



MESSAGE FROM THE PRESIDENT

Summer! The hot dry weather is upon us. We encourage all owners to water the grass and trees around their home – particularly those areas which have been recently re-seeded! Thank you!

2008 Roof Contract: Work should be completed in July – weather permitting.

2008 Paint Contract: Work should be completed in July – weather permitting. Those of you who received notice of Architectural Violations for gates, sheds and arbors needing paint/repair should consider having Ploutis do the work.

Architectural Violations: We still have a few uncorrected 2007 violations. Daily fines of \$10/day have been initiated for four owners. Sixteen others (who had requested or been given an extension until 30 April) have been invited to a Hearing Committee Hearing at 6:30 p.m. just prior to the Board Meeting on 15 July. Owners are advised to just correct the violations!

Volunteers completed the first 2008 community wide check for new violations. Owners were notified and given until 15 or 31 July to correct the problems. Please correct the violations on time and avoid further notices, hearings and fines.

The vast majority of violations again included gates, sheds and arbors that need to be re-painted (in one of the COA approved Williamsburg colors) and in many cases repaired. As mentioned above, suggest that

owners contact Ploutis painting to do the work if you don't want to do it yourself.

The other major category of violations involved satellite dishes and/or cables that are improperly installed (e.g., dishes planted in the middle of the roofs, cables run across roofs instead of into the ridge vent and through the attic, or cables run down the side of houses – not behind the downspouts or in corners etc).

- Owners are reminded that all exterior alterations require prior approval by the Architecture Committee before the work is done. The by-laws and Policy Resolution 2006-2 (Amended Resolution on Wires, Cables, Gas, Air Conditioning Lines, Satellite Dishes and Other Similar Exterior Additions) provide guidance and requirements.
- Installers will almost always attempt to install the equipment in the easiest possible way for themselves.
- It is the owner's responsibility to ensure that they are properly installed. You can find the Resolution in your homeowner's material, on the COA website (www.charlestowncoa.org), or at the office.

Rain and Gutters/Downspouts/Window Wells: We had many rain storms in May and June. This generated a very large number of calls about clogged gutters or downspouts. We are reviewing the current practice of cleaning gutters

(Continued on next page)

CHARLESTOWN OWNERS ASSOCIATION

C/O CMG, 4330 Prince William Parkway, Suite 201
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www.charlestowncoa.org

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Community Manager
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Monday through Friday

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

Monthly Dues are \$185.93 and are due the first of the month.

MESSAGE FROM THE PRESIDENT (Continued)

twice a year. We intend to clean selected areas four times a year and also are considering placing gutter guards on some homes even though roofing and water experts are divided in their opinion of the effectiveness of any of the various forms of guards. It would be helpful if owners would periodically check and clear (if necessary) the downspouts at their lower ends – quite often leaves and debris comes down the downspout and then clogs the bottom opening. Also owners are reminded that window wells are an owner's responsibility. Window well covers should be installed and should be checked periodically to ensure that they are properly placed and free of cracks and holes.

Signs in Charlestown: Some signs have appeared in Charlestown and the political campaigns are heating up.

Article XXIII, Part II, Architectural Regulations, paragraph 24, Signage of the by-laws (page 30) is quoted for your use: "Signs shall NOT be posted on the exterior surface of a house, in windows (except security alarm decals, children's safe house signs, and those signs which have Board approval), on the Common Area, on trees, light poles, meter boxes and transformers, or patio walls. The only exceptions to this rule are for real estate signs and security alarm signs." The paragraph goes on to define limitations for real estate and security alarm signs. Please confine your signs to bumper stickers on your cars.

Thank you for your continued trust and confidence.

--Duane Ingalsbe

BOARD OF DIRECTORS MEETING HIGHLIGHTS - JUNE 17, 2008 - DRAFT

BOARD MEMBERS PRESENT: Miron, Angwin, Biery, Klingelhut, Lepley, Ingalsbe

BOARD MEMBERS ABSENT: Powe, Lauder, Lehman

MANAGEMENT: Justin McGahan and Julie Hart, CMG

HOMEOWNERS PRESENT: JoAnn DiCarlo, Rita Hoskins and Paul Martineau

Duane Ingalsbe called the meeting to order at 7:05 p.m., noting the presence of a quorum.

