

THE MANOR MONITOR

February 2009

A Monthly Publication of The Vint Hill Manor Homeowners Association

www.VintHillManor.org



Board of Directors' Monthly Meetings

The January meeting of the Board of Directors (BOD) of the Homeowners Association (HOA) was held on Tuesday, the 6th, 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 *The Manor Monitor* newsletter.

ARMI

The Austin Realty Management and Investment Company (ARMI), as part of its service under contract to the Vint Hill Manor HOA, serves 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.

Phone: 540-347-1901

Fax: 540-347-1900

Website: www.ARMIVA.com.

Architectural Review Committee (ARC)

Stan Manvell, ARC Chair, reported that, at the December ARC meeting, applications from two homeowners, encompassing a total of 4 individual requests, were reviewed. He went on to advise that there remain 9 lots with a total of 13 unsubmitted modification requests. The majority of these modifications have to do with Landscaping (4) and Satellite Dishes (6).

Stan also noted that several committee members have served faithfully since the committee was formed in March 2006, and have asked to be replaced, having served 3 years. The regular term is 1 year. He is asking for two or three homeowners to volunteer to fill these vacancies. Please contact him if you are willing and available to help.

Stan provides this summary of the duties of the ARC:

"There are five members on the committee who review and approve (or disapprove with explanation) all pending Design Review Applications at a monthly meeting held on the last Tuesday of each month. The chair is responsible for receiving the applications, preparing an agenda for the meeting, presiding at the meeting, preparing the minutes of the meeting, preparing a monthly report to the Board of Directors, and updat-

ing the spreadsheet of committee actions. This really is not as much work as it would appear and only takes about 10 to 15 minutes per application. The remaining four members must be acquainted with the community design standards requirements, attend the monthly meetings, and study and vote on the applications".

The ARC meetings are usually held on the last Tuesday of the month and, like BOD meetings, are open to the members of the community. The next ARC meeting is scheduled for February 24, 2009, at 7PM, at Stan's residence, 3587 Osborne Drive.

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. In a spirit of cooperation, please help the ARC reach its goal of complete compliance!

**PLANNING SOME CHANGES?
GIVE STAN A CALL AT 341-2886**

AARP Driver Safety Program

Mark has advised that there are enough names, thus far, to meet the minimum requisite number to proceed with planning to have the training; but, that there is still opportunity for others to sign up.

Mark can be contacted at 341-4177, or melanconmjf@comcast.net.

Follow-up Trash Survey

The subject survey will be re-conducted via an entry on the ballot, along with the names of the candidates for the vacant BOD positions, that is being prepared for the upcoming Annual Membership Meeting in March. Tom Daily reported, at the January BOD meeting, that the survey, conducted via the December newsletter, netted only 15 replies. There were 6 replies for Option 1 (2 trash and 1 recyclables), and there were 9 replies for Option 2 (the current arrangement: 1 trash and 1 recyclables) which would not change the cost.

Although 'non-replies' were to be construed as votes of reaffirmation for Option 2, the current system, the BOD felt the proximity of the survey to the holidays could have been a distraction.

It was difficult to accept that ALL the non-replies could be viewed as conscious votes for the current system with any degree of confidence. Therefore, members will be asked to take a positive action and vote for their preference at the upcoming membership meeting.

BOD Vacancies

The Annual Membership Meeting, scheduled for March 3, 2009, is fast approaching and will be here before we know it. The time is NOW for members of our community, who may have been thinking about running for one of the BOD positions that will be filled, to take positive action.

