



## MESSAGE FROM THE PRESIDENT

**Recent Rain and Some Residents:** 703-569-1959 or by email at [coa@cmgmt.com](mailto:coa@cmgmt.com). who have been watering around their homes have helped the grass and trees very much! A big thank you to those who have been watering and please continue for a while longer – we are very dry!

**Budget:** The approved 2008 Budget is contained in this issue and on our website. \$20,000 will be moved from the 2007 Operating Budget to the reserve accounts. In addition, the entire amount of the 2008 CPI increase will again go into the reserve accounts for use in the major renewal projects (roofs, roads, loan service and repayment and bricks).

**Road Repair and Repaving:** As this is written, Finley Asphalt is on schedule – as shown in the September Chronicle. The work will be completed by 25 October (weather and conditions underground permitting). Please watch for flyers at your front door, and notices on our website ([www.Charlestowncoa.org](http://www.Charlestowncoa.org)).

**Customer Service Representative Needed:** Unfortunately, Julie Hart has received an offer she can't refuse and will be leaving. We need to find a good customer service representative to work part-time (25 hours per week) in the office. Those interested should contact CMG at 703-569-5797, or the COA office at

**New Community Manager:** Beth Cousino is leaving Cardinal Management for a new opportunity. We thank her for her fine service and wish her well. Justin McGahan is the new Community Manager. We all welcome Justin and are sure that he will do a great job for Charlestown!

**Board Candidates:** Bios for people who have volunteered (so far) and are seeking a position on the Board of Directors are contained in this edition. See also the nominations article in this issue.

**Annual Meeting:** The annual general membership meeting will be held 27 November 2007 at the Washington Irving Middle School on Old Keene Mill Road. This is after Thanksgiving week.

**Architectural Violations:** Those of you who received notices of architectural problems should have corrected the problems by now. If not, please do so – while the weather is still good – most are minor and shouldn't take much effort. And, correction now will avoid repeat notices, invitations to a hearing and possible fines!

Thank you for your continued trust and confidence.

--Duane Ingalsbe

## CHARLESTOWN OWNERS ASSOCIATION

C/O CMG, 4330 Prince William Parkway, Suite 201, Woodbridge, VA 22192

[www.charlestowncoa.org](http://www.charlestowncoa.org)  
Phone: 703-569-5797, Ext. 5036

Justin McGahan., Property Mgr.  
[j.mcgahan@cmgmt.com](mailto:j.mcgahan@cmgmt.com)

After Hours Emergency Number:  
866-370-2989

**Site Office:**  
8533 Lakinhurst Lane  
9:00 a.m. to 1:00 p.m.  
Monday through Friday

**Julie Hart, Customer Service Representative**  
703-569-1959  
703-569-6109 (fax)  
[COA@cmgmt.com](mailto:COA@cmgmt.com)

## BOARD OF DIRECTORS

**Duane Ingalsbe**

*President*

**Bob Angwin**

*Vice President*

**Ed Oppler**

*Secretary*

**Jeff Biery**

*Treasurer*

**John Klingelhut**

**James Kraska**

**Pam Lauder**

**Paul Lepley**

**Mike Miron**

## COMMITTEE CHAIRS

Budget, Biery  
Architectural, Lepley  
Parking, Klingelhut  
Nominations, Kraska  
Publicity, Angwin  
Hearings, Miron  
Civic, Lauder

**Monthly Dues are \$179.82. and are due the first of the month.**

## HELP WANTED!

The association is seeking a customer service representative to work part-time (25 hours per week) in the office. Those interested should contact CMG at 703-569-5797, or the COA office at 703-569-1959 or by email at [coa@cmgmt.com](mailto:coa@cmgmt.com).

## BOARD OF DIRECTORS MEETING HIGHLIGHTS - SEPTEMBER 18, 2007 - DRAFT

**BOARD MEMBERS PRESENT:** Ingalsbe, Angwin, Biery, Lauder, Miron, Kraska, Oppler, Klingelhut

**BOARD MEMBERS ABSENT:** Lepley

**MANAGEMENT:** Beth Cousino, CMG and Marya Unrath, Independent Recording Secretary

**HOMEOWNERS PRESENT:** Esperanza Rey

Duane Ingalsbe called the meeting to order at 7:10 p.m., noting the presence of a quorum.

### **HOMEOWNERS' FORUM**

A homeowner requested an update on the outstanding violations at her home. Mr. Ingalsbe tabled the discussion until the Committee Report portion of the meeting.

### **APPROVAL OF MINUTES**

The minutes of the Board of Directors meeting held on August 21, 2007 were reviewed.

**Mr. Biery made a motion to approve the minutes of the Board meeting of August 21, 2007 as written. Ms. Lauder seconded the motion and it carried with unanimous support.**

### **PRESIDENT'S REPORT**

- Mr. Ingalsbe presented a schedule for the paving and street parking which begins on 9/18/2007 for approximately 4 weeks. Trash Away will be picking up trash on the scheduled days by sending runners to collect the trash.
- The AAA dispute has been resolved and Management confirmed receipt of the reimbursement from AAA.
- Wiley, the COA Maintenance Manager was recently replaced by Jessie Yelton.
- Jeff Biery suggested ordering shirts with the COA logo on them for the staff.
- The Annual Meeting is scheduled for Tuesday November 27, 2007 – the fourth Tuesday of the month rather than the third Tuesday to avoid Thanksgiving week.
- No regular Board meeting is scheduled in November.

### **MANAGEMENT REPORT**

**Financials:** Ms. Cousino presented the financial statement for the period ending August 31, 2007. The financials indicated negative miscellaneous income and negative interest which Management took an action to investigate.

### **Administrative**

- Management presented Exhibit D, Revised 2007 Planning Calendar for information.
- Management presented the minutes from the September 4, 2007 Architectural Committee meeting. The minutes noted two homeowners had requested waivers for violations regarding clear stains on their gates and sheds.

The Committee did not grant waivers. No one on the board proposed granting the waivers.

- Management presented Exhibit F, a request from a homeowner of 8302 Wickham, to have their roof fan replaced and paid for by the COA. At the time the homeowner's roof was replaced, the roofer reported the fan fell apart, as it was very aged. The roofer offered to install a replacement for \$275.00.