HOMEOWNERS FORUM

- Ms. DiCarlo has been getting water in the front corner of the basement for several years. There does not appear to be an issue with the gutters/downspouts being clogged. COA's maintenance staff has filled exposed foundation with dirt, the basement has been waterproofed, and a sump pump has been installed. Roof was replaced in 2005. Ms. DiCarlo was informed that a work order would be generated for COA's maintenance staff to come out and look at the problem.
- Ms. Hoskins informed the Board that rain was pouring down the sliding glass doors. She believes this was due to gutters/downspouts being clogged. Ms. Hoskins asked the Board if she could hire her own gutter cleaning service to clean her gutters/downspouts on a regular basis. She was informed that she could hire a gutter cleaning service if she wanted, but that the Board is looking into COA's maintenance staff cleaning gutters in heavily wooded areas 4 times a year instead of 2 and that gutter guards may be used in some locations, where necessary so the board didn't believe that she needed to hire a service on her own.
- Paul Martineau came to observe.

APPROVAL OF MINUTES

The minutes of the Board of Directors meeting held on May 20, 2008 were reviewed.

Mr. Biery made a motion to approve the minutes of the Board meeting of May 20, 2008 as written. Mr. Angwin seconded the motion and it carried with unanimous support.

MANAGEMENT REPORT

Financials: Mr. McGahan presented the financial statement for the period ending May 31, 2008. Mr. McGahan explained the variances and answered questions regarding the budget. The audit will be finalized in the next couple of weeks. Mr. Biery had questions regarding credit balances. It was suggested that any surplus of funds be carried over to the reserve account.

Mr. Angwin made a motion to move 2007 operating surplus to the reserve account. Mr. Biery seconded the motion and it carried with unanimous support.

Mr. McGahan updated the Board on the status of the homeowners requesting repair or reimbursement for roof related issues. In all cases, there is no indication of neglect on behalf of the Association. Gutters/downspouts were cleaned in a timely manner, roofs were examined by our roof contractors and it was determined that there were no faulty roofs, just too much rain. All roofs were replaced according to specs.

Mr. McGahan updated the Board on the maintenance staff report. Maintenance completed almost 100 work order (double the normal amount) since May 1st. Of these work orders, 90 of them were water related. The community has many areas where multiple drains are connected underground. Management feels it would be prudent to continue to use gutter guards on these

gutters as well as conduct gutter cleaning in these areas 4 times per year instead of 2.

Mr. McGahan was tasked to provide (at the July meeting) a detailed plan by building of where gutters will be cleaned twice or four times per year and where gutter guards will be installed.

Contracts: Mr. McGahan gave an update on the contracts that are currently underway or are being negotiated. Management is currently working with Bartlett Trees to come up with a tree proposal that will fit the current needs of the community. The current proposal focuses on a chemical used to slow the growth of pear trees by up to three years as opposed to significantly cutting them back. Pear trees are prone to bad conditions, such as disease, being top heavy and branches that easily snap. Bartlett recommends removing some pear trees on Forrester and Carrleigh and replacing them with something slower growing and that require less maintenance. Bartlett also had a cost estimate to remove trees identified as requiring removal.

Mr. McGahan was tasked to obtain more information on the long term effect on pruning and costs of using the chemical. He was also tasked to obtain another proposal for tree removal.

Mr. McGahan presented the Trash Away renewal contract for the period of August 1, 2008 – July 31, 2009. This renewal reflects an increase of 8.8% due to a fuel surcharge and increased landfill costs. Management recommends approval. Mr. McGahan was tasked to confirm that the fuel surcharge is a percentage only of the CPI portion of the contract – not the landfill portion.

Mr. Angwin made a motion to accept the rate increase as presented in the original contract. Mr. Klingelhut seconded the motion and it carried with unanimous support.

