



Winter
2015/2016

STRATFORD CONDOMINIUMS AT HEATHER GLEN

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Phone: 703-803-9641; After Hours Emergency: 703-230-2240

Business Hours: 8:30am—5:00pm (Mon-Fri)

Website: www.stratfordcondo.org | www.sequoiamanagement.com

Message from the President

Winter is not far off and the holidays are fast approaching. As our landscape contractor prepares our grounds, residents should have cleared patios of summer items and stored them away.

Accomplishments and upcoming projects for the year were covered at the Annual Membership Meeting. Overall, it has been a good year after recovery from the January sprinkler break “epidemic” caused by extreme cold. Although this resulted in a substantial increase in insurance premiums and BRSRC has again increased their dues, the Board reconsidered raising the fee for the coming year as had been projected last year – and the fee will remain at the current level. The coupon book has been mailed, so if you have not received it, call Management. The 2016 Budget is attached and will also be posted for review on the website and view boards.

Thanks to all who help with keeping our grounds clean and advising us of items needing attention. Litter (cigarette butts, cans, wrappers, etc.) and proper disposal of trash bags in the totes continue to be “off and on” problems. Please help keep our common area aesthetically pleasing and not enabling those night time animals to forage our trash enclosures.

Board of Directors

President: Bill Richardson

WCRichardson6@aol.com

Vice President: Julie Mattingly

Treasurer: Chris Ellis

Secretary: Jill Luterek

Director: Madeline Lykes

Director: Dolly Pruet

Director: Crystal Ferguson



Newsletter Publisher: Racheal Gore

Newsletter Editor: Ann Bullock

Website Admin: Ann Bullock

Board Meetings

4th Tuesday of month; 7 PM

December 22, 2015 – None Scheduled

January 26, 2016

February 23, 2016

March 22, 2016

April 26, 2016

May 24, 2016

June 28, 2016

July 26, 2016

August 23, 2016

September 27, 2016*

*Annual Meeting

Sequoia Holiday Hours

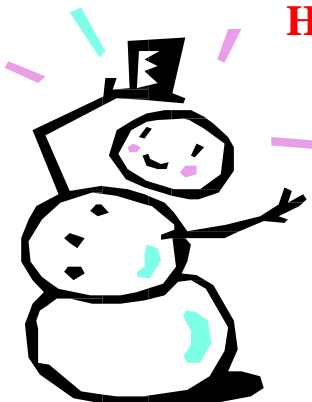
December 24, 2015 – Closes @ 12pm

December 25, 2015 – Closed

December 31, 2015 – Closes @ 12pm

January 1, 2016 – Closed

HAVE A HAPPY AND SAFE HOLIDAY!



Did you know...?

...winter is a good time to identify your dryer vent and check it for full air flow or blockages by observing the plume of vapor exiting the vent.

...clumps of salt are less effective than well-dispersed granules in de-icing sidewalks and steps.

...salt buckets are not to be used for parking spaces.

Christmas and Holiday Décor

Appropriate, tasteful, inoffensive holiday decorations may be displayed for the **two weeks surrounding** a national or recognized holiday. Decorations on outside bushes and lamp posts are authorized, but all lights or motorized décor must be turned off by 11:00 PM if powered by Common Area electrical outlets. Violations will result in removal of decoration or turning off the power. Reminder: Christmas trees will be picked up at the trash enclosures on regularly scheduled pick-up days beginning Monday, December 28, 2015.

Please remove all decorations such as tinsel and do not enclose in a bag or webbing.
Place trees on the OUTSIDE of the trash enclosure.

Ice/Salt Buckets

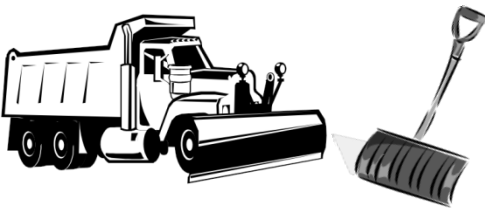
Storage: Enclosed units, behind the entryway door; open breezeway units—under the stairwell. They are placed there for your use on entryways, sidewalks and mailbox areas, NOT parking spaces; those are treated by Contract or Management Staff. Please use salt buckets as needed, do not wait for contract personnel if the need is present. Please call the Management Office if the bucket needs to be replenished.

Note for Open Breezeway Units: Contract Personnel are not responsible for snow that has blown in on the stairwell, you must sweep or shovel or wait until Management Personnel are available.

Any help to keep sidewalks, entryways, fire hydrants and mailbox areas clear during snow events is appreciated.

