



MESSAGE FROM THE PRESIDENT

Fall: We have had a lot of rain. Leaves are falling. The crew will be doing fall gutter cleaning soon. Residents are encouraged to periodically check and clear their downspouts. This is easy to do – and can help keep gutters from overflowing. Speaking of overflowing – sometimes in heavy rains the volume of water is so heavy that gutters will overflow – even if they are clear of leaves. I should point out that we routinely clean gutters twice a year. And, we are gradually installing gutter guards. Only rarely should additional gutter cleaning be required.

2012 Budget: The board approved the \$1,245,000 FY2012 budget. Monthly assessments will increase from \$197.47 to \$206.36 based on the change in the Washington-Baltimore CPI increase of 4.5%. This increase follows two years of no net increase (a small decrease for 2010 followed by an almost equal small increase for 2011). The budget is included in this issue of the Chronicle and will be available at the Annual Meeting, at the office and on the website (www.charlestowncoa.org).

Road Repair and Resealing: The roads and parking areas (Waterbury & F, Haverhill & M, Garfield & V, Grenoble & CC and DD & II) that were rebuilt and repaved in 2006 will be repaired in October and resealed next spring. Watch for notices at your front door and on the community website, www.charlestowncoa.org.

Architectural Violations: Thanks to all the owners who corrected the problems noted! Only a very few people failed to make the corrections during the past five months and have therefore been invited to a Hearing

Committee meeting. Just fix these things and avoid possible fines!

Maintenance Building Project: Preparation work has been done. The building will be erected in late October and fencing and landscaping work will be completed in late October or early November.

Volunteers: We need more volunteers for Neighborhood Watch (NW). This service is of great benefit to Charlestown – but we are overworking a small number of folks. A small time commitment will go a long way. Contact Marc Powe (mpowe48@aol.com). See the NW update inside.

Volunteers are also needed to deliver the Chronicle or to be substitute carriers. Please contact Carolyn (COA@cardinalmanagementgroup.com or 703-569-1959) or John Klingelhut (John.Klingelhut@aol.com). This chore takes no more than about one hour per month.

Four positions on the Board of Directors will be up for election at the November Annual Meeting. If interested, contact Bruce Reid, the Nominations Chair (BruceHReid@aol.com), or Carolyn Kitrinis at the association office (COA@cardinalmanagementgroup.com).

Election Signs: The by-laws prohibit campaign signs in the community. Any signs will be picked up without notice. If you want to show support for a candidate, put stickers on your vehicles.

Thank you for your continued trust and confidence.

—Duane Ingalsbe

CHARLESTOWN OWNERS ASSOCIATION

Site Office:

8533 Lakinhurst Lane
Springfield, VA 22152
Phone: 703-569-1959
Fax: 703-569-6109

COA@cardinalmanagementgroup.com
Web: www.charlestowncoa.org

Carolyn Kitrinis, Customer Service Representative

9:00 a.m. to 1:00 p.m.
Monday through Friday

Sarah Gerstein, Community Mgr.

C/O CMG, 4330 Prince
William Parkway, Suite 201
Woodbridge, VA 22192
s.gerstein@cardinalmanagementgroup.com
Phone: 703-565-5007

Accounting/Assessments

Ashley Fleck, Account Representative
a.fleck@cardinalmanagementgroup.com
Phone: 703-565-5028

After Hours Emergency Number:
866-370-2989

BOARD OF DIRECTORS

Duane Ingalsbe, President
Mike Miron, Vice President
Bruce Reid, Secretary
Jeff Biery, Treasurer
Cindy Elmstrom
John Klingelhut
Pam Lauder
Paul Lepley
Marc Powe

COMMITTEE CHAIRS

Budget, Biery
Architectural, TBD
Parking, Klingelhut
Nominations, Reid
Publicity, Klingelhut
Hearings, Lepley
Civic, Lauder
Neighborhood Watch, Powe

Monthly Dues are \$197.47 for 2011 and are due the first of the month.