**Mr. Biery made a motion to deny the request from 8302 Wickham to replace their roof fan at COA expense. Mr. Angwin seconded the motion and it carried unanimously.**

- At the homeowners request the violations at 6001 Waterbury were brought up for discussion at this time. It was noted that most of the long-standing violations had been corrected – the paint violations having been corrected during the paint cycle by the COA paint contractor. The major outstanding violation was the unauthorized additions of siding from the patio roof line down to the top of the brick patio wall. The intent by the owner was to partially enclose the patio – at least from the sides. The additions had been added to the approved patio roof – without Architectural Committee approval. The additions were originally corrugated plastic. In response to violation notices the owner had replaced the plastic on one side with wooden siding – but had not submitted the design for approval as agreed and only did the work on one side – leaving the plastic on the other side. The owner had then submitted a request to replace the plastic with wood – to fill the gap between the roof line and the top of the patio wall. The Architecture Committee approved that design with reservations at its meeting on 4 September but wanted the board to review. After discussion

**Mr. Klingelhut made a motion to deny the request to fill in the gap between the roof line and the top of the patio wall. There was no second and the motion died.**

- Management presented Exhibit G, the COA draft 2008 Budget. Mr. Ingalsbe stated that the proposed draft budget allocated the entire 2008 CPI. Generated increase goes to reserves for road and roof replacement. He proposed moving \$20,000.00 from the 2007 operating budget to reserves for additional costs related to road and roof replacement. After discussion

**Mr. Miron made a motion to move \$20,000.00 from the 2007 operating account to the reserve account to be used towards costs related to road and roof replacements. Mr. Oppler seconded the motion and it carried with unanimous support.**

**Mr. Angwin made a motion to move approve the draft 2008 COA Budget as presented. Mr. Oppler seconded the motion and it carried with unanimous support.**

Contracts

- Management presented Exhibit H, proposals from Ryan’s Landscaping and Mc Fall and Berry to remove ivy, and trim bushes and straw/bamboo from behind Waterbury. Mr. Kraska took an action to ask his wife, an arborist, contact a consultant that may be free of charge to COA.

**Mr. Kraska made a motion for Management to have a consultant review the overgrown landscaping behind Waterbury to determine the longevity of annual up-keep and create a long term plan. Mr. Biery seconded the motion and it carried with unanimous support.**

- Management presented Exhibit I, an architectural change request from 5954 Sawbright Road requesting a delay until the 2008 paint cycle to match the color of the trim and the new cladding around the windows. The trim is light green; the new windows and cladding around them are white. This extension was denied by the Architectural Committee as the delay was considered to be excessive and well beyond the required 30 days and also beyond even the 4-6 months extensions that have been granted in the past. The homeowner indicated that Armstrong Windows told her they would take care of obtaining COA approval etc. The Board requested Management contact the owner and ask the owner to provide her a statement about her discussions with Armstrong Windows in writing, and then Management will assist the homeowner with further correspondence back to Armstrong, if a case can be made that they should take care of the corrective action.
- Management presented Exhibit J; an architectural change request from 8339 Forrester Boulevard regarding their concrete slab (for their shed) that the homeowner felt was improperly constructed during original construction. The homeowner requested COA finance the replacement. The request also included construction of a new shed. The 3rd request was to replace the shared patio wall with their neighbors (8337) as it leans and causes the 8339 gate to drag. All requests were denied by the Architectural Committee.

**Mr. Kraska made a motion to deny the request from the homeowner of 8339 Forrester for the COA to fund replacement of the concrete slab that supports her shed citing it was the owner’s responsibility per the COA By-laws. Mr. Angwin seconded the motion and it carried unanimously.**

**Mr. Kraska made a motion for Management to request additional information, details and drawings from the homeowner of 8339 Forrester for the new shed. Mr. Angwin seconded the motion and it carried with unanimous support.**

**Mr. Kraska made a motion for Management to evaluate the condition of the wall between 8339 and 8337 Forrester for replacement consideration, and then schedule the repairs or replacement in order of priority. No second. Motion failed.**

- Management took an action to send correspondence to the homeowner of 8339 Forrester that the rear wall had been inspected and found to be in fair condition and therefore not on the priority list for replacement. As well, their roof was inspected by Roof Masters as a leak had been reported and repairs were completed.
- Management presented a proposal from Roof Masters for \$4,500.00 to replace the metal roof of 8305 Forrester which was out of cycle for the scheduled roof replacements.

**Mr. Oppler made a motion for Management to accept the proposal from Roof Masters for \$4,500.00 to replace the metal roof of 8305 Forrester. Mr. Angwin seconded the motion and it carried with unanimous support.**

COMMITTEE REPORTS

Architectural: None presented other than the meeting minutes.

NEW BUSINESS

Discussion regarding 6006 Waterbury Court having deep, pools of water on their front lawn. Mr. Ingalsbe reported it had been inspected by Fairfax County and nothing was found, but asked that Jesse look at it to see if he could identify the source of the water.

EXECUTIVE SESSION

**Motion made by Mr. Angwin to move to Executive Session to discuss legal and financial matters at 8:36 pm. Motion seconded by Mr. Kraska and carried with unanimous support.**

**Motion made by Mr. Biery to adjourn from Executive Session at 8:42 pm. Motion seconded by Mr. Kraska and carried with unanimous support.**

**The meeting adjourned at 8:43 p.m.**

**ROOF REPLACEMENT PROJECT**

The Charlestown Owners Association is currently undertaking the next phase of the roof replacement project. Roof Masters has completed Buildings 3, 4, 6, 28, 30, 37, 38, and 55. They are working on Building 5. This is their last building and work should be completed by October 1, 2007. Contact the site office if you have any questions regarding the roof replacement project.