If you are so inclined, submit your name and a brief bio sketch, including any previous HOA experience and/or other related qualifications, to any current BOD member or to ARMI. *Note: Your declaration and information must be RECEIVED by Monday, February 9, 2009 to ensure your name will be included on the ballot that will be mailed with the Official Notice.*

Vint Hill Manor Homeowners' Association Board of Directors' Meeting Agenda February 3, 2009

1. Call to Order
2. Membership Comment Period
3. Minutes of Previous BOD Meeting
4. Financial/Treasurer's Report
5. Committee Reports
 - a. Architectural Review and Covenants
 - b. Chartering Documents Review
 - c. Communications
 - d. Grounds
 - 1) Contract Bids
 - e. Program
6. Unfinished Business
 - a. Jurisdictional Control
 - b. Annual Membership Meeting
 - 1) Trash Pick-up Survey
 - 2) Candidates for BOD
 - 3) Ballots
 - 4) Agenda
 - c. Commercial Vehicles Parked Overnight
7. New Business
 - a. Management Contract
8. Adjournment

The Official Notice of the Annual Membership Meeting, which also will contain the ballot, will be forthcoming from ARMI, by the second week in February, in order to have the information in the hands of the membership around twenty days prior to the meeting. Although a nomination is always permitted from the floor the night of the meeting, a candidate's best exposure and chance to be elected, is to have his/her name on the ballot. This is especially true this year, and from now on, given the change to our bylaws that allows for mail-in ballots.

The following information is repeated for the benefit of the membership to help understand the BOD election process, to provide a historical background, and

to explain how the HOA Officer positions are filled.

To review quickly, there are five BOD positions, all of which are equal. Two of those positions still have time left on their terms, while the terms of three of the positions will expire in March, 2009.

In accordance with our HOA regulations, the original BOD term lengths were staggered to allow for some degree of continuity, as opposed to having the terms of all positions be completed at the same time. One of the original BOD members served a one year term, another served a two year term, and the remaining three original BOD members were to serve the normal three year term. As of the night of the upcoming Annual Membership Meeting in March, 2009,

those original three year terms will be completed and there will be three vacant BOD positions that will need to be filled. It is possible that some of the current holders of those positions may decide to enter their names for consideration by the membership to serve again on the BOD. However, it is important also to determine if there are other interested members that would be willing to contribute their time and efforts to help run our HOA.

The HOA Officer positions, on the other hand, all have a one year term limit. Therefore, at the end of each Annual Membership Meeting, the new BOD members decide among themselves who the Officers of the HOA will be. Whichever BOD member is elected, by the other BOD members, to be the President of the HOA, automatically serves as the Chair of the BOD. The President of the HOA is required to be a BOD member. The other HOA Officers do not have to be BOD members; however, especially, in relatively small communities, it is not uncommon for the other BOD members to assume the other HOA Officer positions, as well. The only other stipulation is that the HOA President can not also be the HOA Secretary.

HOA Monthly Assessment Coupon Books

The article in the January issue of the newsletter on this topic advised that automatic distribution of the coupon books would be discontin-

ued. ARMI had advised that the only reason they needed the coupons filled out was if a homeowner did not use online banking or did not have his/her name and address in the community preprinted on his/her check. A motion to discontinue the coupon books, in light of this information, made by Frank Fuerst, at the January BOD meeting, passed unanimously and made it official.

Any homeowner who does not use online banking or does not have the aforementioned information preprinted on his/her checks should call our Treasurer, Frank Fuerst, at 341-1473, who will make special arrangements to get coupon books for him/her.

Look Before You Leap

Over the years we've all heard this sound advice. A slight variation could be "*Look before you open mail*". Every now and then our mailperson may make a mistake and deliver mail to the wrong address. OK, in reality it happens fairly often. The important point here, though, is that whenever this mistake is discovered, it is important to rectify it as soon as is reasonably possible. Hopefully, if we are careful when we are opening our mail, we will double check the name and/or address on the envelope before ripping or slitting it open, discover the mistake in time, and re-deliver the mail intact, or have the mailperson do it.

However, recognizing we are all human, if we do open someone else's mail by mistake, let us have the common decency and courtesy to deliver the mail directly in person to the correct addressee. No reasonable person would have a problem with this and would appreciate a direct approach. Upon reflection, we can appreciate how this can be a concern when someone gets a piece of his/her mail and finds it

has been already opened without any kind of acknowledgement. If we put ourselves in our neighbor's position, and recognize how unsettling this could be, we will "*remember the Golden Rule*" and do the right thing.

