

THE ARMFIELD LINK

DECEMBER 1991

COMMUNITY UPDATE

By Steve Kellam



With the holiday season upon us, don't forget about the Armfield Homeowners Association's "Best Decorated House" Contest. The judging will take place on the weekend of December 14 & 15. There will be prizes for the 1st, 2nd & 3rd place recognitions. So, get out there and decorate your home! We will also be working to have SANE ride through the neighborhood on a Fire Engine. That is tentatively scheduled for December 14 - in early afternoon. Watch for signs at the entrances for specifics.

Congratulations to Dav Pacholczyk who was recently appointed to the vacant Board position. Dave is replacing Heather Ambrose who resigned. Dave will be taking over Community Relations between now and April. In April the AHA will hold its Annual Meeting and elect two new Board members to replace Paul and myself. After that election, the Board will address the subject of Officers and Committee Chairpersons for the following year. With Dave's addition, the Board reconfirmed the current Officer positions on the Board and the Committee Chairpersons with the addition of Dave as the head of the Community Relations Committee.

At the last meeting, the Board made a decision to sign a contract with Armstrong Management Services, Inc., to provide management services for Armfield for 1992. The final budget for 1992 was also passed. This budget includes the 1st increase in assessments that the Board has levied in several years.

The community documents allow the Board to raise assessments 5% or CPI. The Board chose a modest figure of less than the 5%. The new assessments are \$78 per quarter or \$312 for the year. This assessment still remains well below many of our neighboring associations. The Board felt that an increase was necessary because retained earnings had been used to balance the budget in recent years. Even with the increase, the 1992 budget requires use of retained earnings to balance the budget. The budget is located elsewhere within this newsletter.

The Board is also reviewing bids for awarding of the Pool Management & Grounds Management contracts for 1992. A decision on award of those contracts will be made in January. The Board also voted to support the Swim Team for the 1992 season. The Board will not meet in December. The next Board meeting will be January 14, at 7:30 p.m., at David Wenner's home.



NEIGHBORHOOD WATCH

By Bill Bailey

Are you a jogger? The following are safety hints for joggers. Joggers have responsibilities, as do drivers and pedestrians. When jogging along roadways or streets, do not interfere with the orderly passage of vehicles. Whenever possible, cross streets only at intersections and marked crosswalks. Do not enter or cross any intersection in disregard of approaching traffic. Joggers, too, must obey traffic signals, signs and markings. Joggers should run against oncoming traffic, not with traffic, if jogging on a roadway. You should always wear light, bright colors, preferably with a reflective vest or other material which will give added visibility particularly at night and during dawn and dusk.

The holidays are fast approaching. We have experienced increases in crime, especially vandalism, during the past holiday seasons. If you live near the pool, please be aware that during last year's holiday season, there were several acts of vandalism where some homes had Christmas lights removed and destroyed.

Our neighborhood is experiencing more break-ins, and as a home owner, have you asked yourself "If I were to rob this home, what would be the easiest entry point?" If someone breaks into your home when you are there, what would you do? If you came home and found that your home had been robbed, what would you do?



If you have a child coming home before you, have you told the child what you would expect them to do if your home were robbed?

As you drive through our neighborhood, please look to see how fast you are driving. Also, are you the type of driver who comes to a "Stop" sign with a rolling stop and just continues on?



The holidays are a time of giving, reaching out to others and being with your family and loved ones. Be a good neighbor, be observant and alert to what is happening in your neighborhood!

Welcome to all of our new neighbors and everyone, have a good Thanksgiving and Holiday Season!!!!

POLICE NON-EMERGENCY
691-2131

EMERGENCY - 911

MY HOME NUMBER
437-6108



TIPS FROM MANAGEMENT ON WINTERIZING

Every year, many homes suffer from water lines that freeze and break due to extremely cold weather. Water damage to the unit, carpets, furniture and personal belongings can be disastrous. The cost and inconvenience may be severe.

Most frozen pipes will occur with the water lines serving the kitchen, bathrooms, utility rooms, as well as outside faucet systems.

What can be done to minimize the chances of this happening again? Evidence shows that the several simple steps as indicated below will help substantially. It is particularly important that those residents who will be away for extended periods of time follow this advice when it is extremely cold:

1. Keep heat ON at all times. Do not leave your thermostat at less than 65 degrees Fahrenheit if you are away.
2. Open kitchen cabinet doors under and above the kitchen sink so heat can circulate to the pipes in the exterior walls.
3. Run hot and cold water in the kitchen and other faucets near exterior walls briefly - at least several times a day.
4. Wait to run your dishwasher until just before going to sleep at night. Heat from the dishwasher should help prevent pipes from freezing.
5. If away, have a neighbor check on your unit a couple of times per day. Have them run your kitchen sink water periodically.



6. If your unit has an outside water faucet system, turn OFF the system and drain the line if a cut-off valve is available.