Outside Water Spigots

No later than January 1st, residents on the first floor with a spigot attached to their unit are reminded to turn off the outside water spigot using the valve located in your utility closet and move all those hoses to storage or dispose of them. Those residents needing assistance please contact the Management Office.



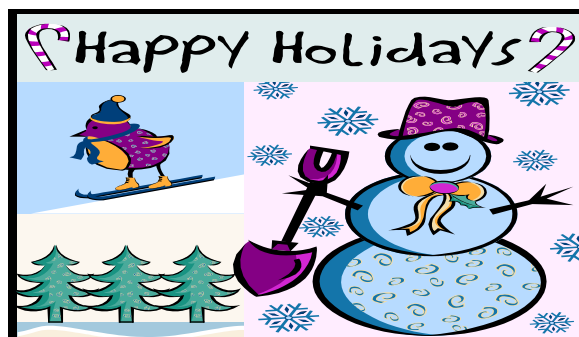
Snow Removal from Parking Spaces

The Association does NOT clear parking spaces; however, if there are 3-4 consecutive open spaces when plows are working then attempts will be made to remove the snow if it can be safely done. Otherwise, please help your neighbors and those who cannot do this heavy-duty work. **BE SAFE! BE SMART!**

Resident Spaces - If you did NOT shovel it clean, do NOT use; everyone should respect the efforts of a neighbor to use the space for the term of the event. The Board or Management cannot intervene with any resident who would normally have authority to park in a given space, even if another did remove the snow. This should be common courtesy between neighbors. Thank you.

Snow Piles - PLEASE...

- Do NOT block areas in vicinity of the trash enclosures or trash will not be collected
- Do NOT hide or cover Fire Hydrants
- Do NOT throw in drive lanes or other parking spaces unless designated for snow piles
- HELP with entryways and sidewalks
- HELP with Mailbox areas or mail cannot be delivered
- HELP someone in need



Go Green and Get News via E-mail

The Association has been practicing the 'Green Movement' for five years. It is now time to remind the new residents to join or for those with new email addresses to please update, add, or change their existing address that is on file. If you wish to receive correspondence and announcements via your preferred email address, please contact Management to get the Email Authorization Form or you can find the form via the Stratford Web Site under 'The News'— www.stratfordcondo.org.



Packages and Deliveries

As the Holiday Season approaches there will be an increase in deliveries to the units. Please have a plan to secure your delivered items in your absence. It is a sad but stark truth that sticky fingers get stickier. Have a joyous Holiday Season!

Parking Availability

The holidays and snow piles can make parking more difficult. If you have guests exceeding one overnight stay and causes you to exceed your 3 vehicle limit, please notify Management and provide appropriate information. This will preclude unwanted towing and help us manage available spaces.

Skateboards and Scooters

Residents are reminded that skateboards and scooters are not allowed to be ridden on sidewalks or the drive lanes within the Association common grounds. This is for your safety and others.

Stratford Condo 2016 Budget		
	2016	Change
Prev Budget 2015 - \$756,000		
300 Units @ \$210.00 x 12mo	\$ 756,000	N/C
Other Income-Net	\$ 2,350	Estimate
Bad Debt - .4%	\$ (3,500)	N/C
ELEMENT of EXPENSE (EOE)	\$ Allocation	\$ (+/ -)
Mgmt Fee - 8.2%	\$ 61,949	N/C
Pay, Taxes & Benefits - 1.7%	\$ 13,400	N/C
General Admin Exp - .8%	\$ 6,220	\$ 380
Legal & Collection Fees - .8%	\$ 6,500	N/C
Telephone/Security - .9%	\$ 7,000	N/C
Electric - 2.6%	\$ 20,000	N/C
Water/Sewer - 19.1%	\$ 145,000	N/C
Pest Control - 1.1%	\$ 9,000	N/C
Snow Removal - 1.6%	\$ 12,620	\$ 120
Trash Removal - 5.3%	\$ 40,000	NC
Insurance - 12.9%	\$ 97,505	\$ 30,505*
Cleaning Contract - .9%	\$ 7,500	N/C
Sprinkler/Fire Maint - 1.3%	\$ 10,000	N/C
Lawn & Landscape - 6.3%	\$ 48,000	\$ 5,500
Swim & Racquet Club - 10%	\$ 75,411	\$ 3,591
Reserve Study - 0%	\$ -	N/C
Common Area Maint - 6.3%	\$ 47,500	\$ 4,850
Replacement Reserves-23.9%	\$ 180,500	\$ (12,000)
Taxes, License, Fees - .1%	\$ 750	N/C
TOTAL:	\$ 788,855	