BOARD OF DIRECTORS MEETING HIGHLIGHTS - SEPTEMBER 20, 2011 - DRAFT

BOARD MEMBERS PRESENT: Lepley, Ingalsbe, Miron, Powe, Reid

BOARD MEMBERS ABSENT: Lauder, Biery, Elmstrom, Klingelhut

MANAGEMENT ATTENDEES: Sarah Gerstein, Property Manager; Carolyn Kitrinis, Recording Secretary

CALL TO ORDER

Mr. Ingalsbe called the meeting to order at 7:00 p.m., noting the presence of a quorum.

HOMEOWNER FORUM

- A homeowner expressed appreciation for the extensive pruning that took place around the area of their home.
- Several homeowners discussed the inadequate clean-up job done by the landscaping services. Mr. Ingalsbe instructed CLS to bring their large blowers and do a better job of cleaning up sticks and debris from our recent weather. They do not appear to have done so at the most recent mowing. Mr. Ingalsbe will send a notice to CLS concerning the requirement for adequate clean-up.
- A homeowner came to speak about leaks in her home, which she believes are coming from the stoop area. The COA inspected the stoop for problems and saw no obvious problems. Problems from the stoop area can also be caused by foundation cracks – the repair of which is a homeowner responsibility. Stoops are repaired by contract, once a year, and repairs are determined on the basis of priority. The BOD asked CMG to re-evaluate the stoop and inform the owner where it will be placed on the priority list for stoop replacement.
- Homeowners discussed the problem of non-residents dumping yard and lawn debris on COA grounds. Mr. Lepley discussed a homeowner on Oakford who has been throwing yard waste over his back fence, onto COA property for a number of years. The owner was spoken to by a COA homeowner with no satisfactory result. Mr. Lepley suggested that the COA write a letter to the homeowner concerning dumping on COA property, which is illegal.

PRESIDENT'S REPORT

- Mr. Ingalsbe discussed the agenda for the annual meeting. The meeting will take place November 15, in Barker Hall of Irving Middle School. Bios for those running for the Board are needed for the October Chronicle. Annual Meeting notices will be mailed in October.
- Mr. Ingalsbe reported that the FC Board of Supervisors will vote in early November to amend the fire code and allow those communities built before 1979 to be evaluated on a case by case basis for any fire code violations. This will help communities like Charlestown

who would benefit from special consideration when the fire code is applied.

- The maintenance building will soon be erected, if the weather holds.
- It appears that some homes in Charlestown may have sustained some brick damage from the earthquake. There are a larger number of brick and mortar cracks being found than is normal. Mr. Ingalsbe stated that the COA is not responsible for damage from earthquakes (Act of God). It is a homeowner responsibility.
- Finley Paving will be evaluating our private streets for repairs and re-sealing.
- Ms. Gerstein will be preparing new contract proposals for the landscaping and Mr. Ingalsbe will ask the BOD and ACC to submit proposed changes to the current scope of work. This effort will update and clarify the scope of work to avoid problems of misunderstanding and misinterpretation on the part of contractors.

APPROVAL OF THE BOD MINUTES

Mr. Powe made a motion to approve the August 16, 2011 BOD minutes. Mr. Lepley seconded the motion and it carried with unanimous approval.

MANAGEMENT REPORT

- Ms. Gerstein introduced Mr. Jim Pates, the COA insurance representative from Griffin-Owens & Associates. Mr. Pates discussed the current COA insurance policy and advised that the COA make several changes and additions to the policy to insure that it has proper coverage.
 1. The amount of coverage advisable for homeowner associations is an amount equal to its reserves, plus 25% of annual assessments. Based on this, plus purchases of new equipment by the COA – he advised increasing coverage to 1 million.
 2. He advised that the COA should change from the Standard coverage it currently holds, to Broadform coverage which will cover non-monetary claims, (discrimination, nepotism, unfair hiring, worker's comp, publishers' liability).
 3. He advised that the COA carry an "If Any" policy, which would cover claims against the COA from contractors who might not carry workers compensation. Contractors without worker's compensation could go after the COA as the site on which the work took place.
 4. He advised that the COA purchase insurance for the new maintenance building and new COA equipment not currently on our policies. Everything under 5K, such as the wood chipper, can be included in the policy without specific mention. Everything over 5K should be specifically listed.
- The BOD discussed with Mr. Pates, the various options available and cost to the COA. Mr. Pate noted that the