Should a pipe break, shut the water off immediately and call a plumber!

One final note, financial liability for this problem might be beyond what your insurance carrier covers. It is suggested that homeowners check with their insurance company to see if they will be covered for such situations.

DON'T BE SURPRISED AFTER THE FACT!

POOL AND TENNIS NEWS

During the last month, Fall maintenance was performed. This included exterior painting of the pool house, light poles and benches. In addition, the Association is currently researching the cost for adding a manual switch to the tennis court lights in order to allow users to activate the lights only when needed during normal evening hours.

The Board passed a budget at the last meeting which includes funds for pool operations, recreation area maintenance and swim team support. Many parents described favorable experiences for both their children on the team and themselves attending events. This community activity is worth your consideration for next Summer. Detailed information will be made available next Spring regarding participation in next year's team.

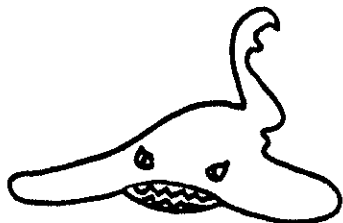
Finally, a number of competitive quotations have been received for next year's pool operations. The Pool Committee will evaluate these contractors' bids and will recommend one to the Board. Any one wishing to comment on last year's contractor or to participate on the Pool Committee is welcome to call me at 435-8599.

TO ALL SWIM TEAM SUPPORTERS:

Again, I come to you with a BIG "thank you". Last month, I asked you to express your concerns to Todd Jackson regarding the Association's continued financial support of the Swim Team. Because you took the time to let Todd know just how much the team means to the community, he changed his mind and has supported us! We thank him for listening to us and keeping an open mind. Our appreciation goes out to the whole Board for putting us back in the Association's budget.

Ours is a "bare bones" budget this year. We will have to increase registration fees, cut some "frills", and above all, raise more money on our own. Now more than ever, VOLUNTEERING will be critical! Please be thinking of fund raisers for the upcoming season. Sometime this Winter, I will have a meeting and we will get a start on the 1992 season. Look for an announcement in the Link.

Again, many thanks to all of you, and especially to those who don't have children on the team and still took the time to voice your support!



ARMFIELD HOMEOWNERS ASSOCIATION
Administrative Resolution II.D-1-1991
Contracts

WHEREAS, Article X, Section 1 (j) of the Declaration of Covenants, Conditions and Restrictions states that the Association may "employ from time to time such agents, servant and laborers as the Association may deem necessary in order to exercise the powers, rights and privileges granted to it, and to make contracts" at its discretion.

WHEREAS, Article IX, Section 1 (e) of the By-Laws states that the Board of Directors shall have the power "to employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties."

WHEREAS, the Board feels that there is a need to define procedures by which the Board and Association may enter into a contract.

NOW, THEREFORE, BE IT RESOLVED THAT the following contracting procedures be adopted:

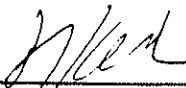
1. At least three written bids must be obtained if the estimated or known cost exceeds two thousand and five hundred dollars (\$2,500).
2. The Board may make exception to the "three-bid rule" referenced in paragraph 1 herein upon a motion made and seconded, and a majority Board vote that good cause exists, without resort to the procedure set forth in Paragraph 1. In each such instance that vote and the reasons noted for excepting to the "three-bid rule" shall be recorded in the minutes of the Board meeting.
3. The contract form must either be the Armfield Homeowners Association Form Contract for Contractors (Exhibit A), or a contract that has been approved by the Association's attorney.
4. All contracts must include an indemnification provision protecting and benefitting the Association.
5. All contractors must provide proof of adequate liability and workman's compensation insurance.
6. Before a contract will be considered valid it must be signed by the President and one other Director.

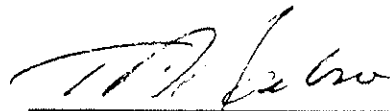
This resolution supersedes Administrative Resolution II.D-1-1989.


Administrative Resolution II.D-1-1991
Contracts

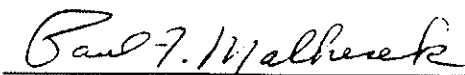
ATTEST

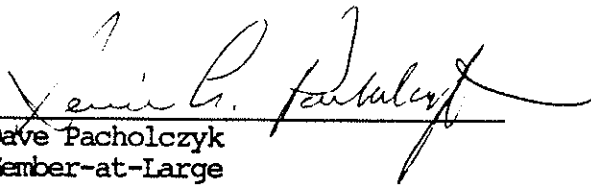
11/18/91
Date


Steven L. Kellam
President


Todd Jackson
Vice President


David Wenner
Secretary/Treasurer


Paul Malherek
Member-at-Large


Dave Pacholczyk
Member-at-Large

ARMFIELD HOMEOWNERS ASSOCIATION

1992 Budget

APPROVED

REVENUES

Reduction to Retained Earnings	\$ 12,353
Assessments (\$312 x 470)	146,640
Interest	12,000
Late Fees	1,200
Pool Memberships (\$312 x 20)	6,240
Pool Passes	300
Newsletter Ads	150
Swim Team Memberships	1,975
Swim Team Functions	<u>2,500</u>
TOTAL REVENUES	\$ 183,358

