

## [THE MANOR MONITOR](#)

A Monthly Publication of The Vint Hill Manor Homeowners Association  
February 2011 ([www.vinthillmanor.org](http://www.vinthillmanor.org))

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### **President's Message**

**There will be one opening for the Board of Directors on March 1. Applications for that position must be in by February 08 to ensure the names will appear on the ballot. They may be given to any Board member. Although we appreciate getting applications in electronic form, they may be in any form.**

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**REMINDER: The Annual Meeting on March 1, 2011, will be at the Greenville Elementary School. Registration will begin at 6:30pm and the meeting will start at 7:00pm.**

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### **[Board of Directors' Monthly Meeting](#)**

\* The January 2011 meeting of the Board of Directors (BOD) of the Vint Hill Manor Homeowners Association (HOA) was held, as advertised, on Tuesday, the 4<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**, Committee Chair, reported that, in the spirit of the holidays and with no immediate workload to address, the ARC did not meet in December. Steve reported that, since March 2010, the number of outstanding, unapproved modifications had been reduced from 17 to 4 (2 storm doors and 2 trash/recycling container barriers). Given the season and the frozen ground, the latter two infractions will not be addressed until Spring 2011.

\* Steve also respectfully reminded the BOD that he will be leaving the ARC following the Annual Meeting when the subsequent reporting activity is completed. The ARC recommended the community be solicited for one or more new members. **Anyone interested in serving on the ARC is encouraged to contact Steve at 428-1823 or – [allsc43@yahoo.com](mailto:allsc43@yahoo.com) . An alternative poc is Stan Manvell, BOD Liaison to the ARC. Stan can be reached at 341-2886 or – [stanvell@comcast.net](mailto:stanvell@comcast.net) .**

\* The January ARC meeting was scheduled, as usual, for the last Tuesday of the month, i.e., the 24<sup>th</sup>, at 7PM, at 6828 Averbach Ct.

\* It was announced that Steve, Frank Fuerst and Stan Manvell would meet the day after the January BOD meeting, i.e., the 5<sup>th</sup>, to conduct the required annual neighborhood compliance inspection.

\* 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**

### **Chartering Documents Work Group Report**

**Frank Fuerst** conducted an open discussion on the proposed three changes to our Declaration (Covenants) that will be voted on at the forthcoming Annual Membership Meeting. Modifications to the proposals were suggested and made, and a finished document was to be prepared and included in the package that was to be sent by ARMI regarding the Annual Meeting. The package also was to contain instructions and proxies.

### **Annual Meeting Topics**

In the New Business segment of the meeting, three topics were discussed that pertained to the upcoming Annual Meeting:

#### **\* Guest Speaker**

**Frank Fuerst** discussed the possibility of having Gary Powers, Jr., address the membership regarding the new Cold War Museum that will be opening soon on the Vint Hill premises. Pros and cons were weighed by the BOD, and a motion was made and seconded; but it died for lack of votes.

#### **\* Proxies**

A general discussion was held on how best to inform, distribute and encourage members to complete proxies to insure that a quorum is represented in voting for the proposed three changes to the Covenants. **Stan Manvell** advised he would have a finished proxy instruction sheet available for consideration by the BOD by the Monday following the BOD meeting. The sheet was to be included in the package sent out by ARMI.

#### **\* Open Session on Increasing Voting**

A variety of ideas were exchanged on how best to get the general membership more involved in matters such as the proposed changes to the Covenants, meeting attendance, voting and completion of proxies. The BOD members agreed to make personal contacts with friends and neighbors if/as necessary.

## **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 February 01, 2011**

- 1. Call to Order**
- 2. Membership Comment Period**
- 3. Minutes of Previous BOD Meeting**
- 4. Financial/Treasurer's Report**
- 5. Architectural Review Committee Report**
- 6. Unfinished Business**
  - a. Annual Meeting Topics**
- 7. Executive Session**
  - a. Open BOD Position**
- 8. Adjournment**

## **BOD Vacancy Policy Review**

\* In accordance with our HOA regulations, the terms of the various BOD members are staggered to allow for some degree of continuity, as opposed to having the terms of all positions be completed at the same time. To review quickly, there are five BOD positions, all of which are equal. The three year term for one of these positions, currently held by **Frank Fuerst**, will expire in March 2011.

\* 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 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 remaining 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.

\* The Annual Membership Meeting in March is approaching quickly; so please give serious consideration to becoming a candidate for the soon to be open position on the BOD that will be filled by membership election at the aforementioned meeting.

*\* If you are so inclined, please submit an application consisting of your name and a brief resume, including any previous HOA experience and/or other related qualifications, no later than February 8, 2011, as specified in the President's Message on the front page. The timing is to ensure your name will appear on the ballot. The application may be submitted via e-mail to any of the applicable BOD member addresses listed below or a hard copy may be given to any current BOD member.*

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

President **Frank Fuerst** ..... 540 341-1473  
fafuerst@earthlink.net

Vice-Pres **Tom Daily** ..... 540-341-7606  
tomrdee@comcast.net

Secretary **Stan Manvell** ..... 540-341-2886  
stanvell@comcast.net

Treasurer **Ed Ortiz** ..... 540-347-5927  
edortiz\_50@yahoo.com

**Ken Williamson** ..... 540-347-5845  
clwltd@comcast.net

**ARCHITECTURAL REVIEW  
COMMITTEE CHAIR**

**Steve Chronister** ....540-428-1828

**WORKGROUPS & MANAGERS**

Chartering Documents

**Frank Fuerst** ...540-341-1473

Common Grounds Contracts

**Ken Williamson** .540-347-5845

Common Grounds Projects

**Frank Fuerst** .... 540-341-1473

Communications

**Tom Daily** ...540-341-7606

Programs

**Mark Melancon** .540-341-4177