Charlestown Owners Association  
2008 Draft  
Operating Budget

G/L Account	CATEGORY	Year End 2006	Approved 2007	YTD (6 MONTHS) 2007	Projected 2007	Draft Revised 2008	Comments
<b>INCOME</b>							
30100	ASSESSMENT INCOME	\$ 1,036,620	\$ 1,078,920	\$ 539,460	\$ 1,078,920	\$ 1,115,580	Monthly Assessment \$185.93 Month. 3.4% increase
30171	HOMEOWNERS' LATE FEES	\$ 5,247	\$ 5,000	\$ 2,296	\$ 4,592	\$ 5,000	
30221	NEWSLETTER ADVERTISING	\$ 3,660	\$ 2,500	\$ 1,650	\$ 3,300	\$ 3,000	Income from newsletter
30260	MISCELLANEOUS INCOME	\$ 4,769	\$ -	\$ -	\$ -	\$ -	ARC Assessments etc.
30270	INTEREST INCOME-	\$ 21,819	\$ 1,500	\$ 1,291	\$ 2,582	\$ 2,000	Interest on Operating Account
30275	INTEREST INCOME-RESTRICTED	\$ 25,405	\$ 2,000	\$ 2,545	\$ 5,090	\$ 2,000	Interest on Reserve Accounts
30310	DISCLOSURE PACKET INCOME	\$ 875	\$ 1,000	\$ 275	\$ 550	\$ 1,000	Re-Sale Packages
<b>TOTAL</b>		<b>\$ 1,072,990</b>	<b>\$ 1,088,920</b>	<b>\$ 544,972</b>	<b>\$ 1,089,944</b>	<b>\$ 1,126,580</b>	G/L #30275 not included in this total
*Not included in total income - Per							
<b>ADMINISTRATIVE</b>							
50400	BAD DEBTS EXPENSE	\$ 603	\$ 500	\$ -	\$ 4,000	\$ 500	Write-offs (foreclosure, bankrupts)
51000	TELEPHONE/COMMUNICATION	\$ 2,250	\$ 2,500	\$ 985	\$ 1,970	\$ 2,200	Office Phone/Fax/Data Lines/staff cell
51020	POSTAGE	\$ 1,922	\$ 3,500	\$ 620	\$ 1,240	\$ 1,800	Postage
51030	OFFICE EXPENSE & EQUIPMENT	\$ 4,205	\$ 7,500	\$ 1,277	\$ 2,554	\$ 3,000	Office supplies/computer/digital. Include copier
51031	PRINTING	\$ 9,811	\$ 5,000	\$ 2,705	\$ 5,410	\$ 5,500	Periodic Newsletter and Other Mailings
51050	TRAINING	\$ -	\$ 250	\$ -	\$ -	\$ 250	Computer Training
51090	LEGAL FEES	\$ 10,666	\$ 15,000	\$ 11,166	\$ 22,332	\$ 18,000	
51092	LEGAL FEE RECOUPMENT	\$ (6,939)	\$ (4,000)	\$ (1,304)	\$ (2,608)	\$ (4,000)	
51110	AUDIT AND ACCOUNTING	\$ 4,525	\$ 4,810	\$ 4,850	\$ 4,850	\$ 4,850	Audit and Tax Returns
51120	MANAGEMENT FEE	\$ 52,066	\$ 54,096	\$ 26,614	\$ 53,228	\$ 54,825	Management Agreement Per Contract
51125	MANAGEMENT SCHEDULE B	\$ 3,819	\$ 3,000	\$ 1,681	\$ 3,362	\$ 3,400	Non-Routine Management Charges.
51330	RECORDING SECRETARY	\$ 1,383	\$ 1,800	\$ 803	\$ 1,606	\$ 1,800	Meeting Minutes
51043	PAYROLL	\$ 16,482	\$ 25,000	\$ 11,562	\$ 23,124	\$ 25,000	Office Staffing
51200	BANK CHARGES-OPERATING	\$ 2,052	\$ 2,900	\$ 469	\$ 938	\$ 2,000	Coupons and Lock Box Expenses
51276	CIVIC COORDINATING	\$ -	\$ 250	\$ -	\$ -	\$ -	Provision for Social Functions
51500	OTHER ADMINISTRATION EXP.	\$ 62	\$ 500	\$ 144	\$ 288	\$ 300	Membership and Misc. Expenses
<b>TOTAL ADMINISTRATIVE</b>		<b>\$ 102,907</b>	<b>\$ 122,606</b>	<b>\$ 61,572</b>	<b>\$ 122,294</b>	<b>\$ 119,425</b>	

Charlestown Owners Association  
2008 Draft  
Operating Budget

G/L Account	CATEGORY	Year End 2006	Approved 2007	YTD (6 MONTHS) 2007	Projected 2007	Draft Revised 2008	Comments
<b>MAINTENANCE EXPENSES</b>							
61026	CONTRACT PAINTING	\$ 125,386	\$ 140,000	\$ -	\$ 141,218	\$ 144,250	Maintaining a 5 Year Cycle (+3% in 2007)
61050	OFFICE CLEANING	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	Janitorial Services for Lakinhurst Office
61180	LAWN SERVICE CONTRACT	\$ 85,941	\$ 83,641	\$ 41,981	\$ 83,641	\$ 84,641	Mowing, Leaf Removal, Fert., & Weed Control
61181	SEED, SOD, AND MULCH,	\$ 1,017	\$ 2,500	\$ 551	\$ 1,102	\$ 2,000	Turf renovations
61560	LANDSCAPE ENHANCEMENTS	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	Replacement trees and new landscaping
61188	TREE SERVICES	\$ 38,502	\$ 25,000	\$ 18,772	\$ 37,544	\$ 40,000	Tree Trimming & Removal
61195	TOT LOT MAINTENANCE	\$ 2,059	\$ 3,000	\$ 2,200	\$ 2,200	\$ 2,200	Mulch & Repairs
61199	LAMP REPAIRS/GAS	\$ 1,131	\$ 1,500	\$ 669	\$ 1,338	\$ 1,500	Increased Conversions & Maint.
61200	EXTERIOR REPAIRS-BUILDINGS	\$ 23,713	\$ 18,000	\$ 5,548	\$ 11,096	\$ 15,000	Provision for all in house building repairs, including railings, brick repairs and others.
61201	EQUIPMENT REPAIR & MAINT.	\$ 1,056	\$ 1,000	\$ 84	\$ 168	\$ 750	Truck and Equipment Repairs
61208	EQUIPMENT RENTAL	\$ 418	\$ 300	\$ 325	\$ 650	\$ 600	As Needed
61250	TRASH SERVICE	\$ 77,115	\$ 79,980	\$ 41,370	\$ 82,740	\$ 85,668	Twice Weekly Trash and Recycling. New rate as of July 2007 and assuming 3.4%/in 2008
61251	BULK TRASH SERVICE	\$ 2,955	\$ 1,343	\$ 690	\$ 1,380	\$ 1,500	dumpster emptied once a week.
61286	BUILDING MATERIALS	\$ 15,442	\$ 20,700	\$ 335	\$ 10,000	\$ 20,000	Shutters, Lumber etc. small tools and
61431	PT LABOR	\$ 335	\$ 5,000	\$ -	\$ 4,000	\$ 4,000	
61420	MAINTENANCE PAYROLL	\$ 64,167	\$ 50,000	\$ 20,443	\$ 41,500	\$ 48,603	Maintenance Payroll
61460	ROOF & GUTTER REPAIRS	\$ 33,397	\$ 30,000	\$ 9,000	\$ 18,000	\$ 25,000	Minor Roof Repairs and Gutter Cleaning
61581	SNOW REMOVAL	\$ 2,420	\$ 12,000	\$ 5,314	\$ 10,628	\$ 10,000	
61700	DRAINAGE	\$ 5,649	\$ 10,000	\$ 500	\$ 2,000	\$ 10,000	Continued Drainage Improvements
<b>TOTAL MAINTENANCE \$</b>		<b>480,703</b>	<b>\$ 489,214</b>	<b>\$ 148,032</b>	<b>\$ 449,455</b>	<b>\$ 500,962</b>	

