



THE BROOK

FALL NEWSLETTER

2010

FALL CAN ONLY MEAN ONE THING!

We've already had a few days with that little "nip" in the air. It's just a matter of time before ... **brrr!** Don't waste this most beautiful time of the year by staying inside. Get out, feel the cool dry air and take in the aroma of the leaves, goldenrod, apples and pumpkins. And while you're at it, take a look around your house and yard and prepare both for a long winter's chill.

- ◆ Drain your outside pipes. Remove the hoses and put them in the garage and then open the spigots and drain them thoroughly.
- ◆ Clean out gutters of leaves and debris. Make sure all down-

spouts and gutters are tightly fastened to the house and can drain freely.

- ◆ Check your trees to ensure there are no branches that should be pruned off and there is sufficient mulch to help hold the moisture in for the roots.
- ◆ Fertilize your lawn ... this is very important if you want healthy grass next Spring.
- ◆ Secure all your outdoor furniture.
- ◆ Bring in all your lawn tools so they don't rust.
- ◆ Check windows for deteriorated sills and putty to prevent water damage to walls and ceilings.

- ◆ Change the filter in your furnace.
- ◆ If you have firewood, do not place it up close to the house because chances are it has termites and wood ants.

These are just some suggestions that will help get you to Spring with less headache and expense. A ounce of precaution can save a great deal of cash!

Enjoy this fall season. It truly is a breath of fresh air.



SPECIAL POINTS OF INTEREST ...

- KEEP YOUR PORCH LIGHTS ON DURING THE EVENING AND LOCK YOUR DOORS AND WINDOWS ... INCLUDING YOUR CAR.
- KEEP A WATCHFUL EYE ON THE NEIGHBORHOOD
- GET APPROVAL BEFORE MAKING ANY CHANGES TO THE OUTSIDE OF YOUR HOME.
- KEEPING UP WITH YOUR HOME MAINTENANCE SAVES MONEY IN THE LONG RUN

**Next Meeting
Of the Board of Directors:**

NOV 9th

AND THEN OF COURSE THERE IS CANDY!

To our younger citizens, Fall can only mean ... **CANDY!** Yes, the 31st of October is Halloween.

There are many opportunities for our children to enjoy this very fun holiday—private parties, pumpkinvilles, and of course, house-to-house trick or treating. Here are a few tips to ensure that the kids have all the fun and

yet keep it safe and healthy:

- If it's not wrapped, throw it out ... if in doubt, throw it out!
- Keep a small stash of your favorites, and then donate the rest to a worthy cause.
- Operation Gratitude (<http://bit.ly/atVQ2c>) is a non-profit organi-

zation created to help lift the spirits of our U.S. Military personnel currently deployed and away from home. They send care packages containing all sorts of things, including candy. This is a great way to get rid of the temptation of over-indulging and lifting the spirits of a service member.

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It's important to keep up with the maintenance ... an ounce of prevention or attention now saves angst & dollars in the future

Calling all Residents!

Ashbrook is a wonderful place to live — great amenities, beautiful homes, friendly neighbors... we've got it all! However, homeowner participation is key to maintaining such a lovely environment. At this time we are asking residents to consider volunteering for two committees which are currently underserved in Ashbrook: the Social Committee and the Landscape Committee.

Members of the Social Committee will plan social events for the community and the Landscape Committee will be charged with developing a three year staged landscape plan for all common areas. This will include enhancements and changes to the existing landscape.

Please contact Carol at MMI to volunteer or with any questions!

(703) 723-8450

Cstirner@mmi-loudoun.com

Lot Inspections

Once a year MMI conducts an inspection of all homes to determine if there are maintenance issues that need to be addressed by the owner. This is a very limited inspection that is conducted from the street—we do not come onto your property and inspect.

We look for things like paint that is peeling, wood that may be rotting, loose gutters or shingles, broken windows, missing shutters,

leaning fences, broken gates, etc. Some things are easily identified, some are not.

We send the owner a notice stating that “based upon our review” we saw the following items that should be addressed and ask that the owner follow up with their own inspection and make all the necessary repairs. And then we ask the owner to just let us know when the repairs have been completed. At

this point, there is NO violation. This is done as a courtesy and a contractual obligation between the BoD and MMI. Homeowners are generally given the entire summer to take care of the issue, and longer if necessary.

Please do not be offended by this maintenance notice. It is intended as a help to you. Most of you have received it as such and your cooperation is very much appreciated.

Snow Removal

Winter is right around the corner. While it is nearly impossible that it will snow as much as it did last year ... it is almost certain that some snow will fall and will need to be removed from the streets. When it does, please remember that moving your cars from the street into your driveway will make plowing safer, faster, and cleaner!

