

# **THE MANOR MONITOR**

A Monthly Publication of The Vint Hill Manor Homeowners Association  
August 2010 [www.vinthillmanor.org](http://www.vinthillmanor.org)

## **Board of Directors' Monthly Meeting**

\* The July 2010 meeting of the Board of Directors (BOD) of the Vint Hill Manor Homeowners Association (HOA) was held on Tuesday, the 6<sup>th</sup>, in the Conference Room at the Vint Hill Conservancy/ EDA offices 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 the Newsletter.

## **Architectural Review Committee (ARC) Activity**

**Steve Chronister**, Chair of the ARC, reported that, during the month, five notification letters were sent to homeowners that had storm doors that had never been officially approved. Three of the homeowners returned the Design Review Application (DRA) contained in each letter and their doors were subsequently approved at the ARC meeting on June 29, 2010. This reduces the list of unapproved modifications from 11, at the end of May, to 8.

At the meeting, there was a discussion regarding the handling of unreported/unapproved modifications. The next area of focus by the ARC will be that of unscreened trash cans (4). The homeowners either will be contacted personally or by letter. Included with a letter will be a copy of the guidelines, a DRA, an offer of assistance in filling out the application, and a request to return the DRA. The package also will include information concerning the date, time and place of the ARC meetings.

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 before exterior modifications are made to our homes. In a spirit of cooperation, please help the ARC reach its goal of Complete Compliance! **Manor Pride!**

**Planning some changes – give Steve a call at 428-1828**

## **Common Grounds**

**Contracts – Ken Williamson** reported that the hillside area between Mauchley and Shugart Courts, that has been damaged from regular mowing, will be string cut for now; but, the area will have to be addressed in the Fall. Ken suggested that the BOD might consider copying what has been done on other hills in the Vint Hill area. The

Conservancy has been checking tree damage along the path behind Osborne. It was reported that areas behind Averbach Court did not get fertilized this year. A check with Ruppert indicated it was done; but, no flags were put down.

There was a complaint about the area behind Lot 62, i.e., the area around the manhole covers did not get mulched and the entire area, overall, was badly done. Ruppert came back and mulched, and will come back in the Fall and redo the area.

A complaint from Lot 63 concerned the left over grass clippings and the height at which the grass was cut, and the cattails that were cut down. Ruppert's instructions are to mow between 3 ½ and 4 ½ inches. Their mowers are set at 4 inches. They've been instructed to not cattails anymore. Cattails multiply rapidly and could cause a water flow problem at a later date. If this occurs, the Conservancy will address the problem.

During the Membership Comment period, there also were comments made about the grass cutting – one of which suggested that, perhaps, the blades need to be sharpened. Ken advised that when he checked with Ruppert they claim they sharpen the blades on their equipment every day. There also was an allegation that the mowers go too fast.

The contract provisions call for mowing 18 times a year. This is not done on a fixed schedule; rather it allows for the work to be done on an 'as needed' basis.

An observance was made regarding the landscaping at the front entrance, i.e., that it was not looking good, which, to some degree, is understandable given the weather we have been having. Frank Fuerst suggested Ken talk to Ruppert regarding watering options.

**Projects – Frank Fuerst** reported that the work contracted to be done behind Lot 28 is scheduled to be done on September 22, 2010. He will have a quote to be presented at the BOD meeting in August for the storm drain project behind Lots 56 and 57.

## **Guidelines**

Also at the BOD meeting, Frank passed out copies of proposed guidelines for Common Grounds Projects. The Guidelines were the result of efforts expended initially by members of a sub-committee, after which all members of the Common Grounds Committee were given an opportunity to review and comment. The work on the Guidelines had been ongoing for some time. Following the reading of the Guidelines, a Motion was made to approve them and it passed unanimously. Following are the Common Grounds Project Guidelines:

### **Requests**

Neither the Conservancy nor our HOA acknowledges financial responsibility for areas that passed inspection by Fauquier County. However, an Owner may request, in writing, that our HOA/BOD correct a problem that was not created by an Owner in the common grounds. All projects are meant to be done one-time only. The BOD may, however, authorize minor adjustments in later years.

### **Planning/bid**

The Projects group will work with affected Owner/s to determine the root cause of the problem. To make sure that no project encroaches on an Owner's property, property lines shall be defined. The Project manager will then seek a recommendation and a bid from our contractor and approval of the BOD and the Conservancy. After-care watering, if required, will be shown as a separate line item on the bid.

### **Approval**

Expenses will be paid by our HOA. If a bid can be covered by the current year's budget (not to exceed \$5000), it shall only require BOD approval. If the solution exceeds \$5000, it shall require both BOD approval and approval by more than 50% of those HOA members eligible to vote.

### **After-care**

If a project requires after-care watering, the Owner will be asked to water for the first year. Watering by any owner will be reimbursable. If an owner is unwilling or unable to water or recruit someone to water, the contractor's bid amount may be considered. Other normal maintenance (such as weed-control and fertilizing) will be covered by our grounds maintenance contract.

### **Available Position**

Anyone interested in finding out more about the Manager Position for the Common Grounds Projects Workgroup is encouraged to give Frank a call at 341-1473, or send him an e-mail at – [fafuerst@earthlink.net](mailto:fafuerst@earthlink.net).

### **Programs**

**Mark Melancon** reported that he was still researching termite contracts.

Subsequent to the meeting, Mark advised that he had been contacted by some homeowners who were interested in purchasing more energy efficient windows. Anyone interested in this may contact Mark at 540-341-4177, or send him an e-mail at – [melanconmjjf@comcast.net](mailto:melanconmjjf@comcast.net). As is the HOA practice, if there is sufficient interest, Mark will look into group pricing.

### **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. Phone: 540-347-1901, Fax: 540-347-1900

Website: [www.ARMIVA.com](http://www.ARMIVA.com).

**Vint Hill Manor Homeowner's Association  
Board of Directors' Meeting Agenda  
August 03, 2010**

- 1. Call to Order**
- 2. Membership Comment Period**
- 3. Minutes of Previous BOD Meeting**
- 4. Financial/Treasurer's Report - July**
- 5. Architectural Review Committee Report**
- 6. Work Group Reports**
  - a. Common Grounds Contracts**
  - b. Common Grounds Projects**
  - c. Programs**
- 7. New Business**
  - a. Ruppert Bid on Storm Water Problem (between lots 56 and 57)**
- 8. Adjournment**

### **Garage Door Alert**

**Mark Melancon** advised that recently he had a problem with his automatic garage door opener and felt it could be something that could happen to others. There are two vertical 2 X 4s on the wall, over the garage door, where the front of the opener is attached. In Mark's garage, the installer did not drill holes into one of the 2 X 4's to install the screws attaching the opener; rather the screws simply were placed into the space between the two 2 X 4s, which obviously is a less secure approach. The screws eventually worked their way loose and recently pulled out and got caught in the drive chain. The bracket should be attached by screws into the 2 X 4s, not into the space between them.

**VINT HILL MANOR  
HOMEOWNERS ASSOCIATION  
DIRECTORS/ASSOCIATION OFFICERS**

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COMMITTEE CHAIR  
Steve Chronister ....540-428-1828  
WORKGROUPS & MANAGERS**

Chartering Documents  
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**Ken Williamson** .540-347-5845  
Common Grounds Projects  
**Frank Fuerst** .... 540-341-1473  
Communications  
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Programs  
**Mark Melancon** .540-341-4177