

WoodLynne Community Association Newsletter

Board of Directors' Message

Happy New Year! We hope you enjoyed a wonderful holiday season and are ready for a productive year ahead. As we prepare for our annual meeting on Jan. 23, we'd like to look back at community developments from 2016 and establish key goals for 2017.

As WoodLynne residents are aware, our community's tree population is aging. During 2016, we took action to improve the care of our community's trees and remove trees that presented safety hazards. This vital work will continue throughout 2017, as we have approved a \$13,000 tree maintenance contract and have built room into the budget for additional tree needs that may arise.

Phase Two of the community paving project brought improvements to Cabot Ridge Ct., Charleston Woods Dr. and the upper portion of Hampshire Green Ave. Phase Three, scheduled for 2017, will complete the project with the paving of Plymouth Meadows Ct., as well as the lower portion of Hampshire Green Ave.

Visiting the community pool continues to be a beloved summer pastime for residents of all ages, and by working together with Colony Park, we were able to make much-needed repairs to the plaster lining, edging and pool house/locker room paint. These changes will help extend the life of the pool and allow residents to continue enjoying the facilities for many years to come.

Annual Architectural Review Committee (ARC) inspections took place during the summer, and we transitioned to an improved software tracking system. We have also implemented a requirement that all residents must sign off in writing after having received violation notices. We hope these changes will streamline the inspection process going forward and allow for better communication with homeowners.

As always, we want to hear from you regularly, and encourage you to play an active role in our community. Run for one of the two board seats up for election. Join the ARC. Contribute content for the newsletter or help with its distribution. Our community is only as strong as its people, and we are honored to share our beautiful neighborhood with all of you.

Sincerely, Patty, Nancy, Heather, Sydney & Winston

Upcoming Annual Meeting

Jan. 23, 2017 @ 7 p.m.

Bonnie Brae Elementary School
5420 Sideburn Road, Fairfax, VA 22032

Board of Directors

Patty Kearns
President
(703) 249-0004

Nancy Adams
Vice President
(703) 250-1801

Heather Walrath
Secretary
(805) 807-4804

Sydney Webb
Treasurer
(703) 629-8426

Winston Wonsang
Member-at-Large
(703) 966-0445

Board of Directors Email:
woodlynnedir@gmail.com

Architectural Review Committee Email:
wdlynarc@gmail.com

WoodLynne Community Website:
www.woodlynnehoa.com

Cardinal Management Group

4330 Prince William Parkway, Suite 201
Woodbridge, VA 22192

David Crone
Property Manager
Office: (703) 565-5010
d.crone@cardinalmanagementgroup.com

Important Contacts

Police – Non-Emergency: (703) 691-2131
Animal Control: (703) 691-2131
Trash: (703) 368-0500
Towing: (703) 339-2400

Annual Meeting Notice: Vote to Adopt Rewritten Bylaws & Elect Board Members

Dust off your notebooks and start compiling your questions! It's annual meeting time once again. As you may know, a homeowner-staffed committee began revising the WoodLynne covenant and bylaws during 2014, and the revisions were reviewed by homeowners at a town hall meeting in October 2015. Our attorneys have reviewed the draft bylaws, ensuring compliance for updating our documents to current Virginia law and code, and recently created a summary of changes. The summary and "red line" copy of the documents are available online at www.woodlynnehoa.com. We invite you to review these materials and then join fellow homeowners at the annual meeting on Monday, Jan. 23 to vote on the revised covenant and bylaws, run for one of the two board seats up for election and present questions about issues impacting our community.

The meeting will take place at 7 p.m. at Bonnie Brae Elementary School (5420 Sideburn Road, Fairfax, VA 22032), and all homeowners are encouraged to attend. If this is not possible, homeowners can designate proxies in accordance with the rules outlined in the annual meeting mailer. If you have any questions, please contact the Board of Directors at woodlynnedir@gmail.com. We look forward to seeing you there!

New Mailing Address for Monthly Assessments

As noted in the 2017 coupon booklets from Cardinal Management Group, monthly assessment payments should now be sent to the following address.

WoodLynne Community Association
c/o Cardinal Management Group Inc.
P.O. Box 52358
Phoenix, AZ 85072-2358



If you have signed up for direct debit payments, no changes need to be made. If you'd like to enroll for direct debit payments, visit www.woodlynnehoa.com and complete the Direct Debit Form, available under the Forms and Documents tab. Questions? Contact Property Manager David Crone at d.crone@cardinalmanagementgroup.com.