lawsuit of last year did not raise the COA's premiums. He will assess the new maintenance shed value and determine the additional amount to insure after the shed is erected.

- Ms. Gerstein recommended that the BOD change the COA insurance policy to a Broadform policy which is more comprehensive. She also advised the purchase of the "If Any" insurance, since the COA does hire outside contractors to perform work in the community. She also advised moving to insure for \$1 million.
- Management presented the financial reports for August 2011. Mr. Ingalsbe requested that Ms. Gerstein correct the financial statements, taking the tractor equipment and repair expenditures out of the operating budget.
- Management presented the 2012 Draft Budget Proposal. Mr. Ingalsbe noted that the assessments will rise to \$206.36 per month, based on the in 4.5% increase in the CPI. Insurance premiums will rise next year, as will contract landscaping costs and contributions to the reserve fund.
- Ms. Gerstein presented the grounds liming testing and proposal from CLS. She recommended that based on the testing and the opinion of other landscape contractors that Charlestown grounds on the east side of Carrleigh Pkwy have soil liming performed, as the soil is in poor condition in these areas. The BOD asked Ms. Gerstein to include liming this area in the Request for Proposals that will be sent to landscaping companies for the 2012 contract.
- Mr. Yelton presented the 2011 Stoop Replacement proposals. One stoop will be added to the contract.

- Mr. Yelton presented the 2011 Brick Replacement and Repair proposals. The Bright Masonry proposal did not include two repairs. The proposals were tabled and the BOD asked Mr. Yelton to have the bidders revise their proposals so that the work descriptions clearly match.

Mr. Reid made a motion to approve the 2012 Draft Budget. Mr. Lepley seconded the motion and it carried with unanimous approval.

Mr. Miron made a motion to approve the Dominion Paving & Sealing proposal for replacement of stoops in an amount not to exceed \$20,000. Mr. Powe seconded the motion and it carried with unanimous approval.

COMMITTEE REPORTS

Architectural: Presented – September Architecture Committee Minutes.

EXECUTIVE SESSION

Mr. Powe made a motion to move to Executive Session to discuss delinquencies. Mr. Miron seconded the motion and it carried unanimously.

Mr. Miron moved to leave Executive Session. Mr. Lepley seconded the motion and it carried unanimously.

ADJOURNMENT

There being no further business to come before the Board, Mr. Reid moved to adjourn the meeting at 8:30. Mr. Lepley seconded the motion and it carried unanimously.

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.

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.

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

--Bruce Reid, Chair of Nominations Committee

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 Tuesday, November 15, 2011, at 7:00 p.m. at the Washington Irving Middle School. Four positions (two-year term) 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.

Jeff Biery (Incumbent): Jeff, his wife Deborah and daughter Alexis have been residents of Charlestown for the past eight years. Jeff currently holds the position of Treasurer with the COA board. Jeff is an Accounting professional, has carried out many home re-modeling projects and has coached the tennis program at St. Bernadette’s Catholic School.

Cindy Elmstrom (Incumbent): Since moving to Charlestown in 2007, I have learned to appreciate the beauty and integrity of this fine neighborhood. As a child of an Army officer and now spouse of a Naval Officer, I have lived in over 20 homes, townhouses and apartments throughout the country. My family is ready to settle in Charlestown and I wish to help continuing COA efforts to maintain and improve the community.

