

River Bank Woods Newsletter

Volume 1, Issue 4

Fall 2004

Check out River Bank
Woods' awesome website:
www.riverbankwoods.org

From the Board...

The River Bank Woods Home Owners Association met on Tuesday, October 26th at the Eastern Loudoun Regional Library. Reports and updates were presented on many River Bank Woods action items, hot topics, issues, and concerns. Todd A. Sinkins, Attorney at Law with Rees, Broome, and Diaz presented a contract for his services to be reviewed by the board. Mason & Mason provided the board with a reserve study of River Bank Woods to be used in developing a sound financial program for our community.

River Bank Woods continues the transition from a Toll Brothers development to a community-run association. The next step in the transition process is to hold an election in January. Three seats on the Board will be open in January. Attached to this newsletter is a nomination application for the board. Please consider filling out the application and running for the board. Homeowners must vote for three candidates. We must have homeowner quorum to complete the election process. Please mark your calendar to attend the meeting and vote. If you cannot attend in-person, please vote by proxy.

The association aims to keep every homeowner informed about local concerns and activities that impact our neighborhood. Another goal of the association is to develop a strong social network among neighbors by involving as many people as possible in the association and its activities. Ultimately, an active civic association that is family friendly helps to maintain our property values and draws new families to our neighborhood. We need your ideas and your enthusiasm to make our association successful.

Board members need to attend quarterly meetings and serve on committees as needed. You need to be knowledgeable about local community and neighborhood issues. Most of all, the individual needs to have a vision for River Bank Woods. In addition to association duties, the present board writes and distributes a quarterly newsletter, maintains an interactive web site, and helps to organize a variety of neighborhood activities. While serving on the Board requires time and energy, it is also satisfying to know you are helping your community and doing something to make your neighborhood a better place to live.

River Bank Woods HOA Annual Meeting and Election

Tuesday, January 25th 7-9 p.m.

Eastern Loudoun Regional Library 21030 Whitfield Place Sterling, VA 20165

3 of 5 seats on the board will be open.

Please consider running!! Complete and return a nomination application.

We must have homeowner quorum to complete the election process.

Please mark your calendar to attend the meeting and vote.

If you cannot attend in-person, please vote by proxy.

Job Descriptions

President

The primary responsibility of the office of President is to help facilitate the duties of the Board of Directors as outlined in Article 4 of the Association's By-laws.

The President also acts as liaison between the Board of Directors and its Managing Agent, who in the instance of River Bank Woods is Cardinal Management Group.

The President also presides over the Association's Board of Directors meeting and makes sure that the meetings are conducted in accordance with the Association's governing documents.

Mike Morgan, the current President, logs all River Bank Woods special projects, action items, hot topics, issues, and concerns in a spreadsheet and works to close each item ASAP. In addition to the above, Mike is co-chair of the Communications Committee. He created and maintains the River Bank Woods web site www.riverbankwoods.org and launched the quarterly River Bank Woods newsletter.

Mike is 1 year into a 3-year term.

Vice President

The primary responsibility of the office of Vice President is to fill in for the President as needed to help facilitate the duties of the Board of Directors as outlined in Article 4 of the Association's By-laws.

The Vice President would also preside over the Association's Board of Directors meeting should the President not be present.

Dennis Coombe, the current Vice President, created and maintains and the Architectural Guidelines.

Dennis is 1 year into a 2-year term.

Secretary

The primary responsibility of the office of Secretary is to record the minutes of the Association's Board of Directors meetings should a Recording Secretary not be present.

The Secretary also acts as the designated Proxy for those homeowners who cannot attend the annual meeting of the membership and request that a Board member act on their behalf.

The Secretary also acts in whatever capacity necessary as directed by the President in order to perform the duties of the Board of Directors as outlined in Article 4 of the Association's By-laws

Teresa Bettac, the current Secretary, has primary responsibility for the Architectural Modification Request Application (AMRA) process. Teresa is co-chair of the Activities Committee. She is also co-chair of the Communications Committee, overseeing the production and distribution of the quarterly newsletter.

Teresa is 1 year into a 1-year term and is currently up for re-election.

Treasurer

The primary responsibility of the office of Treasurer is to review the Association's financial position to ensure that the Association is in good financial standing.

The Treasurer, along with the Managing Agent, also prepares the Association's annual budget in accordance with Article 6 of the Association's Declaration.