Some of the streets within Ashbrook are **public** streets and they belong to the State so VDOT is responsible for removing the snow. The streets within the townhomes are **private** and belong to the HOA. The Association is responsible for hiring a private contractor to come in and remove the snow from the streets in and around the townhomes.

Many homeowners who live on a public street have asked if the Association could not hire a private contractor to clean their streets as well. The short answer is — No. Not only do we not have the funds to do so, but if the contractor damaged any of the curbs, gutters, etc., the Association would have to pay for those repairs.

Architectural Review Committee

If you wish to make a change to the outside of your home, are you aware of what the process is to get it approved?

The Architectural Review Committee is appointed by the BoD to review all applications for modifications to the outside of the home (windows, doors, storm

doors, paint, fences, decks, patios, major landscaping, etc.) Before you make any change or addition, you must FIRST submit an application and receive written approval. Applications may be found on the Ashbrook web site:

Www.Ashbrookcommunity.com

Once MMI receives your application it is reviewed for completeness and forwarded to the ARC Committee who will make a final determination. You will then be notified, in writing, of their decision. You should keep a copy of the written decision in with your official home paperwork.

LET'S TALK TRASH!

Little by little we are seeing homeowners comply with the policy of keeping the trash containers out of sight except on trash day.

The governing documents state that "trash containers may not be stored in the front of any unit or on the side of any unit. They may not be stored in view of the street."

A few homeowners are not adhering to this rule, however, and trash containers

are being left out in the driveway. The Board wishes to officially notify all owners and residents that this rule is being enforced and will continue to be enforced. It is not unique to Ashbrook ... it is a rule adopted by almost every HOA nation-wide.

American Disposal has now provided MMI with a list of addresses in Ashbrook and the serial number for each trash container assigned to that address. When a container is seen out in view,

MMI will obtain the serial number and look up the address to determine ownership and a Violation Notice will be sent to that owner. Leaving your trash container out is subject to a Violation Assessment Fee of \$50 each time it is cited (after following the due process procedures).

The goal is to achieve compliance, not levy fees.

Thank you for your cooperation



HOLIDAY TRASH SCHEDULE:

Dec 24th: There will be service
Dec 31st: There will be service

Christmas Tree Collection:

Trees will be collected on your regular yard debris collection day. Do not place trees in plastic bags.

AS THE LEAVES TURN ...

Experts predict this fall will be warmer than normal as a strong La Niña weather pattern brings in warm air, although an extreme winter is also expected.

As autumn begins, many people are wondering why leaves change colors. As the amount of sunlight diminishes, trees produce less

green chlorophyll. Other pigments then become evident, resulting in radiant orange, yellow and red leaves.

You'll have an extra hour of sunlight to admire colorful leaves as clocks don't fall back until relatively late this year.



Time to fall back



Daylight Saving Time ends on
Sunday
November 7th

AND THE TREES GROW ...

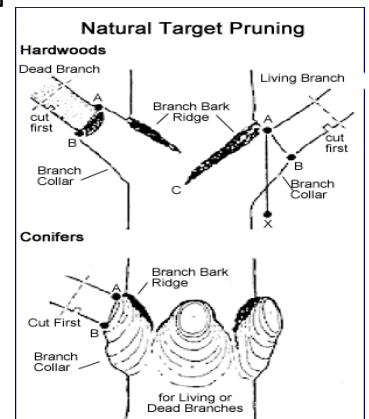
The trees within Ashbrook are awesome, from tiny little saplings planted by the builder to fully grown and mature trees. They add spectacular street-scape both spring and fall.

It's important now more than ever to protect our trees so we don't start losing them.

Winter is a great time to prune most deciduous trees. Because they're dormant in winter, fruit, flowering and shade trees can be pruned now. When pruning large limbs, always undercut first — cut from the bottom up, one-third of the way through the limb, then finish by cutting from the top. The

DON'T FORGET TO FERTILIZE YOUR LAWN!

undercut keeps the limb from splitting and breaking off, preventing damage to the trunk. Don't cut flush to the trunk. It's the collar or enlarged base of a branch that produces the hormones to help heal wounds, so it's important to keep the collar intact.



Millenium Management, Inc.

P.O. Box 1757
Ashburn, VA 20146

Phone: 703-723-8450

Fax: 703-729-1644

E-mail: CStirner@mmi-loudoun.com

We're on the WEB:

www.mmi-loudoun.com

You're on the WEB:

www.Asbrookcommunity.com

**YOU HAVE A 'FREE' GYM MEMBERSHIP!**

Each homeowner, and their immediate family, has a membership at the Gold's Gym in Ashburn. This membership is included in your monthly HOA assessment dues.