I am a graduate of Georgia Institute of Technology and have additional years of experience in tax preparation, accounting, and bookkeeping. Though I currently do not work outside of the home, my interest in home improvement projects and my children keep me busy. My husband, Mike, and I have three children – two sons attending West Springfield High School and a daughter in Kindergarten at Cardinal Forest Elementary School.

Paul Lepley (Incumbent): My family and I have lived in Charlestown for 13 years, and I have had the privilege of serving on the board for the last seven years. While on the board I have focused my attention on the Architectural Committee and have chaired that committee for three of the last four 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.

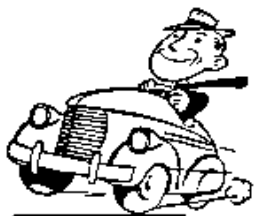
Bruce Reid (Incumbent): Bruce has a Master’s Degree in Business Administration from Babson College. After serving over 20 years as an Army officer, Bruce retired in 1988. He began a second career and worked as a project manager for Computer Sciences Corporation (CSC) until he retired in 2005. He has been a resident of Charlestown for more than 20 years. Over the past few years, Bruce has been assisting Charlestown residents with small home repair projects and general household maintenance services. He is married to Donna Reid and they have a daughter. Bruce knows the community well and cares about its management, safety and security, and residents.

CHARLESTOWN MOMMIES

Moms! Come meet other neighborhood moms. Do you have a little one looking for playmates close by? Join a local playgroup/mom's club in Charlestown. For more information contact Karen at knchaudhry@gmail.com or 703-644-0947.



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

CHARLESTOWN OWNERS ASSOCIATION

NOTICE OF ANNUAL MEETING

ANNUAL MEETING

- DATE:** Tuesday, November 15, 2011
TIME: 6:30 PM (Registration), 7:00 PM (Meeting)
PLACE: Washington Irving Middle School (Barker Hall)
(8100 Old Keene Mill Road, Springfield, VA 22152)
PURPOSE: To update all Unit Owners on activities of the past year, plans for the coming year and to elect members to the Board of Directors.

Registration is from 6:30 PM to 7:00 PM, during which time refreshments will be served. The meeting will start promptly at 7:00 PM upon obtaining a quorum (10%) of Unit Owners in person and/or by proxy. If you cannot attend, please return the proxy/ballot that will be sent to all owners by US mail. When you receive your packet, if you wish to send a proxy - Please remember to fill in your address, state your intentions (quorum only or absentee voting) and to sign the proxy/ballot in the spaces provided. It is very important that your proxy/ballot be filled out completely. The meeting **CANNOT BE HELD WITHOUT A QUORUM**, so please either attend the meeting or return your completed proxy to the office.

This meeting will be conducted in accordance with Administrative Resolution 2004-03, Policies and Procedures for Elections and Safeguarding of Ballots. A copy of this resolution is available at the office or on the Association's web site. (Both addresses appear below).

If you have any additional questions, please contact Sarah Gerstein at 703-565-5007 or email to s.gerstein@cmgmt.com. We encourage everyone to attend and look forward to seeing you all.

Sincerely,
Charlestown Owners Association

Board of Directors

NEIGHBORHOOD WATCH UPDATE

September – Quiet. As the community knows, the Neighborhood Watchers continue to perform their duties with excellence. As a result, it appears that trespassing has dropped to a bare minimum, primarily because we have signaled that we won't tolerate it. Thanks, teams!

West Springfield District Police Station. Now is a good time to provide some details about our WS District police, especially because this district is both the largest in the county (68 square miles) and the one with the lowest crime rate. Captain Joe Hill gave a state of the district presentation to the Citizens' Advisory Committee (CAC) on 6 September. With a few exceptions, of the 12 metrics (homicide, robbery, burglary, larceny, stolen property, etc.) most are improved over 2010. The metrics that have increased are motor vehicle theft, DUI, drug violations, and unlawful on-line pornography. Captain Hill credited the Crime Prevention Unit, led by Master Police Officer J.T. Frey and his crime analyst aide, for the district's positive results. FYI, you can track crime in the district on-line (www.fairfaxcounty.gov/police/stations/westspringfield/) or in the Washington Post's Thursday Living Locally section. Also, FYI, The CAC meets the first Tuesday of each month at the station, and all citizens are invited to attend. Monthly guest speakers range from the Bomb Squad to Internal Affairs.