Lisa Toohey, the current Treasurer, has primary responsibility for the Brockman Farm Lane issue. Lisa is also co-chair of the Activities Committee and works with Teresa publishing the newsletter.

Lisa was appointed by the elected BoD when Bill Bestimt, Toll Brothers, stepped down from the RBW HOA BoD as part of the transition from Toll Brothers to homeowners. Lisa is up for re-election.

Director

The primary responsibility of the Director is to fill in for the Secretary or Treasurer as needed to help facilitate the duties of the Board of Directors as outlined in Article 4 of the Association's By-laws.

Josh Hutzler, Toll Brothers, will complete his duties on the RBW HOA BoD in January. The director position will open to a newly elected River Bank Woods homeowner. The Director shall assist the board officers with the responsibilities outlined above. Like the board officers, the Director shall also provide leadership and participation on the Architectural Review Committee, Communications Committee, and/or Activities Committee, and assist with River Bank Woods special projects, action items, hot topics, issues, and concerns.

What Exactly Does a Property Manager Do Anyway?

By Crishana Loritsch, Cardinal Management Group

As the Property Manager for the River Bank Woods Homeowners Association, I am frequently asked this question and so I've written this article to explain my job and how it benefits you as a homeowner as well as the Association at large.

The best way to explain my job is to use an analogy. For example, I like to refer to the Board of Directors as the "brain" of the Association. Its job is to make decisions regarding everything from maintaining the common elements to enforcing the governing documents to budgeting the Association's finances. They also have a fiduciary responsibility to make sure the Association's assets remain in good standing. The "brain" then tells me, the property manager or "body" what to do and it's my job to make sure all of these things get done. So what does that mean for you as a homeowner?

It means that instead of a small group of homeowner volunteers (the Board of Directors) having to be involved in the day to day management of this corporation (the Association) it can instead delegate these responsibilities to the Property Manager. What are some of these responsibilities? They include making sure the landscaping contractor is effectively maintaining the common elements and doing its part to make the community attractive. It's making sure that the Association's financial responsibilities are being met. It's making sure that its homeowners are following the Association's covenants and guidelines. But most importantly, it's being available for homeowners' questions, concerns, comments and suggestions for making River Bank Woods a great place to live.

Speaking of being available, did you know that your Property Manager has an office within just a few miles of the River Bank Woods community? The office is located at 2491 McNair Farms Drive, Herndon, VA 20171. The office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. Please note that we are occasionally closed for lunch or offsite meetings. My phone number is (703) 713-0968 and I can also be reached via e-mail at c.loritsch@cmgmt.com. Feel free to contact me. I look forward to hearing from you. (cont'd)

(cont'd)

Your Board of Directors works tirelessly to make your community a wonderful place in which to live and enjoy the rights and privileges of home ownership. It's my job to ensure that these lofty goals are accomplished.

Thanks for reading.

Crishana L. Loritsch, Property Manager
Cardinal Management Group, Inc., Agents
River Bank Woods Homeowners Association, Inc.
2491 McNair Farms Drive, Herndon, VA 20171
(703) 713-0968 office (703) 713-6164 fax
E-mail: c.loritsch@cmgmt.com

Brockman Farm Lane (BFL)

In late October, a memo from George Phillips, Senior Transportation Planner, was sent to all parties that would be affected by the abandonment of Brockman Farm Lane (fire and rescue, VDOT, Fairfax County Water Authority, etc.) asking for comments about our petition to close the road. Mr. Phillips is working on scheduling a public hearing on the matter in January. We will keep you posted about when and where the meeting will be held.

Some folks have asked why we just can't install a gate or block BFL where it meets Lowes Island Blvd. The answer is that access cannot be denied to a public road. That is why we are asking that the road be officially abandoned so access can be restricted to only those people who need access: emergency vehicles, VA Power Company, etc.

We have heard complaints of kids loitering on the road or parking their cars down by the creek. If you see anyone or any activity that looks suspicious, please call the Loudoun County Sheriff's department. If it is a non-emergency situation, please call 703-777-1021.

Community Activities

BUNCO:

BUNCO is here! Bunco is a game that has been played since the early 1900's. It is a game centered on 3 dice and 3 groups of 4 players. It is a game of pure luck! No skill is required other than rolling dice! It's a lot of fun and once you start playing, you will probably get hooked. We have started a group and need a few more ladies who are willing to fill in when a regular can not make it. To sign up as a substitute, please contact Karen Blonder at kblonder@adelphia.net or (703) 421-6265.