Management presented an updated stoop replacement list as well as a proposal for the stoops that need to be replaced immediately. The cost to replace five stoops would be \$5,044. Management recommends approval.

Mr. Miron made a motion to approve the stoop replacement contract as written provided that they meet the required specs submitted by Thomas Downey Ltd. engineering. Mr. Angwin seconded the motion and it carried with unanimous support.

COMMITTEE REPORTS

Architectural: None presented. See Arch Minutes

NEW BUSINESS

Management discussed the need for maintenance to have a small trailer that could be used to effectively haul away dirt, stumps, etc. Management recommended that the Board approve the purchase of a trailer.

Mr. Miron made a motion to allocate up to \$1500 to the maintenance staff to purchase a trailer. Mr. Klingelhut seconded the motion and it carried with unanimous support.

EXECUTIVE SESSION

Motion made by Mr. Miron to move to Executive Session to discuss legal and financial matters at 8:25 p.m. Mr. Lepley seconded the motion and it carried with unanimous support.

Motion made by Mr. Miron to adjourn from Executive Session at 8:40 p.m. Mr. Lepley seconded the motion and it carried with unanimous support.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:45 p.m.

IMPORTANT LANDSCAPING INFORMATION

McFall and Berry will conduct the second shrub pruning of the year approximately the last week of July. Please place a white ribbon on any bushes or shrubs that you do **NOT** want trimmed.



MOTHER'S HELPER

Mom's do you need help with housework, watching small children so you can run errands, organizing closets or rooms, house or pet sitting, gardening? If so, I am available to assist all summer. Please call Olivia Lundy, Charlestown resident and 8th Grader at Irving. Cell: 703-501-4705 or Home: 703-923-9428. Thank you.

ARCHITECTURAL COMMITTEE MEETING HIGHLIGHTS - JUNE 3, 2008

MEMBERS PRESENT: Marc Powe, Duane Ingalsbe, Paul Lepley, Dennis Martin, Pam Lauder, Chuck Smith

MEMBERS ABSENT: Greg Wierzbicki, Betsey Lehman

CMG: Carolyn Kitrinis

HOMEOWNERS PRESENT: Karena Rowenhorst, Scott Seyferth, Ron Kowalski, Mary Edwards, Geraldine Riddle, Sherri Freeman

CONTRACTOR PRESENT: McFall & Berry

Contractor Update: McFall & Berry completed weed killer application. Pruning will commence in the next week. Scalping of sod by large mowers in some areas discussed.

Action: Additional annual flowers for selected beds will be put in shortly. Foreman will focus on avoiding scalping or tearing of sod and ensure smaller mowers are used in some areas.

Homeowner Forum:

- Mr. Seyferth would like substantial soil built in the grassless areas of Grenoble and seed. Not interested in alternative shade planting. Offered to water if seed put down.
 - **Action:** Jesse will obtain soil and reseed in next few weeks.
- Ron Kowalski complained of McFall & Berry destroying his drainpipe. McFall & Berry will replace pipe. Homeowner and committee discuss alternate drain ideas because of the swale in front of his home. Reports McFall & Berry starting work around 7:20 a.m.
 - **Action:** Justin is looking into alternative drainage solutions. McFall & Berry will replace damaged drain extension. McFall & Berry will not start work until 8:00 a.m. – as per contract.
- Mary Edwards would like screen under soffit replaced before painting.
 - **Action:** Jesse will look into and replace screen and repaint if necessary.

- Geraldine Riddle reports damage to plantings on her property because of large mowers used by McFall & Berry.
 - **Action:** McFall & Berry will use smaller mowers in the area.
- Sherri Freeman requested approval for front bed plantings. Approved by ACC. Requests that large tree next to her foundation is scraping walls and chimney.
 - **Action:** Tree placed as priority for removal on tree list.

Unfinished Business:

ACC Requests: Ms. Winzeler of 6004 Stonegate Ct. sign the COA maintenance agreement for irregular Satellite Dish installation in order to keep dish in its current position. Service provider states that COA recommended locations will not work for this home.

