at the August BOD meeting, the HOA that represents the other 200 homes at Vint Hill (Other HOA) has approached the Vint Hill EDA/Conservancy regarding ownership and control of the common areas that comprise Land Bays F, H, and I. Our Land Bay is G. Although they would like outright ownership, they recognize the reality that an initial approach/solution is likely to be a long-term lease, whereby they would take on responsibility for maintenance and improvement of mutually agreed upon common areas.

With respect to 'grounds maintenance' (anything that is dirt or grass), they want to do their own contracting for mowing and/or other improvements. They also plan to explore signage at the entrance at Cray and Rogues Rd, which we share, and the other two entrances to just their subdivision, i.e., further along on Rogues Rd, and up by the FAA building. Other improvements, it is understood they intend, include playgrounds, benches, and lighting, although no specifics have been determined.

The BOD feels that our community has a vested interest in monitoring

Vint Hill Manor Homeowners' Association Board of Directors' Meeting Agenda September 2, 2008

- 1. Call to Order**
- 2. Membership Comment Period**
- 3. Minutes of Previous BOD Meeting**
- 4. Financial/Treasurer's Report**
 - a. Status of External Review by Accredited Accounting Firm (Including Recommended Reserve Amounts)**
 - b. 2009 Budget Workgroup**
- 5. Committee Reports**
 - a. Architectural Review and Covenants**
 - b. Chartering Documents Review**
 - 1) Special Membership Meeting**
 - 2) Bylaw Change Concerning Required Audit**
 - c. Communications**
 - d. Grounds**
 - e. Program**
- 6. Unfinished Business**
 - a. Landscaping Around Raised Manholes**
 - b. Tree Removal Requests**
 - c. Other HOA Land Bay Jurisdictional Control Request Workgroup**
- 7. New Business**
- 8. Adjournment**

and/or being involved in these proceedings and has formed a working group that will keep abreast of developments with this initiative. It is important to preserve the pastoral, quiet, country ambiance that helped draw us to this development, and for which many of our residents, who have commanding views of some common areas, paid additional premiums. It would be essential to declare and protect Vint Hill Manor interests early in the process.

The workgroup had its initial meeting on Wednesday, September 20, 2008, at the home of Frank Fuerst, and is planning to reach out to the Other HOA expressing our desire

to become involved and more informed regarding the various issues that comprise their initiative. At the same time, it would enable the group to benefit from whatever research may have been done in the way of exploring ground maintenance contracts, relative to costs and options, should the Vint Hill Manor HOA wish to pursue a similar approach for Land Bay G.

THE LISTENING POST



Local Post Office to Curtail Hours

As a result of reduction efforts, the Vint Hill Post Office (PO) is scheduled to be closed on Tuesdays and Thursdays, starting in October (but may occur sooner). Even though the window will be closed, the plan calls for someone to be there for about an hour to distribute the mail to the boxes on those days.

Anyone wishing to express concerns about this development, and support for the Vint Hill PO, are encouraged to direct comments as follows:

* **Mr Michael Furey, USPS, 8409 Lee Highway, Merrifield, VA 22081**

* **Ms Arlanda Simmons, Warrenton USPS, 53 Main Street, Warrenton, VA 20186-9998**

* **Comments also can be expressed to the USPS Consumer Affairs Office at (703)698-6350.**

The Vint Hill EDA/Conservancy also is concerned about this development and has offered some talking points on the issue for consideration for inclusion in letters:

* The Vint Hill PO is one of Vint Hill's key amenities.

* Vint Hill has 70 businesses with as many as 1,200 employees, as well as residents of 300 new single family homes.

* The Vint Hill PO provides an important service to our growing community through the sale of

postage and mailing services and rental boxes. It has consistently gotten the highest customer service reviews from its growing number of patrons.

* Businesses consider the Vint Hill PO an important convenience, offering all the services of a larger facility without the inconveniences of traffic congestion and poor parking.

* This is an important factor in efforts to attract further commercial development as Vint Hill continues to grow. Three new buildings have been completed in the past 10 months, and a new 60, 000 sq.ft. office building is nearing completion. An adjacent housing development, Brookside, is building another 700 homes. The FAA, located at Vint Hill, has announced a major expansion of their facilities which will add 300 additional employees. Rockwell Collins has just purchased a facility at Vint Hill, and there are two schools, a high school and an elementary school, located less than a mile from the Vint Hill PO, that opened for this school year.

* Vint Hill is zoned for 3.1 million sq.ft. of development and is a strategic location for the concentration of present and future economic development in Fauquier County.

* A Post Office is essential, and the presence of a full-service, full time Post Office location plays an important part in retaining existing businesses and attracting new businesses, as mentioned above.

ARMI

The Austin Realty Management and Investment Company (ARMI), as part of its service under contract to the Vint Hill Manor HOA, is positioned to serve as a liaison between the community and the BOD and/or the ARC members. Fred Austin, owner of ARMI, advises that direct contact with his company results in all BOD and ARC members, as the case may dictate, being advised.