**Charlestown Owners Association  
2008 Draft  
Operating Budget**

G/L Account	CATEGORY	Year End 2006	Approved 2007	YTD (6 MONTHS) 2007	Projected 2007	Draft Revised 2008	Comments
<b>UTILITIES &amp; OTHER</b>							
71023	GAS FOR LAMPS	\$ 5,770	\$ 7,000	\$ 1,659	\$ 3,318	\$ 4,200	Natural Gas
71026	FUEL AND OIL	\$ 3,405	\$ 2,600	\$ 689	\$ 1,378	\$ 2,000	Truck & Equipment Use
71032	ELECTRICITY FOR LAMPS	\$ 5,807	\$ 6,300	\$ 4,105	\$ 8,210	\$ 8,000	Electricity
71033	OFFICE UTILITIES	\$ 1,001	\$ 2,000	\$ 1,337	\$ 2,674	\$ 2,500	Gas & Water
71050	GEN. LIAB./OFF./DIR.	\$ 3,459	\$ 6,000	\$ 1,466	\$ 2,932	\$ 3,500	
71140	INCOME TAXES	\$ 16,176	\$ 4,000	\$ 4,200	\$ 4,200	\$ 500	
71143	PERSONAL PROPERTY TAXES	\$ 86	\$ 1,000	\$ -	\$ 800	\$ 350	FFX. Co. PPT imposed on Vehicles &
	CONTINGENCY	\$ -	\$ 500	\$ -	\$ -	\$ -	Expenses of an Unforeseen Nature
	<b>TOTAL UTILITIES &amp; OTHER</b>	<b>\$ 35,704</b>	<b>\$ 29,400</b>	<b>\$ 13,456</b>	<b>\$ 23,512</b>	<b>\$ 21,050</b>	
<b>TOTAL - ADMINISTRATIVE, MAINTENANCE, UTILITIES &amp;</b>							
		<b>\$ 619,314</b>	<b>\$ 641,220</b>	<b>\$ 223,060</b>	<b>\$ 595,261</b>	<b>\$ 641,437</b>	
	<b>Net Before Reserves</b>	<b>\$ 453,676</b>	<b>\$ 447,700</b>	<b>\$ 321,912</b>	<b>\$ 494,683</b>	<b>\$ 485,143</b>	
	<b>Total To Reserves</b>	<b>\$ 425,079</b>	<b>\$ 447,700</b>	<b>\$ 203,500</b>	<b>\$ 447,700</b>	<b>\$ 484,360</b>	Reserve/Capitol Funding
	<b>Additional to Reserves</b>	<b>\$ (2,135)</b>		<b>\$ 20,000</b>			
	<b>Net Income/Loss</b>	<b>\$ 26,462</b>	<b>\$ -</b>	<b>\$ 118,412</b>	<b>\$ 26,983</b>	<b>\$ 783</b>	
	<b>Comprehensive Income (Loss)</b>						

**CHARLESTOWN OWNERS ASSOCIATION  
LINE ITEM EXPLANATIONS  
APPROVED OPERATING BUDGET - FISCAL YEAR 2008  
500 UNITS**

**INCOME**

**REGULAR ASSESSMENTS** **30100** **TOTAL = \$1,115,580**

The maximum annual assessment will automatically be increased by the Board of directors without a vote of the Membership, effective January 1 of each year. The actual annual assessment will be set by the Board at an amount at or below the maximum assessment allowed. As provided in the Declaration, the maximum annual assessment shall be set in accordance with the following formula:

The fixed annual assessment for the calendar year preceding the proposed assessment calendar year is multiplied by a fraction, the numerator of which shall be the Consumer Price Index (CPI) now known as the "United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index, Urban Wage Earners and Clerical Workers for the Washington-Baltimore, DC-MD-VA-WV area, Not Seasonally Adjusted, All Items for the month of July of the calendar year preceding the proposed assessment calendar year, and the denominator of which shall be such CPI for the month of July during the calendar year which precedes the proposed assessment calendar year by two years. The current CPI is set at 3.4%.

**REGULAR ASSESSMENTS**

Calculation of 2008 Maximum Annual Assessment:

2007 Annual Assessment \$179.82 Monthly x 12 = \$2,157.84 Annually

2008 Calculation of Maximum Annual Assessment:

**Maximum** Annual Assessment: \$2,157.84 X 3.4% = \$2,231.20

Maximum Monthly Assessment: \$2,231.20 / 12 = \$185.93

**OTHER INCOME**

**HOMEOWNERS LATE FEES** **30171** **TOTAL = \$ 5,000**

Estimate based on projected year-end actual income and prior year averages.

**NEWSLETTER ADVERTISING** **30221** **TOTAL = \$ 3,000**

Projected receipts for private advertising placed with Association's Newsletter/Website.

**MISCELLANEOUS INCOME** **30260** **TOTAL = \$ 0**

This is a broad-based category and contains provisions for income that may be received throughout the year from any variety of sources.

**INTEREST INCOME (Unrestricted)** **30270** **TOTAL = \$ 2,000**

Estimate based on projected 2006 income from monies deposited in the Association's operating account. No significant increase in rates expected.

**INTEREST INCOME (Restricted)** **30275** **TOTAL = \$ 2,000**

Estimate based on projected 2005-income from the funds deposited in the Association's Reserve (Capital) accounts. In accordance with the governing documents of the Association, interest from these funds is placed in an unallocated reserve account until such time as the Board shall allocate to other reserve accounts. With continued lower yields and increased spending for 2008, returns will be lower than previous years.