Stay Informed: Sign Up for Email Alerts via Our Website



For timely information regarding upcoming board meetings, trash pickup and important community news alerts, visit our website at www.woodlynnehoa.com and sign up to receive email notifications whenever a new post has been created. Simply enter your email address into the designated box in the lower right-hand corner of the homepage. If you have already subscribed in the past, there is no need to do so again. Have questions, suggestions or concerns? Email Heather Walrath at htwalrath@gmail.com.

Winter Weather Reminders

In the event of a snow or ice storm, residents are advised to visit the WoodLynne website at www.woodlynnehoa.com for updates, as available, regarding trash/recycling pickup and snow plowing. Be aware that following winter weather events, immediate plowing of our community and the surrounding Fairfax County roadways may not be possible.



Residents should take responsibility for shoveling out their own cars and walkways, as well as the sidewalks in front of their homes, as these services will not be provided by Spruce Up. Thanks for your cooperation!

Yard Waste Collection Alert: Plastic Bags No Longer Accepted

It may be cold and dreary now, but spring will be here before we know it. In preparation for changes to Fairfax County's yard waste collection policy, please note that American Disposal Services will no longer accept yard debris in plastic bags as of March 1, 2017.

For your convenience, yard waste may be collected in biodegradable paper bags or loose in 30-gallon or larger reusable containers marked "Yard Waste."

Visit www.americandisposal.com/blog/focus-on-yard-waste for additional information, and refer to the attached WoodLynne Trash & Recycling Collection Guide for general reminders regarding our community's policies. Continuous violators can be assessed a fee and/or have their parking and pool privileges revoked, so please make sure you are in compliance!

Budget Overview for 2017

Last November, the Board of Directors approved a 2017 budget that includes a \$2 monthly increase in assessment fees. The board plans to put the increase toward key community improvements and allocations, including the following items.

- *Tree Maintenance & Removal:* Our community's trees are aging, and safety concerns are of utmost importance. The board approved a \$13,000 tree maintenance contract and has budgeted an extra \$2,000 to help cover the cost of additional tree issues that may arise.
- *Operating Contingency:* Since the community has gone over-budget the past few years, a \$4,000 contingency fund was added to cover unforeseen expenses in areas including snow removal, tree care and light repair.



- *Reserve Contribution:* By funding our reserves in accordance with the recommendations set forth in the most recent reserve study, the community ensures long-term funding for major projects, including the completion of the three-phase paving plan and the forthcoming implementation of a streetlight renovation plan. This year's increase in reserve funding equals \$2,620.

The new budget includes cost savings for the community, as well, including a negotiated \$3,500 reduction in the trash removal contract. Please refer to the official budget mailer, which was distributed to homeowners on Nov. 30, 2016, for a complete look at the 2017 budget. Questions or concerns? Contact the Board of Directors at woodlynne@dir@gmail.com, or attend an upcoming meeting. Your input is always encouraged!

Parking Policy Refresher: Commercial Vehicles & Visitor Spaces

The Board of Directors would like to remind all residents that commercial vehicles, including taxis and work vans with business logos, may not be parked in private spaces. Inoperative, unregistered and recreational vehicles, including bicycles, boats and trailers, are also prohibited, as are machinery, garbage and remodeling waste.

Please also be aware that visitor spaces are not, under any circumstance, to be used by residents. Visitors are only allowed to park in designated visitor parking spaces for 48 hours at a time, for no more than eight days in a calendar year. (Moving the car to another visitor space at the end of the 48-hour time period, or briefly driving away in order to restart the clock, is not acceptable.)

Should one of your visitors require parking access for a longer period of time, please advise them to park on Colony View Drive or New London Park Drive. Any residents or visitors in violation of these policies may have their vehicles towed at the discretion of the Board of Directors. Residents MAY NOT initiate towing from visitor spaces, so should you have any concerns, contact the Board of Directors via phone or email.

See the Community Association Handbook (pgs. 6-10), available at www.woodlynnehoa.com, for a complete listing of all WoodLynne parking guidelines.

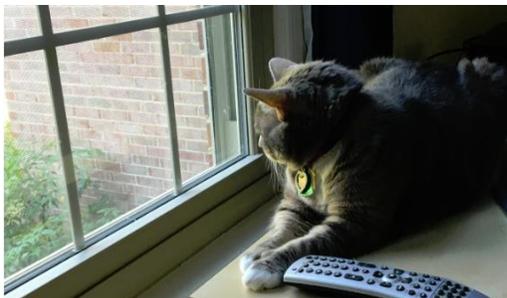


ARC Application Required for All Exterior Projects

Thinking ahead to your next spring home improvement project? Please be aware that all homeowners MUST submit an Application for Exterior Modification before making any alterations to landscaping, windows, doorknobs/knockers, outdoor lighting, paint and all other aspects outlined in the Community Association Handbook. Failure to do so can result in avoidable time and expense if your modification does not meet HOA requirements. Homeowners who receive violation notices must also submit an application before making repairs, and then notify the ARC when the repairs have been made.