Notes:

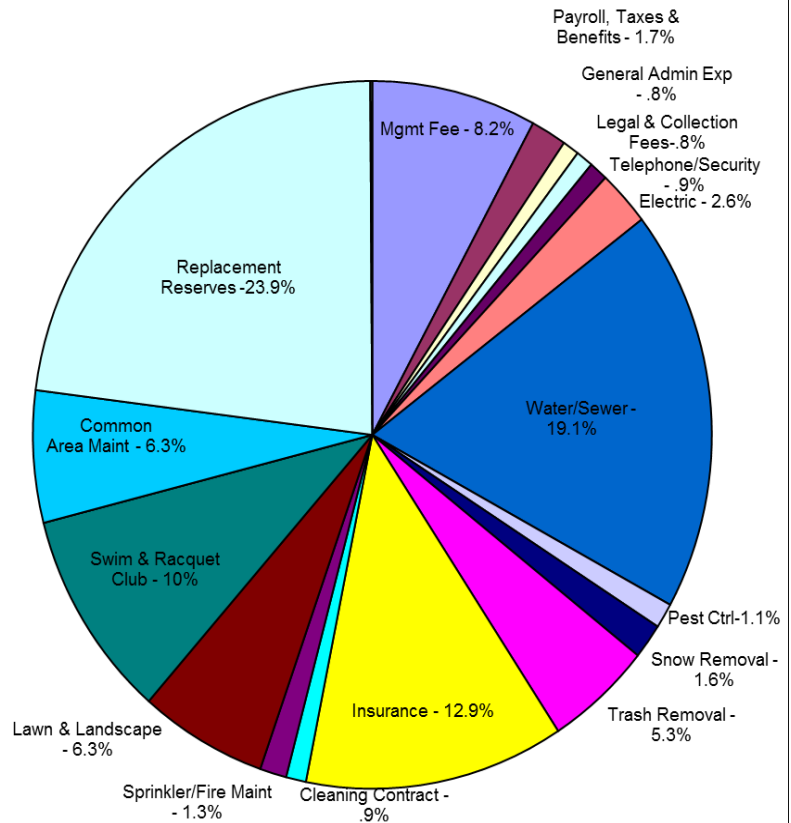
N/C - No Change

+ - Increase from 2015

(-) - Decrease from 2015

* - Transfer from Unappropriated Equity

2016 Expense Budget



****Important Notice****

We are excited to announce that Automatic Debit (direct payments) will be available for Stratford Condominium residents as of February 1, 2016! This will allow you to pay your monthly dues by having the amount deducted directly from your bank account automatically each month, rather than paying by check or credit card. **There is no fee to use this service!** One of the benefits of this service is that you will no longer have to remember to send payment each month – the dues amount will be deducted automatically each month by Management staff before the late date until you cancel the service – meaning no more late fees!

If you would like to sign up for Automatic Debit, please complete the form below and return it to Racheal Gore, Administrative Assistant, at rgore@sequoiamgmt.com or fax to 703-968-0936. **To have your Automatic Debit begin on February 1, 2016, please return this form no later than January 15, 2016.** Please note that you may sign the form and attach a voided check rather than filling out the entire form if you prefer.

If you have any questions, please contact Racheal Gore at rgore@sequoiamgmt.com or 703-803-9641. Thank you!

Stratford Condominium Unit Owners Association

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

PLEASE PRINT ALL INFORMATION

****Please complete this form in its entirety or include a voided check ****

I (We) hereby authorize Stratford Condominium Unit Owners Association, hereinafter called "ASSOCIATION", to initiate debit entries to my (our) { } Checking or { } Savings account (select one) indicated below at the depository financial institution named below, hereinafter called "DEPOSITORY", and to debit the same to such account.

DEPOSITORY NAME: _____ BRANCH: _____

CITY: _____ STATE: _____ ZIP CODE: _____

ROUTING NUMBER: _____ BANK ACCOUNT NUMBER: _____
(located on the bottom of your check)

This authorization is to remain in full force and effect until ASSOCIATION has received **written notification** from me (us) of its termination in such time and in such manner as to afford ASSOCIATION and DEPOSITORY a reasonable opportunity to act on it.

NAME(S): _____ STRATFORD ACCOUNT NUMBER: _____

ADDRESS: _____ PHONE # _____

DATE: _____ SIGNED: _____ SIGNED: _____