**DISCLOSURE PACKET INCOME** **30310** **TOTAL = \$1,000**

Management bills requesting unit owners \$250.00 for a resale disclosure package, \$50.00 of this fee is payable to the Association. The Real Estate Market is very slow at this time.

**EXPENSES**

**ADMINISTRATIVE EXPENSES**

**BAD DEBT** **51000** **TOTAL = \$ 500**

This category is where expenses associated with bad debts (foreclosures, bankruptcy, etc) are written off as an expense. Figure is an estimate based upon unknown probabilities.

**TELEPHONE/COMMUNICATIONS** **51000** **TOTAL = \$2,200**  
 This category includes provision for all communications service maintained at the Association’s Lakinhurst office. This category includes landlines, mobile and data lines installed at the Association’s Lakinhurst Office.

**POSTAGE** **51020** **TOTAL = \$ 1,800**  
 Estimate is based on expected year-end actual expenses and includes mailings of all types such as routine correspondence, newsletters (non-resident owners), notice of annual meeting, budget, collection letters, policy mailings, etc.

**OFFICE EXPENSE & EQUIPMENT** **51030** **TOTAL = \$ 3,000**  
 Provisions for all manner of office supplies, equipment, and expenses. Examples include maintenance/supplies for the printer, copy machine, stationery, envelopes, violation stickers as well as associated contracted charges for set up of new unit owner accounts, direct debit accounts, account status requests, etc. Based on projected year-end actual expense and historical averages.

**PRINTING** **51031** **TOTAL = \$ 5,500**  
 Projected cost for the printing and layout of the Association’s newsletter and meeting notice(s).  
 Layout/Design 12 Issues @ \$225 \$2,700  
 Typical Printing 8 Issues @ \$100 800 (Assumes Key Middle School)  
 Outside Printing 4 Issues @ \$700 2,800 (During Summer Months)  
 Miscellaneous Printing 700 (Posters, Notices Etc)

**TRAINING** **51050**  
 Cost associated with employee training. Computer training or continuing education.

**LEGAL FEES** **51090** **TOTAL = \$18,000**  
 The estimate for this category is based on prior experience and represents funds for routine legal counsel, collections, and related work. Current monthly retainer is \$250.00/Month. This category could be significantly higher if the Association enters litigation, either as a plaintiff or a defendant.

**LEGAL FEE REIMBURSEMENT** **51092** **TOTAL =\$ (4,000)**  
 The Association is responsible to cover legal fees on accounts placed for collection. This account is used to track legal fees that have been collected from Unit Owners.

**AUDITING AND ACCOUNTING** **51110** **TOTAL = \$ 4,850**  
 Fee for FY 2007 audit and tax preparation.

**MANAGEMENT EXPENSE** **51120** **TOTAL = \$ 54,825**  
 Contract between Charlestown Owners Association and CMG to provide full-service management to the Association. The contract on which these projections are made covers through December 2009. This contract includes a provision for renewals on an annual basis.

**MANAGEMENT SCHEDULE B** **51125** **TOTAL = \$ 3,400**  
 For management services not included in standard contract which do not have an applicable budget category. As the routine Schedule B charges are included in office expense, this category is to track Management attendance at additional meetings, Board meetings that run in excess of allotted 2-1/2 Hours allotted time, engineering, consultants, etc.

**RECORDING SECRETARY** **51330** **TOTAL = \$ 1,800**  
 Provision for recording secretary at Board meetings, Membership Meeting(s) as well as Special Meetings as requested. (12 Board, 1 – Membership and 1 Special Meeting – 14 Meetings at \$120/Meeting.)

**ADMINISTRATIVE PAYROLL** **51043** **TOTAL = \$ 25,000**  
 The Association is responsible for the Payroll and related costs (Benefits, Processing etc.) The above is an aggregate number to cover the cost of administrative staffing the office currently 25 hours per week as well as the taxes, benefits and related payroll costs.

**BANK CHARGES** **51200** **TOTAL = \$ 2,000**  
 This category provides for bank charges by the Association’s financial and other institutions for items such as T-Bills and wire transfers associated with movement of Association funds. Also includes fees for check printing charges, NSF fees, payment coupons, and lock box charges.

**CIVIC COORDINATING** **51276** **TOTAL = \$ 0**  
 Estimated provisions for various community events.

**OTHER ADMINISTRATIVE EXP.** **51500** **TOTAL = \$ 300**  
 The provisions in this category include expenses budgeted for Memberships & Subscriptions, as well as unforeseen expenses of an administrative nature.

**MAINTENANCE EXPENSES**

**CONTRACT PAINTING 61026 TOTAL = \$ 144,250**

Painting of the exterior of the buildings is perhaps one of the most important things that the Association does, not only in terms of maintenance, but also from the standpoint of enhancing property values through the maintenance of "curb appeal." The Community is currently maintaining a 5-year paint cycle.

**OFFICE CLEANING 61050 TOTAL = \$ 250**

Based on the cost of cleaning supplies (paper towels, vacuum bags, chemicals, etc.) and professionally cleaning the Lakinhurst office carpet as needed.

**GROUNDS CONTRACT 61180 TOTAL = \$ 84,641**

Effective January 1, 2007, McFall & Berry and the COA agreed on a three (3) year contract (1/07 – 12/10). The contract provides contract cost for mowing, edging, fertilization, weed control, aeration and over-seeding of the community at an annual rate for 2008 of \$83,641.48 with a provision to cover gas prices and inflation in future years.

**SEED SOD & MULCH 61170 TOTAL = \$2,000**

Expriated cost for seed, straw, sod and mulch used by the in house or by contract for lawn restoration.

**TREE SERVICES 61188 TOTAL = \$ 40,000**

An estimate for the cost of tree pruning, removal of dead branches, tree removal etc. As the trees within the community mature, Management recommends that the Association continue to fund this category and remain committed to maintaining these assets.

**LANDSCAPE ENHANCEMENTS**

Tree replacements throughout community as decided by The Board of Directors and the Tree Committee.

**TOT LOT MAINTENANCE 61195 TOTAL = \$ 2,200**

Cost to maintain the eleven (11) tot lots installed in 2002. Cover cost of dressing the mulch, replacement of parts due to wear or vandalism.