Work Order Review: Large number of gutter and water related issues. Reviewed COA bylaws with regard to common wall maintenance. ACC discussed the new specs for parapet roofs with lower vents. Some believe the specs were to have a punch-out hole not attached to drain downspout designed as a fail/safe mechanism in case of gutter back up.

Action - Justin will review the specs with WCC and Roof Masters to insure that they are being followed to the letter.

New Business:

Requests for Architectural Approval

- a. Rowenhurst – 6013 Stonegate – new windows – APPROVED
- b. Powe – 8337 Garfield Ct – new shed – APPROVED

Miscellaneous: ACC discussed the appearance of vermin on COA property. Review what action should be taken for animal removal.

THANK YOU!

These are the folks who deliver the *Chronicle* each month “in all kinds of weather”:

Bldgs. 1-7: Bonnie Fortuna; Bldgs. 8-14: Ron Heald; Bldgs. 15-21, 25: Chuck Enterline; Bldgs. 22-24, 26-30: Helen Mayberry; Bldgs. 31-35, 44-45: Bob Gowin; Bldgs. 36-43: Valerie Mullineaux; Bldgs. 46-52, 60: Tom Smith; Bldgs. 53-59: Mary Edwards; Bldgs. 61-73: Monique Byer; substitute carriers: Ray and Jenn Ward, Jeanne Bliss.

COA Board of Directors 2008

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** 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 July 1, Tuesday August 5, Tuesday September 2:** Architectural Committee Meeting, COA Office on Lakinhurst Lane, 7:00 p.m.
- **Tuesday July 15, Tuesday August 19, Tuesday September 16:** Board of Directors Meeting, COA Office on Lakinhurst Lane, 7:00 p.m.

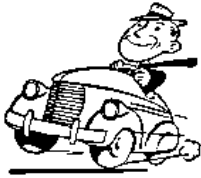
The Architectural Committee Meeting is held the first Tuesday of each month. The Board of Directors Meeting is held the third Tuesday of each month. The Parking, Nominations and other committees will meet on an ad hoc basis, and meetings will be announced on the Association website and in the *Chronicle*. 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
 July 15, 2008
 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

FRIENDLY REMINDERS



Please be a good neighbor: keep your dog on a leash at all times and clean up after your pet, even in the woods!
It's an Association rule and a county law.



Please drive slowly and sensibly through the community! Children are playing, and as always, pedestrians and cyclists are using our streets.

CHARLESTOWN ADVERTISING SECTION

COA does not knowingly accept ads of a fraudulent nature and does not review these ads or endorse any advertiser or their products.

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Don't forget to visit our website, **www.CharlestownHomes.com** - the only website dedicated to Charlestown Homes that Charlestown buyers visit daily!

Market Update

**Ready to Buy
or Sell?
CALL US!**

Homes Recently Sold In Charlestown (as of 6/30/08)

Address	Sold Price	Model
5972 Queenston St.	\$392,500	Concord
6017 Talford	\$330,000	2 level



**ROLFE KRATZ,
ASSOCIATE BROKER & CRS**

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

**Team@ClassicRealEstate.com
www.ClassicRealEstate.com**



CHARLESTOWN BABY AND PET SITTERS

David Curry-Johnson (16) (light yard work, pet/babysit, dog walk, beg. saxophone lessons)	703-455-0304
Imani Curry-Johnson (pet/babysit, dog walk)	703-455-0304
Raychal Hart (pet/babysit)	703-866-9403
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 (pet/babysit)	703-866-5980
Megan Girbert (babysit/petsit/dog walk/beginner violin lessons)	703-569-2178
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

Founding Mothers, by Cokie Roberts
July 17 from 7:30 to 9:30 p.m.
At the home of Martha Schoonmaker
Queenston-next to Joanie's

The Namesake, by Jhumpa Lahiri
August 21 from 7:30 to 9:30 p.m.
At the home of Rita Hoskins
8223 Carrleigh Parkway

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



CHARLESTOWN OWNERS ASSOCIATION

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



We're on the Web!

www.charlestowncoa.org