EXPENSES: Operating

Pool Trash	\$ 300
Commongrounds Maintenance	45,000
Landscaping	3,000
Tennis Court Repair/Maint.	250
Pool Management	37,000
Pool Repairs/Maintenance	4,000
Pool Inspection	200
Pool Supplies	1,750
Tot Lot Repair/Maintenance	250
Basketball Ct. Repair/Maint.	250
Entrance Lights Repair/Maint.	400
Miscellaneous Operating	200
Swim Team	<u>5,975</u>
Sub-Total	\$ 98,575

EXPENSES: Utilities

Entrance Lights Electricity	\$ 1,000
Pool Electricity	4,500
Water	1,800
Telephone	<u>600</u>
Sub-Total	\$ 7,900

APPROVED

EXPENSES: Administrative

Association Management	\$ 28,350
Insurance	4,800
Legal	12,000
Audit/Tax Preparation	1,000
Taxes	750
Bad Debts	0
Newsletter	6,000
Printing	3,000
Office Supplies	50
Postage	2,700
Social Events	1,500
Miscellaneous Administrative	300
Sub-Total	<u>\$ 60,450</u>

EXPENSES: Reserves

Entrance Features	\$
Tot Lots	
Basketball Courts	
Paths	
Recreation Center~Parking Lot	
Recreation Center~Pool House	
Pool Equipment & Furniture	
Pool Deck & Shell	
Tennis Courts	
Sub-Total	<u>\$ 16,433</u>
 TOTAL EXPENSES	 <u>\$ 183,358</u>

CLASSIFIED ADS

These advertisements are provided as a service to the community.
This does not mean they are endorsed by the Board of Directors.

NEIGHBORHOOD CHILD CARE LIST

To place an ad, call Wes Schroeder at 385-1133 extension 212

ADULTS

Chitra Rajkumar	986-7379
Lisa Guerro	378-2661
Devi	222-3754
Debbie Graves	481-3720

STUDENTS

Jessica Moore	481-6949
Heather Anderson	435-4506
Duane Carter	471-5737
Melissa Marsh	437-1610
Tracy Wergley	481-0522
Lauren Ambrose	689-3735

**NOTE: THIS INFORMATION IS
PROVIDED AS A SERVICE AND IS
NOT AN ENDORSEMENT BY THE
ASSOCIATION**

LAWN CARE DIRECTORY

Gordie Hess 709-9725



PET SITTING

Keri Basham

222-9177

Piano Instruction

PIANO LESSONS

AGES: Children Through Adult

LEVELS: All Levels Welcome

CREDENTIALS: 10 Years

Teaching Experience

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Oberlin Conservatory

MM From University Of Michigan.

FOR FURTHER INFORMATION

CALL Jeannie at 709-9044

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Disorganized?

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Complaining about space?
(or lack of)?

THE SOLUTION!



**CLOSET
ENCOUNTERS, INC.**



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(accessories and drawers additional)

ENCOUNTER THE DIFFERENCE

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Executive's Club

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Home (703) 709-8315

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BOARD AND COMMITTEE DIRECTORY
ARMFIELD HOMEOWNERS ASSOCIATION
ATTN:

P.O. BOX 220243
CHANTILLY, VA 22022

Please address correspondence to attention of the appropriate committee.

BOARD OF DIRECTORS

President	Steve Kellam	481-9354
Vice President	Todd Jackson	435-8599
Secretary/Treasurer	David Wenner	478-6619
Director	Paul Malherek	481-8188
Director	Dave Pacholczyk	435-9062

COMMITTEE CHAIRS

Pool & Tennis	Todd Jackson	435-8599
Swim Team	Joanne Burger	437-8359
Grounds	Paul Malherek	481-8188
Land Use	Steve Kellam	481-9354
ARC	Harold Zealley	437-5740
Neighborhood Watch	Bill Bailey	437-6108
Community Directory	Suzanne Tsonos	437-6094
Welcoming	Dave Pacholczyk	435-9062
Social	Dave Pacholczyk	435-9062
Newsletter	Dave Pacholczyk	435-9062

POOL PHONE

689-9831

MANAGEMENT COMPANY

Armstrong Management Services, Inc.

385-1133

ARMFIELD HOMEOWNERS ASSOCIATION
c/o Armstrong Management Services, Inc.
3949 Pender Drive, Suite 205
Fairfax, VA 22030

Bulk Rate
U.S. Postage
PAID
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Chantilly, VA