**LAMP REPAIRS/GAS CONVERSION 61199 TOTAL = \$ 1,500**

Replacement of parts, globes, mantels, transformers and bulbs of the Association's gas and electrical lights throughout the community. An allowance has been included for the possibility of conversion of existing gaslights to electric.

**EXTERIOR BUILDING REPAIRS 61200 TOTAL = \$ 15,000**

Provision for all contracted and in-house building repairs. Examples would include but not limited to repair of railings, masonry repairs to walls and chimneys, and carpentry repairs that the Association is responsible to make during the painting cycle.

**EQUIPMENT REPAIR AND MAINT. 61201 TOTAL = \$ 750**

Repairs and maintenance for the Association's pick up truck and tools (chain saw, blower, etc.). A new used pick up was purchased in early 2007.

**EQUIPMENT RENTAL 61208 TOTAL = \$ 600**

Provision for the rental of power equipment. Examples would be power washer, small front-end loader, dump truck etc.

**TRASH/RECYCLING CONTRACT 61250 TOTAL = \$ 85,668**

In July of 2006, the Association signed a new agreement for trash removal with Trash Away, Inc. This figure reflects the contract adjustments for 2007 and 2008.

**BULK TRASH CONTRACT 61251 TOTAL = \$ 1,500**

Projected costs for 6 yard dumpster emptied once a week, Association use only.

**BUILDING MATERIALS 61286 TOTAL = \$ 20,000**

Expected cost for shutters, caulk, lumber, roof supplies, splash blocks, paint, drain pipe etc. used for in-house repairs made by the Association.

**PT LABOR**

Part time labor for large projects or when a second person is needed.

**MAINTENANCE PAYROLL**

The Association is responsible for the Payroll and related costs (Benefits, Processing etc.) The above is an aggregate number to cover the cost of one full time person (40 hours per week), as well as the taxes, benefits and related payroll costs.

**ROOF & GUTTER REPAIRS** **61460** **TOTAL = \$ 25,000**  
 Expected maintenance cost for repairs to roofs, gutters, downspouts, scuppers, party wall coping. Also provides for the repair and cleaning of downspouts and gutters twice a year.

**SNOW REMOVAL** **61581** **TOTAL = \$ 10,000**  
 Based on contract for the removal of snow and ice from the Association's roadways. Very difficult category to predict. Prior years' weather has been assessed as follows: 1998 - Mild, 1999 - Average, 2000 - Mild, 2001 - Very Mild, 2002 - Mild, 2003 - Severe, 2004 - Average-severe, 2005 - Average, 2006 - Mild - 2007 - Mild.

**DRAINAGE REPAIRS** **61700** **TOTAL = \$ 10,000**  
 Funds in this category are to address foundation and ground water drainage problems throughout the community.

**UTILITIES & OTHER EXPENSES**

**GAS FOR LAMPS** **71023** **TOTAL = \$ 4,200**  
 Cost for gas that operates the Association's gas street lamps.

**FUEL AND OIL** **71026** **TOTAL = \$ 2,000**  
 Cost of fuel and oil for the Association's trucks and power equipment.

**ELECTRICITY FOR LAMPS** **71032** **TOTAL = \$ 8,000**  
 The expected cost of electricity consumed by the 48 converted gas lamps (payment to unit owner providing power - \$22.46 usually per light sponsored), one street lamp in the maintenance yard on Haverhill Court and electricity to power watch lights provided and maintained by Dominion Virginia Power.

**OFFICE UTILITIES** **71033** **TOTAL = \$ 2,500**  
 Projected cost of electricity, water and gas at the Association's Lakinhurst office.

**INSURANCE** **71050** **TOTAL = \$ 3,500**  
 This category includes provision for all matters of insurance coverage for the Association. Coverage includes, but is not limited to, broad form casualty, umbrella liability, vehicle insurance, equipment coverage, and Directors & Officers liability. Management continues to see increases in this category, and the above rate could significantly change should we find it necessary to enter a claim. Current provider is Nationwide Insurance. \$2 Million per incident/aggregate for General Liability, \$50,000 for Employee Dishonesty, and \$2 Million for Directors and Officers Liability.

**INCOME TAXES** **71140** **TOTAL = \$ 500**  
 Estimate based on projections from the Association's auditors considering the Association's most recent income tax liability. Tax liability is due to income from interest.

**PERSONAL PROPERTY TAX** **71143** **TOTAL = \$ 330**  
 County tax assessed on Association-owned motor vehicles. Also included Office Equipment for the Lakinhurst office.

**CONTINGENCY** **XXXXX** **TOTAL = \$ 0**  
 Expenses of an unforeseen nature

**REPLACEMENT RESERVES** **VARIOUS** **TOTAL = \$484,360**  
 This category provides for the future repair and replacement of long-lived assets. Current categories include Tot Lots, Roofs, Equipment, Road/Sidewalk, Masonry Walls, Stoop Replacement, and Beautification. Interest from these funds may only be used for the repair or replacement of long-lived assets. Percentage of the total to be allocated to individual accounts to be determined by the Board prior to the beginning of the fiscal year.

This amount includes the following:

25534	Tot Lot	0%	
25548	Roof	25%	
25591	Equipment	2%	
25650	Road & Sidewalk	50%	Suggested
25687	Walls	18%	
25688	Stoop Replacement	5%	
25689	Beautification	0%	

## COA Board of Directors 2007

### OFFICERS:

**Ingalsbe, Duane ('08)**  
*President*  
 5982 Seabright Road  
 (H) 703-644-4652  
 DandKIngalsbe@msn.com

**Angwin, Robert (Bob) ('07)**  
*Vice President,*  
*Chair: Publicity Comm.*  
 8254 Carrleigh Parkway  
 (H) (703) 923-0104  
 4angwin@cox.net

**Oppler, Edward ('07)**  
*Secretary*  
 8331 Garfield Court

**Biery, Jeff ('07)**  
*Treasurer, Chair: Budget Comm.*  
 8243 Carrleigh Parkway  
 (H) 703-626-1082  
 carrleigh1@netzero.com

**DIRECTORS:**  
**Klingelhut, John ('08)**  
*Chair: Parking Comm.*  
 8419 Willow Forge Road  
 (H) 703-569-4866

**Kraska, James ('08)**  
*Chair: Nominations Comm.*  
 6042 Haverhill Court  
 (H) (703) 569-3503  
 james.kraska@gmail.com