All you have to do is go to Gold's Gym, show them proof that you reside in Ashbrook and register you and your family. There is no longer an annual charge of \$25. You pay nothing. And you are free to use the Ashburn gym and any other Gold's Gym in the area. The new Gym in Countryside also has an indoor pool.

Enjoy this amenity

WATCH OUT!

There were a number of residential burglaries that took place during the month of August. In nearly every case the burglars struck during the times when no one would be home, between 6:00 am and 6:00 pm. This timeframe is the primary time for burglaries across the U.S. Within Ashbrook there were several burglaries that actually took place at night while the residents were at home and sleeping.

The primary items that burglars are looking for are still small electronic devices such as IPODS, gaming systems, laptops, cameras, jewelry, and DVDs and video games. During the August incidents some homes were burglarized by forcing entry (breaking windows, locks, etc.); in others the burglars found windows or doors unlocked and gained entry without having to force entry.

Another way to gain entry is by going into an unlocked car and using the garage door opener.

TIPS:

- When you are not at home, all doors and windows should be locked.
- Do not keep expensive jewelry out in the open.
- Bag all of your trash so burglars cannot predict what may be in the home.
- Check window and door locks to make sure they are in good condition.
- Keep serial numbers documented for any electrical devices.
- For jewelry, take a digital photo and print it out and store in a safe place.

If you are at home during the day, keep an extra eye out on your neighborhood. Immediately report any suspicious persons you see around the area. When in doubt, call the Sheriff's Office.

MANY homeowners are noticing dogs running loose in the community without the benefit of a leash or an owner close by. This is a very serious matter, for all concerned. The local game warden will come out, when called, and pick the dog up if possible and the owner may be fined when they try and retrieve the dog. If they can't find the dog, they will attempt to locate the owner. Homeowners that are out walking and come across a dog that is not on a leash should always call the game warden at (703) 777-0445, or call the Loudoun County Sheriff at (703) 777-1021.

SPEAKING OF THE WEB!

Village Management Software (VMS) is the most comprehensive property management software package on the market today.

Board and committee members can access a variety of reports and get up-to-date financial, delinquency, compliance and architectural information.

Homeowners can access their individual records and determine the status of their accounts, check to see if compliance records have been updated, check of the status of the ARC application. They can change their address, phone and email addresses.

All residents can obtain community information from the web page — ARC Applications, ACH Applications, a copy of various Policy Resolutions, read the minutes from previous board meetings — IT'S ALL THERE for your use and information, at the touch of a button.

If you do not have our log-on information or password, email MMI and it will be provided to you. Email: VMSinformation@mmi-loudoun.com

VMS

Monthly HOA Assessments ... What AM I Paying For?

Did you know that the community you live in is a registered Corporation in the State of Virginia? Ashbrook is more than a community, it is a legitimate, legal business with legal responsibilities and expenses. .

The financial obligations of the Ashbrook community are:

Trash pick up — twice a week pick up of all trash and recyclables. This is a significant cost.

Insurance—to cover the commons areas, all monies collected, and those who serve as board or committee members

Landscaping—to keep all the common grounds maintained, tree maintenance and irrigation system working

Administrative fees—management contract, postage, printing costs, reserve studies, audits, taxes, registration fees

Reserves—putting aside funds to pay for future repairs to the pool and bath house, town home streets, sidewalks, curbs & gutters, tot lot, trail system

General Maintenance—trash pickup around the common grounds, painting, signage, tot lot, exercise stations, plumbing, etc

Utilities—water, electric & phone for the pool, electric for street lights

Snow Removal for the town home streets

Pool—management company, supplies, general maintenance

Gym Membership—all homeowners and their entire family have access to all Gold's gyms in the area, free of charge.

Ashbrook Community Association—the owners at Ashbrook must also pay toward the maintenance and upkeep of the larger Ashbrook Community, which includes the main road, Russell Branch, and all the landscaping, storm water management , etc. of the larger community.

Legal Fees—funds that the Association must pay “up front” to collect overdue assessments

Living at Ashbrook is very affordable when you look at the total picture of what you get in return for your money. If any of the expense lines listed above were not provided or paid for, think about the impact that would have on the community. The Board works very hard to ensure that sound financial decisions are made and that there is complete accountability for all funds collected and expended.