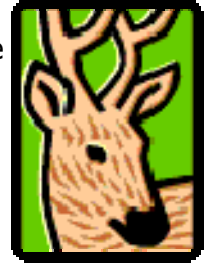
Fall Festival:

Unfortunately, we had to cancel this event due to lack of RSVPs. This was really disappointing after our Spring Fling was such a success! We are very interested in building a sense of community and welcome your input about events, clubs, and social activities. Lisa Toohey will be hosting a coffee in early January for folks to come together and brainstorm about ways to get neighbors involved with each other and the community. Look for a flyer with the date and time in your white mailbox sometime after the holidays.

Recommendations:

We are a new neighborhood with many homeowners new to the area. If you have had a good experience with a painter, carpenter, landscaper, housecleaner or baby-sitter, please share the information so we can include it in our next newsletter. Send all pertinent information to Lisa Toohey at MJToohey@aol.com.

Electrician: Michael & Sons (703) 658-3998. We used them and were very pleased with the work and their professionalism.
Lisa & Mike Toohey



Oh Deer: Many neighbors are complaining that the deer are eating their bushes and flowers. Does anyone have a safe and **non-lethal** way to deter our hungry friends? Please email Lisa Toohey at MJToohey@aol.com and we will post suggestions on the web site and next newsletter.

Babysitters in our neighborhood:

- Epaminonda, Irine703-433-2080
- Kwon, Esther703-450-2012
- Kwon, Jennifer703-450-2012
- Lopez, Leah703-404-1478
- Lopez, Leslie703-404-1478
- Naimyar, Michelle.....703-433-1879
- Nguyen, Cathleen.....703-444-5345

If other teenagers baby sit, do yard work, rake leaves, walk pets, etc. and would like to be listed in the next newsletter and on the web site, please email Lisa Toohey MJToohey@aol.com with your information.

Congratulations:

Joni and Hutch Taylor on their son, Zachari Virgil, born October 14, 2004.



If you know of any new additions to our neighborhood or have news to announce, please contact Teresa Bettac at secretary@riverbankwoods.org or contact any board member.

Help Wanted:

Writing and formatting the quarterly newsletter.
Serving on the neighborhood Activities Committee.
Financial minded person to serve on budget committee
Contact Teresa Bettac at secretary@riverbankwoods.org or contact any board member

Dates to Know and Remember:

- January 25, 2005** River Bank Woods HOA Annual Meeting and Election
- April 26, 2005** Quarterly River Bank Woods HOA Meeting
- July 26, 2005** Quarterly River Bank Woods HOA Meeting
- October 25, 2005** Quarterly River Bank Woods HOA Meeting

Community Directory— FINAL deadline to be included: December 1st:

We are compiling information for our River Bank Woods phone directory and we don't want you left off the list! Attached is a form that you must fill out to be included in the directory. Names and address are for personal use only and not to be sold or used for personal or business solicitation. Section I homeowners should return the form to Lisa Toohey at 47422 River Bank Forest Place and Section II homeowners should return forms to Karen Blonder at 20558 Noland Woods Court. We are hoping for 100% participation in this project and believe this community directory is an important step in develop ongoing and positive communication among neighborhood families.

FINAL deadline to be included: December 1st.

Reminders

SLOW DOWN! — Please drive slowly through our neighborhood streets. We have lots of children in the neighborhood and we don't want anyone hurt!



Trash & Recycling Bins

Please do not put your trash or recycling bin at the curb until the evening before pick-up day. Also, please remember that trash cans should not be in front of your house except on pick-up day! Please keep them garaged and out-of-site. Help keep our neighborhood looking great!



Please park with the direction of traffic when parking a vehicle along the curb.

Commercial vehicles and trucks should be parked off the street.



Winterize your home

to prevent water pipes from freezing – e.g., turn off the water supply to the front and rear hose bibs, open the valves at the water turn-off in the basement to drain excess water, open the front and rear hose bibs to drain excess water, and leave them open for the winter.

Clear your sidewalk of snow and ice. The winter season with snow and ice is almost upon us. The association will see that the streets are cleared of snow and ice. It is the homeowners responsibility to shovel the sidewalks. We want our children to be able to safely walk on the sidewalks and not in the streets when they walk to the school bus stop.

Don't forget to **change disposable air filters** and **clean non-disposable air filters** on a regular basis. Also, don't forget to **change your fire detector batteries.**