**Pam Lauder ('08)**  
*Chair: Civic Comm.*  
 8342 Wickham Road  
 (H) 703-569-9408  
 pam.kelley@cnn.com

**Lepley, Paul ('07)**  
*Chair: Architectural Comm.*  
 5977 Queenston Street  
 (H) 703-913-7624  
 lepley@verizon.net

**Miron, Michael ('08)**  
*Chair: Hearings Comm.*  
 8276 Carrleigh Parkway  
 (H) 703-866-0264  
 coamiron@hotmail.com

*\* The members of the Board of Directors are not required to list addresses and phone numbers in the Chronicle. Some directors who have not listed their phone number request that owners contact them through the Association office at 703-569-1959. All messages will be forwarded and returned in a timely manner. Please respect the families of all directors who have listed their home phone numbers. No calls after 8 p.m. please!*

## Schedule of Events

- **Tuesday October 2, Tuesday November 6, Tuesday December 4:** Architectural Committee Meeting, COA Office on Lakinhurst Lane, 7:00 p.m.
- **Tuesday October 16, Tuesday December 18:** Board of Directors Meeting, COA Office on Lakinhurst Lane, 7:00 p.m.
- **Tuesday November 27:** Annual Membership Meeting, Washington Irving Middle School, 7:00 p.m.

The Architectural Committee Meeting is held the first Tuesday of each month. The Board of Directors Meeting is held the third Tuesday of each month. The Parking, Nominations and other committees will meet on an ad hoc basis, and meetings will be announced on the Association website and in the *Chronicle*. Due to the delays inherent in the newsletter publication process, the website is a more timely resource for checking the meeting schedule. All homeowners are encouraged to attend these meetings.

## AGENDA

**Board of Directors  
 October 16, 2007  
 7:00 p.m.**

1. Roll Call
2. Homeowner Forum
3. President's Report
4. Approval of Minutes
5. Management Report
  - A. Administrative
  - B. Contracts
  - C. Maintenance
6. Officers' Reports
7. Committee Reports
8. Old Business
9. New Business
10. Executive Session
11. Adjournment

## ARCHITECTURAL COMMITTEE MEETING HIGHLIGHTS - SEPTEMBER 4, 2007

**MEMBERS PRESENT:** Marc Powe, Chuck Smith, Mabel Hart, Duane Ingalsbe, Pam Lauder, Paul Lepley, Dennis Martin, James Kraska, Greg Wierzbicki

**CMG:** Julie Hart

**HOMEOWNERS PRESENT:** Phil McConchie, Jim Foye, Helen Mayberry, Geraldine Riddle

### Homeowner Forum:

- Mr. McConchie and Mr. Foye came to discuss the violation on their gates/sheds. They currently have a clear stain. The shed is pressure treated wood and homeowner indicated that it could not be painted, so he wants to leave it alone. They were informed that the committee would look at the gates/sheds and make a decision as to what needs to do to be done. They were given extensions until the cases were reviewed.
  - Mrs. Mayberry submitted an Architectural Request for rear window replacement, rear door, and front door/storm door replacement. She asked for some guidance on window color selections. She was informed that the windows can be white or match the trim color but any cladding must match the trim color. The front door glass has a waterfall effect and she was informed that it needs to be clear glass. The committee asked that she resubmit her request when she has decided on her window/cladding/trim colors.
  - Mrs. Riddle submitted an Architectural Request for planting a crepe myrtle in front of her house. Request was approved and she was informed that she needed to contact Miss Utility before digging. She also submitted an Architectural Request to have a handrail installed on her brick wall as you enter the back gate. She was asked to get estimates and specs, then resubmit to the committee for approval.
- Request for replacement of rear windows, rear door, front door/storm door (need more information, on window/trim color selection, front door glass must be clear),
  - Request for a handrail to be installed on inside patio wall as you enter back gate (need more information on the specifications and design – and how to be attached to the wall),
  - Request to install a solar powered attic fan (need more information, to include dimensions, where it will be installed etc),
  - Request to install wood siding to fill in the space between a patio roof and the top of the brick wall (committee members will evaluate and take a look),
  - Request to install an auxiliary air conditioning unit (need more information, drawings, specifications, to include details on any lines or cables required etc.),
  - Request to have a dead/dying tree removed with the resident to replace the tree at her expense (Quality Tree will evaluate and provide a recommendation).
  - A homeowner appealed the violation to have her gate painted. She feels it is in compliance. The committee will look at the gate and make a recommendation.
  - There was a discussion regarding revisiting the gate/shed resolution which requires paint or pigmented stain in one of our Williamsburg colors (or redwood stain until a redwood gate is replaced) and specifically disallows clear stain. **Marc made a motion to uphold the current resolution. Greg seconded the motion. Marc, Greg, Mabel, Pam, Paul, and James voted in favor. Dennis opposed and Chuck abstained.** Based on this action, the requests from homeowners to be allowed to keep clear stain finishes on gates/sheds will be denied and they will be asked to use paint or a pigmented stain as required in the resolution.
  - Dennis had questions regarding a square vent on the roofs of Building 37. Will check with Roof Masters regarding this question.
  - Dennis informed the committee the there is a wooden earthen berm along the house of 8328 Wickham. The drainage problem needs to be addressed.

### Unfinished Business:

- Architectural Innovations – November deadline. Mr. Lepley will bring photos of examples of innovations for consideration at the Annual Meeting.
- The committee continued their discussion on changing the front door and storm door bylaws. There will be further discussion next month.

### New Business:

- Requests approved:
  - Request for replacement windows and
  - Request to plant a crepe myrtle tree.
- Requests disapproved:
  - Request for replacement windows (need more information, is cladding paintable),

### Miscellaneous:

- The Committee reviewed work orders, asking for clarification of a few items.

**Meeting adjourned at 9:30 p.m.**

**INTERESTED IN COMMUNITY SERVICE?**

The November Annual Membership Meeting and board elections will be upon us before we know it. As always, the Association needs interested volunteers to serve on the Board of Directors and also volunteers for the following committees: Architectural; Budget; Hearing; Nominations; Parking; etc.

If you are interested in helping to maintain and improve our community and have a little time please consider serving on one of the committees or volunteering to be a candidate for the Board of Directors. Four directors will be elected to the Board at the annual meeting in November. Please feel free to contact me if you are interested in volunteering and have questions.