WS District's Structure

Personnel: 185 including 135 sworn officers, 14 auxiliary officers and 36 civilians (police citizen aides, crossing guards, crime analyst, administrative staff and volunteers). The most obvious police presence is the Neighborhood Patrol Unit (NPU) providing 24/7 coverage with three shifts, employing marked and unmarked vehicles, as well as motorcycle officers.

Outreach

Youth Bicycle Rodeo. On Saturday, 29 October, from 1 – 5 p.m., the NPU will host a bike rodeo for grade school aged children (6-12) at the WS station. Families are welcome to stop by at any time during the event. Children will learn about bicycle safety and participate in a challenging obstacle course to reinforce safe riding. Additionally, there will be several police vehicles and equipment pieces on display, along with a visit from McGruff the Crime Dog. Groups of six or more children are asked to register in advance by contacting the NPU directly -- FCPDWSPNPU@fairfaxcounty.gov.

Car seat checks. On 29 October, from 5 – 9 p.m. at the WS Station. Attendance will be BY APPOINTMENT ONLY. Please call 703-644-7377, press 0 at the recording to schedule your visit. Notably, car seat checks will be held twice a month. For planning, go to www.fairfaxcounty.gov/police/stations/westspringfield for upcoming dates.

CHARLESTOWN MARKETPLACE

Custom wood blind, color-alabaster, 39"x60", will fit the den window on the Concord and Hermitage models. Perfect condition and FREE. Call 703-451-8775 if you are interested.

Original to Charlestown in 1968. Medicine Cabinet, Antique gold frame mirror. FREE – Call (or drop by to see) Ray Huber, 5931 Queenston. Phone: 703-866-0138. hubersw@verizon.net.

If you are interested in placing a non-commercial item "For Sale" in the Chronicle, please submit your ad to COA@cardinalmanagementgroup.com or drop it off at the COA office. Our space is limited to ten ads per Chronicle. Each ad must be limited to 35 characters plus name/phone number/e-mail. The deadline for receipt of ads is the 20th of the month for publication on or about the 1st of the next month.

ARCHITECTURAL COMMITTEE MEETING HIGHLIGHTS - SEPTEMBER 6, 2011

Members Present: Ingalsbe, Lauder, Martin, Powe, Reid, Lepley

Members Absent: Martineau, Smith

CMG: Carolyn Kitrinos

ROLL CALL

Mr. Lepley called the meeting to order at 7 p.m.

APPROVAL OF MINUTES

Mr. Martin made a motion to approve the minutes of the August 2, 2011 meeting. Mr. Lepley seconded the motion and it carried unanimously.

CLS – LANDSCAPE CONTRACTOR

- CLS presented the results of soil testing performed throughout Charlestown. Most of Charlestown west of Carrleigh had a good soil balance. Several areas east of Carrleigh have a very low ph and could use liming.
- Pruning was expected to begin the week of the 12th.
- Aeration and overseeding will be done in September at the next mowing.
- The committee expressed dissatisfaction with the clean-up work after the storm. COA maintenance did the majority of the pick-up. Several committee members commented that small piles of sticks and debris were ignored by the landscaping crews and left on the lawn, Wickham, Wrenford, Queenston, Garfield, Seabright. This was also noted in terms of large clumps of grass left on the grass or blown back onto the grass –which kills the grass.
- The committee insisted that CLS return again with large blowers and extra bagging to thoroughly clean the property as should have been done after the storm.
- Leaf removal was discussed and the first round of removal before Thanksgiving was stressed to CLS.