An Application for Exterior Modification is included as the second-to-last page of this newsletter, and the handbook is available online at www.woodlynnehoa.com. Questions? Contact the ARC at wdlynarc@gmail.com.

Critter Corner



Squirrel sighting! Whether she's yipping at birds during the spring or watching snowflakes flutter down like feathers during a winter flurry, Molly loves living here.

Connect with fellow residents online!

Facebook Group: Woodlynne Residents (Fairfax, VA)

Twitter Handle: @woodlynnehoa

* Please note that the Board of Directors does not utilize or monitor these accounts. *

Have a topic suggestion for the next newsletter? How about a cute pet or beautiful home improvement project you'd like to see featured? Contact Heather Walrath at htwalrath@gmail.com.

WoodLynne Community Association
APPLICATION for EXTERIOR MODIFICATION

Please print clearly and complete entire application -- failure to provide appropriate information, samples and/or signatures will delay review and approval of your application.

All exterior work to a WoodLynne house or private property, either structural or general including landscaping and painting the same colors, requires prior written application. Your signature verifies that you have read the ARC rules and regulations and agree that all work will comply with the guidelines.

OWNER (S):
WOODLYNNE STREET ADDRESS:
HOME PHONE: WORK PHONE:
MAILING ADDRESS (if different):
EMAIL ADDRESS:
DATE APPLICATION MAILED/FAXED:

I/WE hereby declare to be the legal owner(s) of said property, and propose to make the following exterior improvement, renovation or repair to said property in accordance with Woodlynne Community Association guidelines and as approved by the Architectural Review Committee (ARC). I/WE agree that I/WE will carry out the project as approved by the ARC and that any deviation from the approved plan will be submitted to the ARC for approval before making changes. The ARC can void any application that misrepresents a material fact.

DESCRIBE PROJECT. Include measurements, colors and materials. Drawings/photos and/or material/color samples MUST be attached (see reverse side). Use additional page(s) if needed.

Estimated completion date: Note: You must notify the ARC when project is completed.

Note: All work not begun within six (6) months from date of approval must be resubmitted for approval. If you have any questions, please contact the WoodLynne ARC Chairperson or Cardinal Management Group, Inc.

NEIGHBOR(S) Signature [LEFT]: HOMEOWNER(s) Signature

NEIGHBOR(S) Signature [RIGHT]: HOMEOWNER(s) Signature

*Signature indicates the neighbor(s) is/are aware of work that may have an impact upon their property – NOT approval.

Submit application to: wdlynarc@gmail.com
OR - FAX to 703-866-3156
Cardinal Management Group, Inc. - Attn: Judy Rugen
4330 Prince William Parkway, Suite 201
Woodbridge, Virginia 22192

WoodLynne Trash & Recycling Collection Guide

American Disposal Services is our waste and recycling hauler. Please place your trash and recycling outside by 6 a.m. the day of pickup or after dusk the night before. Place recyclables in a marked recycling container, and garbage in a sturdy black bag or trash can.

Your address must be clearly displayed on the outside of all recycling containers and trash cans. All empty trash cans and recycling containers must be brought back indoors or moved into your backyard the evening of collection day.



Collection Days:

Trash: Tuesday & Friday
Recycling: Tuesday
No Pickup: Thanksgiving, Christmas, New Year's Day and the 4th of July

Acceptable/Unacceptable Items:

Trash: Trash collection is for everyday household waste only. Construction and remodeling debris are not considered household waste. Electronic waste and hazardous materials are not accepted. Special pickups for larger items (including couches, cabinetry, TVs and mattresses) must be requested online or by calling 703-368-0500.

Yard Debris: Acceptable types of yard debris include grass clippings, leaves and tree limbs. Grass and leaves must be placed in brown bags or a separate 30-gallon or larger container marked "Yard Waste." Tree limbs and brush should be bundled together using rope or twine. Each tree limb or piece of brush may not exceed 4' in length and 3" in diameter. Rocks, sod and dirt are not accepted.

Recycling: Acceptable items include jugs, bottles, cartons, tubs, trays, buckets, bins, cans and cardboard, which should be placed in your recycling bin un-bagged. Paper and newsprint are also accepted. Plastic bags, plastic foam, cables and electronics are not accepted.

Visit www.americandisposal.com/customer-support/faq for additional information.