Volunteers may step forward at any time and nominations may be made from the floor at the annual meeting. However, since many owners vote in advance by absentee ballot -

potential candidates are advised to make themselves known as early as possible. Biographies of interested parties will be printed in the October and November Chronicles. Please submit your biography by 25 October to be sure it is included in the November Chronicle.

To obtain more information, attend one of the Board, Architectural or other committee meetings. The Board meets on the 3rd Tuesday of each month at 7 p.m. in the Lakinhurst COA office. The Architectural Committee meets the 1st Tuesday of each month at the same time and place. Other information and notices of other committee meetings are listed in the Chronicle and on the COA website, [www.charlestowncoa.org](http://www.charlestowncoa.org).

We look forward to seeing you and working with you for the betterment of the community.

*--James Kraska, Chair of Nominations*

**INTERESTED OWNERS APPLY FOR BOARD VACANCIES**

Below are the biographies submitted by interested owners who are seeking election to the Charlestown Board of Directors. The election for Board vacancies will take place at the annual meeting on November 27, 2007, at 7:00 p.m. at the Washington Irving Middle School. Four positions (two-year terms) on the Board of Directors are open for election. A voting package will be sent to all homeowners. Volunteers may step forward at any time and nominations may be made from the floor at the annual meeting. However, since many owners vote in advance by absentee ballot – potential candidates are advised to make themselves known as early as possible.

**Robert (Bob) Angwin (Incumbent):** Bob was appointed to the Board in March 2005 and reelected November 2005. He previously served on the Architectural Committee before joining the Board. He’s been the Chronicle Editor since September 2006.

Bob, his wife Teri and two daughters have been Charlestown residents since January 2003. Bob is originally from Michigan. He taught two years of Junior High School in Minneapolis, Minnesota before joining the Air Force in 1982. Bob retired from the Air Force after 22 years in various flying, staff and command assignments. His last active duty assignment was the Pentagon where he’s served since June 2000. In April 2003 he joined the Federal workforce. His present assignment is Deputy Director for Manpower &

Personnel, Budget and Government Contracts on the Air Force Headquarters Staff.

Bob’s goal is to complete the COA’s major roof and road improvement projects then develop long term strategies for landscaping and brick wall replacement – efforts that will preserve Charlestown’s property values, unique appearance and charm.

**Jeff Biery (Incumbent):** Jeff, his wife Deborah and daughter Alexis have been residents of Charlestown for the past six years. Jeff currently holds the position of Treasurer with the COA board. Jeff is employed as an Accounting Director for an International Travel Company and is currently coaching the fall tennis program at St. Bernadette’s Catholic School.

**Betsey Lehman:** As a longtime Charlestown resident (30 years!), and having retired from teaching, I decided that now is a good time to get involved with the Charlestown Homeowners Association. Like most residents in our wonderful community, I am interested in maintaining the beauty, integrity, and value of our homes and properties and as well as a sense of community among the residents, and I am willing to do whatever I can in that endeavor. I am also interested in pursuing “green” activities which would benefit our neighborhood and the planet.

*(Continued on Next Page)*

My husband John and I have two children who spent most of their childhoods in this community, so we all have a very strong vested interest in its welfare. My son Geoffrey is currently living and teaching Art History at the European College of Liberal Arts in Berlin, Germany, and my daughter Julie lives in Reston, Virginia, where she works and pursues various human rights, animal rights, and environmental causes.

**Paul Lepley (Incumbent):** My family and I have lived in Charlestown for 11 years, and I have had the privilege of serving on the board for the last five years. While on the board I have focused my attention on the Architectural Committee and have chaired that committee for the last two years. During this time I have worked to improve the common areas, to bring the community into compliance, and to help the homeowners protect one of their largest investments, their home.

**CHARLESTOWN ADVERTISING SECTION**

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# Market Update



#### Homes Currently Under Contract

Address	List Price	Model
8233 Carrleigh Pkwy	\$409,900	2-Level End Unit
8405 Forrester Blvd	\$415,900	Jefferson

No Homes Have Recently Sold In Charlestown (as of 8/25/07)



**ROLFE KRATZ,**  
**ASSOCIATE BROKER & CRS**  
**ANNETTE KRATZ, CRS**  
**RE/MAX Xecutex Realtors**  
**and Charlestown Homeowners**  
**(703) 319 – 4000**

**[Team@ClassicRealEstate.com](mailto:Team@ClassicRealEstate.com)**  
**[www.ClassicRealEstate.com](http://www.ClassicRealEstate.com)**



## CHARLESTOWN BABY AND PET SITTERS

Paul Belisle (pet/babysit)	703-992-8162
Michelle Diaz (babysit-Red Cross Certified)	703-923-9388
Nikki McClure (petsit/dog walk/other pet)	703-912-6560
Marcus Chacon (petsit/dog walk/other pet)	703-912-6560
Brandy Chacon (babysit)	703-912-6560
Bridget DeMott (petsit)	703-912-9446
Rebecca Baird-Remba (babysit)	703-451-3904
Kaitlyn Scott (babysit/petsit)	703-866-5980
Megan Girbert (babysit/petsit/dog walk/beginner violin lessons)	703-569-2178
Shannon O'Brien (babysit/dog walk)	703-451-2782
Zack Bland (babysit)	703-644-5860
Katie Todd (pet/babysit)	703-569-8343
Lauren Douglas (pet/babysit)	703-569-7927
Reagan Douglas (petsit/dog walk)	703-569-7927
Alexandra Klingelhut (pet/babysit)	703-569-4866
Tymon Klingelhut (petsit)	703-569-4866
Dominique Beachy (pet/babysit)	703-866-9457

## CHARLESTOWN LADIES BOOK CLUB

### MEETING SCHEDULE

*The Lost Painting*, by Jonathan Harr  
October 18 from 7:30 to 9:30 p.m.  
At the home of Mandy Croushore  
5942 Queenston Street, 703-569-5942

*My Dream of You*, by Nuala O'Faolain  
November 15 from 7:30 to 9:30 p.m.  
At the home of Joan Salemi  
6026 Queenston Street, 703-451-1842

***New members always welcome!***  
For more information about the club, please  
call Mandy Croushore: 703-569-5942.



### CHARLESTOWN OWNERSASSOCIATION

C/O Cardinal Management Group, Inc.  
5900 Prince James Drive  
Springfield, VA 22152



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