The committee discussed the use of the 1K in free planting services offered in the contract with CLS. The

improvement of focal beds was agreed to be the best use of this money. However, the committee felt that rather than using CLS for installation of focal beds – incurring additional cost to the COA - it might be wiser to either use the money to purchase new trees, which are needed, or to purchase plants for the focal beds and use COA in-house labor for planting.

REQUESTS FOR APPROVAL

1. 6003 Queenston St., replace patio fence - Approved
2. 8507 Forrester Blvd – request new drainage – The committee asked maintenance to evaluate the front and rear issues and make appropriate corrections. The rear issue appears to be a homeowner responsibility.
3. 8231-8233 Forrester Blvd. – Replace shed - Approved

HOMEOWNER FORUM

1. A new homeowner came to discuss COA policies and request information on COA procedure concerning improvements to her home.
2. Homeowner requested that sunken sidewalk be added to the replacement list. This was referred to maintenance for evaluation.

NEW BUSINESS

1. Mr. Martin suggested that the COA revisit its resolution on satellite dishes in order to put into place more stringent requirement for the removal of satellite dishes when owners sell their homes. Owners are not supposed to leave dishes on the home when moving and currently sign a contract stating that the dish will be removed when the owner moves. Unfortunately, many owners are selling without removing the dishes. New owners are having difficulty finding someone to remove the dish and the COA would like to guarantee that the work is done before the owner leaves.
2. Mr. Martin will examine the current resolution for satellite dishes and make recommendations for changes.

The meeting adjourned at 8:40 p.m.



THANK YOU!

Thanks to all these volunteers who deliver the Chronicle each month in all kinds of weather: Bonnie Fortuna, Helen Mayberry, The Opplers, Valerie Mullineaux, Monique and Dale Byer, Tom Smith, Pam Lauder, David Kitrinos, Bob Angwin and our substitute carrier – Cindy Elmstrom.

CHARLESTOWN 2012 APPROVED BUDGET

G/L Acct	CATEGORY	Audit 2010	Approved 2011	Approved 2012
	INCOME		\$ 197.47	\$ 206.36
30100	ASSESSMENT INCOME	\$ 1,171,920	\$ 1,184,811	\$ 1,238,160
30171	HOMEOWNERS' LATE FEES	\$ 3,754	\$ 3,500	\$ 3,500
30221	NEWSLETTER ADVERTISING	\$ -	\$ 3,000	\$ 3,000
30260	MISCELLANEOUS INCOME	\$ 4,865	\$ -	\$ -
30270	INTEREST INCOME-UNRESTRICTED	\$ 352	\$ 450	\$ 150
30310	DISCLOSURE PACKET INCOME	\$ -	\$ 750	\$ 250
	BAD DEBT RECOVERY	\$ 2,158	\$ -	\$ -
30500	DEFERRED TAX BENEFIT	\$ 3,648.00	\$ -	\$ -
	TOTAL	\$ 1,186,697	\$ 1,192,511	\$ 1,245,060
	ADMINISTRATIVE EXPENSES			
50400	BAD DEBTS	\$ -	\$ 3,500	\$ 5,400
51000	TELEPHONE/COMMUNICATION	\$ -	\$ 3,500	\$ 3,600
51020	POSTAGE	\$ -	\$ 1,000	\$ 700
51030	OFFICE EXPENSE & EQUIPMENT	\$ 9,571	\$ 7,000	\$ 7,000
51031	PRINTING	\$ 13,854	\$ 4,500	\$ 6,000
51050	TRAINING/ MEMBERSHIP	\$ -	\$ 445	\$ 150
51090	LEGAL FEES	\$ 15,764	\$ 14,000	\$ 14,000
51092	LEGAL FEE RECOUPMENT	\$ -	\$ (3,500)	\$ (2,000)
51110	AUDIT AND ACCOUNTING	\$ -	\$ 5,500	\$ 5,850
51120	MANAGEMENT FEE	\$ 55,426	\$ 52,663	\$ 55,657
51125	MANAGEMENT SCHEDULE B	\$ -	\$ 4,000	\$ 6,000
51330	RECORDING SECRETARY	\$ -	\$ 1,800	\$ 1,800
51043	ADMINISTRATIVE PAYROLL	\$ -	\$ 28,308	\$ 30,420
51200	BANK CHARGES-OPERATING	\$ -	\$ 250	\$ 1,500
51500	OTHER ADMINISTRATION EXP.	\$ -	\$ 300	\$ 500
	TOTAL ADMINISTRATIVE EXPENSES	\$ 94,615	\$ 123,266	\$ 136,577