When homeowners become delinquent on their monthly assessment, there are additional fees and costs incurred which can greatly exacerbate the problem. Here is a list of fees that may be incurred over and above the actual assessments and late fees:

- The second late notice sent to the owner —\$25.
- This covers the administrative costs for preparing the letter and the cost of sending it Certified Mail.
- Referring account to legal counsel for collection — \$75.
- First demand letter sent to you by legal counsel—\$125
- Notice of Intent to Lien—\$171
- Preparation of Summary Judgment—\$253

Ashbrook's Accounts Receivables are high. When 10% of the owners do not pay their assessments, the the Association must increase everyone's assessment to make up the difference, or cut expenses. Hard decisions have to made, such as reducing the number of hours the pool will be open, postponing adding additional landscaping to the community, postponing needed repairs to the pool, tot lot, or trails, etc. Certain bills must be paid, regardless, but other expenses that impact the quality of life may have to be reduced.

MMI has recently added a staff member — Christa MacDonald. Christa's primary role is to work with all homeowners who have fallen behind in their payments and help them become current. She is going the extra mile by reaching out by phone, email and personal letters. Her efforts are already paying off for all MMI-managed communities.

If you run into a problem with making your HOA assessment on time, *PLEASE*, do not hesitate to contact Christa by email: Christa@mmi-loudoun.com, fax: (703)729-1644, or phone (703) 723-8450. She is here every Tuesday and Thursday from 9-4. Christa will help you in any way possible.

PLEASE CONSIDER SIGNING UP FOR ACH ...

You can avoid ever being late again with your assessments by signing up for ACH. Fill out the application found on the web site or call MMI and they will provide an application to you.

Payments are deducted on or about the 10th of the month directly from your checking or savings account. You can verify that the correct funds were deducted by checking your account on-line, or by logging into VMS and looking at your account.

This is a safe and efficient way of paying your assessments.

If you have any questions, please call:

Alice Pinter, Doris Hall or Christa MacDonald at MMI—
(703) 723-8450

WHO'S WHO AT ASHBROOK

IMPORTANT PHONE NUMERS

American Disposal (Trash)	(703) 368-0500
Ashburn Library	(703) 737-8100
Ashburn Volunteer Fire Dept	(703) 729-0006
Dominion Virginia Power	(888) 667-3000
DMV	(866) 368-5463
Loudoun Co. Animal Control	(703) 777-0406
Loudoun Co. Board of Supervisors	(703) 777-0204
Loudoun Co. Chamber of Commerce	(703) 777-2176
Loudoun Co. Crime Solvers	(703) 777-1919
Loudoun Co. Game Warden	(703) 777-0445
Loudoun Co. Health Dept.	(703) 777-0236
Loudoun Co. Parks & Rec	(703) 777-0343
Loudoun Co. Public Schools	(703) 771-6400
Ashburn Elementary	(571) 252-2350
Broad Run High School	(571) 252-2300
Farmwell Station Middle	(571) 252-2320
Loudoun Co. Senior Center	(703) 430-2397
Loudoun Co. Sheriff's Dept	
Administration	(703) 777-0407
Emergency	911
Non-Emergency	(703) 777-1021
Loudoun Co. Traffic Hot Line	(703) 771-5798
Miss Utility	(800) 552-7001
Virginia State Police	(800) 572-4510
Dulles International Airport	(703) 572-2700
Washington Gas	(703) 750-1000
YMCA of Loudoun County	(703) 777-9622

ARCHITECTURAL REVIEW COMMITTEE:

Jill Andres — Chairman
Paul Andres
G.J. Young
Ricardo Sabrosa
Mike Williams
Pete Karlak — Board Liaison

The ARC meets the second Thursday of each month

MILLENIUM MANAGEMENT, INC.

MMI

P.O. Box 1757
Ashburn, VA 20146

Office:	(703) 723-8450
Fax:	(703) 729-1644
Email:	CStirner@mmi-loudoun.com
Hours:	Mon—Thur 9:00—5:00 Friday 9:00—2:00
Managers	Carol Stirner, PCAM Emily Schollian
Admin	Tracey Wood
Accounting	Alice Pinter Christa MacDonald Doris Hall
Maintenance	Gordon Smith

BOARD OF DIRECTORS

BOD@ashbrookcommunity.com

President	Marla Regan
Vice President	Pete Karlak
Secretary	Tony Shamloo
Treasurer	Robert Kerr
At Large	Daren Magness Farrukh Rashid Amit Khare Paul Hontiveros

The BoD meets the second Tuesday of every other month. Next meeting is Tuesday, Nov 9th—7:00pm

ASHBROOK WEB SITE: The "official" means of transferring information to the owners and residents of the Ashbrook Community. WWW.ASHBROOKCOMMUNITY.ORG