ARMI's address, where our monthly HOA assessments are sent, is:

PO Box 3413, Warrenton, VA 20188. Ph: 540-347-1901, Fx: 540-347-1900

Website: www.ARMIVA.com.

30 OFFICERS OF ELECTION STILL NEEDED IN FAUQUIER
Officers assist voters at polling locations on Election Day, Tuesday, 11/4/08, from 5AM to 9PM.
Applicants are eligible for these paid positions (\$125 in Fauquier County) if registered to vote.
One training workshop (TBA) required to prepare for election day.
For more information: Contact the Fauquier County Registrar's Office at 540-347-6972.

Identity Theft

Identity theft is a serious crime. It occurs when personal information is stolen and used without the victim's knowledge or consent to commit fraud or other crimes. It can cost significant time and money, and can destroy a person's credit and/or ruin his/her good name.

Identity Theft Can Be Deterred by Safeguarding One's Information:

* Financial Documents – Shred these and other paperwork with personal information before discarding them. Fairly reasonably priced shredders can be obtained at stores that deal with office supplies.

* Social Security Number – The social security card should not be carried in one's wallet or printed/written on a check. Give it out ONLY if absolutely necessary. Always ask if another identifier can be used.

* Links Sent in Unsolicited Emails – NEVER click on these links. Instead, type in a known web address. Use firewalls, anti-spyware, anti-virus software, and keep them up-to-date.

* Passwords – NEVER use obvious passwords like a birth date, mother's maiden name, or the last 4 SSN digits.

* Personal Information – Keep in a secure place at home, especially, if there are roommates, outside help employed, or work being done in the home.

Common Ways ID Theft Happens:

Skilled identity thieves use a variety of methods to steal personal information:

* Dumpster Diving – they rummage through trash looking for bills or other paper with personal information on it.

* Skimming – they steal credit/debit card numbers by using a special storage device when processing a credit card/debit card transaction.

* Phishing – they pretend to be representatives from financial institutions or companies and send 'spam' or 'pop-up' messages to get people to reveal per-

sonal information.

* Address Change – they divert billing statements to another location by completing a "change of address" form.

* Old-Fashioned Stealing – they steal wallets and purses; mail, including bank and credit card statements; pre-approved credit card offers; and new checks or tax information. They steal personnel records from employers, or bribe employees who have access.

Detect Suspicious Activity By Routinely Monitoring Financial Accounts And Billing Statements:

Be alert to signs that require immediate attention:

* Bills that do not arrive on time

* Unexpected credit cards or account statements

* Denials of credit for no apparent reason

* Calls or letters about unknown/unfamiliar purchases

Inspect:

Credit Reports – these reports contain a lot of personal information, including open accounts and bill paying history. The law requires the three major nationwide consumer reporting companies (Equifax, Experian, and TransUnion) to provide a FREE copy of one's credit report, upon request. Visit www.AnnualCreditReport.com, or call 1-877-322-8228, a service created by these three companies to order the FREE credit reports each year. Or write to the Annual Credit Report Request Service, PO Box 105281, Atlanta, GA 30348-5281.

Financial Statements – review financial accounts and billing statements regularly, looking for false charges.

Defend Against ID Theft As Soon As It Is Suspected:

* Place a "Fraud Alert" on credit reports, and review the reports carefully. The Alert tells creditors to follow certain procedures before they open new accounts in the requestor's name or make changes to existing accounts. Each of the three nationwide consumer report-

ing companies have toll-free numbers for placing an initial 90-day Fraud Alert. A call to one company is sufficient to enact the Alert on all three.

- Equifax: 1-800-525-6285

- Experian: 1-800-EXPERIAN (397-3742)

- TransUnion: 1-800-680-7289

Placing the Fraud Alert entitles the requestor to free copies of credit reports. He/she should look for inquiries from companies he/she had not initially contacted, accounts he/she did not open, and debts on existing accounts he/she can't explain.

* Close any accounts that have been tampered with or established fraudulently.

* Call the security or fraud departments of each company where an account was opened or charged without approval. Follow up, in writing, with copies of supporting documents.

* Use the ID Theft Affidavit at www.ftc.gov/idtheft to support any written statements.

Ask for verification that the disputed account has been closed and the fraudulent debts discharged.

* Keep copies of documents and records of conversations about the theft.

* **FILE A POLICE REPORT** with a law enforcement agency to help with creditors who may want proof of the crime.

* Report the theft to the Federal Trade Commission. This helps law enforcement officials across the country in their investigations. Go to www.ftc.gov/idtheft, or call 1-877-ID-THEFT (438-4338, or TTY, 1-866-653-4261, or mail to: Identity Theft Clearinghouse, Federal Trade Commission, Washington, DC 20580

Source: Consumer Response Center, Federal Trade Commission

Manor Monitor Editor:

Tom Daily