MAINTENANCE EXPENSES

61026	CONTRACT PAINTING	\$	120,473	\$	155,000	\$	145,000
61180	LAWN SERVICE CONTRACT	\$	137,354	\$	80,000	\$	83,600
61181	SEED, SOD, MULCH, TOPSOIL	\$	-	\$	2,500	\$	2,500
61560	LANDSCAPE ENHANCEMENTS	\$	-	\$	3,000	\$	3,000
61188	TREE SERVICES	\$	-	\$	20,000	\$	35,000
61195	TOT LOT MAINTENANCE	\$	-	\$	2,500	\$	2,500
61199	LAMP REPAIRS/GAS CONVERSION	\$	-	\$	4,000	\$	7,500
61200	PROPERTY REPAIRS	\$	59,084	\$	10,000	\$	15,000
61201	EQUIPMENT REPAIR & MAINT.	\$	-	\$	5,000	\$	3,500
61208	EQUIPMENT RENTAL	\$	-	\$	2,000	\$	4,000
61250	TRASH SERVICE	\$	95,540	\$	94,000	\$	95,000
61251	BULK TRASH SERVICE	\$	-	\$	1,300	\$	2,003
61286	BUILDING MATERIALS	\$	-	\$	30,000	\$	25,000
61431	PT LABOR	\$	-	\$	7,200	\$	7,200
61420	MAINTENANCE PAYROLL	\$	152,375	\$	127,818	\$	136,781
61460	ROOF & GUTTER REPAIRS	\$	2,760	\$	2,000	\$	2,000
61581	SNOW REMOVAL	\$	17,310	\$	10,000	\$	5,000
	TOTAL MAINTENANCE EXPENSES	\$	584,896	\$	556,318	\$	574,584

UTILITIES & OTHER EXPENSES

71023	GAS FOR LAMPS			\$	4,500	\$	3,500
71026	FUEL AND OIL	\$	-	\$	4,500	\$	8,000
71032	ELECTRICITY FOR LAMPS	\$	-	\$	5,500	\$	8,000
71033	OFFICE UTILITIES	\$	17,577	\$	1,500	\$	120
71050	GEN. LIAB./OFF./DIR. INSURANCE	\$	4,569	\$	5,000	\$	7,136
71143	PERSONAL PROPERTY TAXES	\$	-	\$	500	\$	550
71031	LIGHT REIMBURSEMENT TO OWNERS	\$	-	\$	200	\$	900
81000	DEPRECIATION	\$	3,572	\$	-	\$	-
	TOTAL UTILITIES & OTHER EXPENSES	\$	25,718	\$	21,700	\$	28,206

TOTAL ADMINISTRATIVE, MAINTENANCE, UTILITIES & OTHER EXPENSES **\$705,229** **\$701,284** **\$739,366**

Net Before Reserves (Income less all expenses) **\$ 481,468** **\$ 491,227** **\$ 505,694**

Total To Reserves **\$ 516,804** **\$ 491,227** **\$ 505,694**

Special Project Fund **\$ -**

GAIN/LOSS Net Income/Loss

Comprehensive Income (Loss) **\$ (35,336)** **\$ 0** **\$ (0)**

COA BOARD OF DIRECTORS 2011

OFFICERS:

Ingalsbe, Duane ('12)

President

5982 Seabright Road
(H) 703-644-4652
DandKIngalsbe@msn.com

Miron, Michael ('12)

Vice President

8276 Carrleigh Parkway
(H) 703-866-0264
coamiron@hotmail.com

Reid, Bruce ('11)

Secretary, Chair: Nominations Comm.