Transportation To/From The Annual Membership Meeting

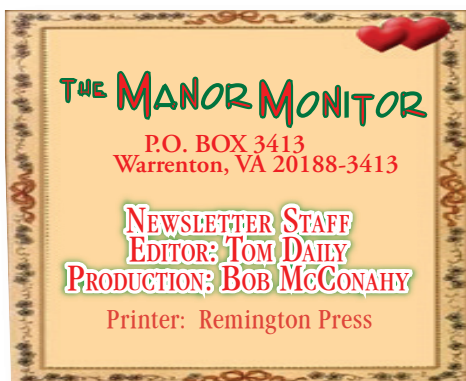
The subject meeting, this year, will be held on March 3, 2009, at the new Greenville Elementary School, which is a short distance down Rogues Rd. As you make a Right out of Cray Drive, you will follow Rogues Rd to the traffic light and make a Left. Recognizing that this will be the first year that the meeting will be held off Vint Hill property, there was some concern expressed as to the possibility that some of our members may be a bit leery about driving at night and on Rogues Rd. To give credit where it is due, it was Janet Melancon who brought this up at the January BOD meeting. Janet suggested that it might be a good idea to set up some carpools to cover that possible contingency, and she agreed to coordinate the effort.

So, if you are planning to attend the Annual Membership Meeting and would like a ride, OR if you are willing to provide transportation, please give Janet a call on 341-4177, or send her an e-mail at - melanconmjf@comcast.net .

Frozen Pipes



This is something we hope never happens and it is a preventable condition. All in all, this Winter has not been that bad; but, there's still a lot of it left and, in all likelihood, we ARE going to get our share of long cold spells. If you



haven't done so yet, SHUT OFF the interior water valves and OPEN the exterior hose bibs.

If you have a lawn irrigation system, hopefully, it has already been 'winterized'. If not you need to have this done immediately, if it is not already too late.

Some tips:

- ✿ Do not lower the heat below 60 degrees.
- ✿ Keep garage doors closed to protect any plumbing lines that run through garage ceilings.
- ✿ If power is interrupted, or during extremely frigid temperatures, allow water to drip slowly to prevent freezing.
- ✿ During extremely cold periods, of if you will be away, leave cabinet doors open under sinks to allow warm air to circulate.
- ✿ If you decide to finish your basement, be sure that plumbing lines are not isolated from the heating source without the benefits of insulation. Also, access must be maintained to all shutoff valves.
- ✿ If you discover your pipes have frozen, use a hair dryer to thaw them slowly. Do not use a torch or hot water. Using a torch can cause a fire if the flames get close to wood, insulation, or other flammable materials. When using an electrical appliance, such as a hair dryer, use extreme caution to prevent the appliance from getting wet, which could cause electrocution.
- ✿ If a burst pipe or leakage is suspected, shut off the water supply to the affected area and contact a qualified plumber immediately.

Source: KHovnanian Seasonal Advice Memo.

Stress and the Adrenal Glands

Usually people associate stress with negative events like financial worries or illness; however, even positive events, like a birthday or vacation, can cause a stress response in the body. It's the adrenal glands that respond and manage the body's stress hormones. Over time, stress can affect the adrenal system's ability to function, which can lead to heightened stress, dampened moods, and drained energy. But, there are things that can be done to keep the adrenal glands healthy and strong:

- ✿ Watch the Diet – Diets high in sugar, alcohol, caffeine, and/or artificial and heavily preserved foods will eventually weaken the adrenal glands.
- ✿ Eat Smaller, More Frequent Meals – Instead of loading your body with three large meals, eat six smaller meals a day, which provide a steady supply of nourishment and energy.
- ✿ Practice Relaxation Techniques – When it comes to reducing stress, each individual should do what works best for him/her, such as meditating, doing yoga, praying or exercising.
- ✿ Get Plenty of Rest – This is as important to the body as food and water. An organized routine that provides adequate rest balanced with sufficient exercise can do wonders for the adrenal glands.
- ✿ Finally – no matter what else is done – it is important to try to keep a sense of humor. Tell a favorite joke, watch a good comedy, and always try to remember that laughter really is the best medicine.

Source: Health Dispatch from Dr. Davis Williams, September 8, 2008.

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