8347 Wickham Road
(H) 703-644-4986
BruceHReid@aol.com
(please state COA Business in the
Subject line)

Biery, Jeff ('11)

Treasurer, Chair: Budget Comm.

8243 Carrleigh Parkway
(H) 703-626-1082
carrleigh1@netzero.com

DIRECTORS:

Elmstrom, Cindy ('11)

5955 Queenston Street
mcelmstrom1@verizon.net

Klingelhut, John ('12)

*Chair: Publicity Comm.,
Parking Comm.*

8419 Willow Forge Road
(H) 703-569-4866

Pam Lauder ('12)

Chair: Civic Comm.

8342 Wickham Road
(H) 703-569-9408
pam.kelley@cnn.com

Lepley, Paul ('11)

Chair: Hearings Comm.

5977 Queenston Street
(H) 703-913-7624
lepley@verizon.net

Powe, Marc ('12)

Chair: Neighborhood Watch Comm.

8337 Garfield Court
(H) 703-866-1502
mpowe48@aol.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 4, Tuesday November 1, Tuesday December 6:** Architectural Committee Meeting, COA Office on Lakinhurst Lane, 7:00 p.m.
- **Tuesday October 18, Tuesday December 20:** Board of Directors Meeting, COA Office on Lakinhurst Lane, 7:00 p.m.
- **Tuesday November 15:** Annual Meeting of the Membership, Washington Irving Middle School, registration at 6:30 p.m., meeting begins at 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 18, 2011

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

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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Market Update



Homes Recently Sold In Charlestown (as of 10/1/11)

Address	Sold Price	Date Sold	Model
6007 Waterbury Ct.	\$292,000	9/20/2011	2BR, 2LVL



ROLFE KRATZ,
ASSOCIATE BROKER, CRS, ABR
RE/MAX Xecutex Realtor
and Charlestown Homeowner

703-319-4000
Team@ClassicRealEstate.com



TODD KOLASCH
RE/MAX Xecutex Realtor

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Dominique Beachy (pet/babysit)	703-866-9457
Paul Belisle (pet/babysit)	703-992-8162
Emma Croushore (dog walk, petsit)	703-569-5942
David Curry-Johnson (19) (light yard work, pet/babysit, dog walk - May through August only)	703-455-0304
Imani Curry-Johnson (pet/babysit, dog walk)	703-455-0304
William Curry-Johnson (dog walk/petsit)	703-455-0304
Bridget DeMott (petsit)	703-912-9446
Taylor Dillon (babysit -19, experienced)	703-569-3911
Reagan Douglas (petsit/dog walk)	703-569-7927
Raychal Hart (pet/babysit)	703-229-2861
Eva Klingelhut (petsit, pet walk)	703-569-4866
Matt Ludwig (petsit, pet walk)	571-205-2652
Sean Mercado (petsit, light yard work)	703-644-1296
Casey Miller (19) (babysit)	703-942-8569
Emma Rutstein (babysit-Red Cross/CPR Certified)	703-639-0728
Kaitlyn Scott (pet/babysit)	703-866-5980
Mason Topa (dog walk, snow shovel, housesit, babysit)	703-943-8305

CHARLESTOWN LADIES BOOK CLUB

MEETING SCHEDULE

Her Fearful Symmetry, by A. Niffenegger
Thursday, October 20, from 7:30 to 9:30 p.m.
At the home of Martha Schoonmaker
6028 Queenston Street, 703-451-0808

A Tree Grows in Brooklyn, by Betty Smith
Thursday, November 17, 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 Rita Hoskins: 703-866-9256.



CHARLESTOWN OWNERS ASSOCIATION
8533 Lakinhurst Lane
Springfield, VA 22152

We're on the Web!
www.charlestowncoa.org

