



Winter  
2012/2013

## STRATFORD CONDOMINIUMS AT HEATHER GLEN

**Property Manager:** Angela Corum, [acorum@sequoiamgmt.com](mailto:acorum@sequoiamgmt.com)  
**Assistant Manager:** Alyssa Thompson, [athompson@sequoiamgmt.com](mailto:athompson@sequoiamgmt.com)  
13998 Parkeast Circle, Chantilly, Virginia 20151-2283  
**Phone:** 703-803-9641; **After Hours Emergency:** 703-230-2240  
**Business Hours:** 8:30am—5:00pm (Mon-Fri)  
**Website:** [www.stratfordcondo.org](http://www.stratfordcondo.org) | [www.sequoiamanagement.com](http://www.sequoiamanagement.com)

### Message from the President

All things considered we have successfully negotiated another year, even though the June Derecho brought its wind damage and Hurricane Sandy left us with a multitude of water leaks. The Board appreciated your patience and attention to detail in the reporting of problems.

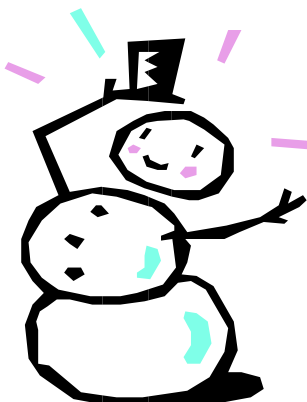
You will find the 2013 Budget for the coming year attached and the Board is pleased to announce that we will be able to maintain the current assessment rate for the fifth consecutive year. That being said, as our buildings age past the 20 year mark, integral structural items (fire alarm panels, sprinkler items, lighting, etc) will need replacing. These are items that cannot be remunerated in our operating budget; therefore, this could be the last year at this level of assessment.

Winter is on our doorstep and with that brings snow and ice. Salt buckets will be placed in each unit foyer for use on steps and sidewalks only – NOT parking spaces. Staff is not always available until after the event, as they are experiencing the same issues as you. Overnight events present the most surprises, so please feel free to pre-treat your entry ways and steps if the forecast suggest an event or if your building is conducive to icing. Snow removal for egress purposes begins at the 3” depth unless the event is close to an end, then it will be delayed and a full snow removal mode is activated. If possible, a drive lane will be scraped for early work departures during the work-week, but the major effort is during the day when minimal vehicles or traffic is moving. Any assistance provided by residents is always greatly appreciated. Please remember our Community is not the only community our snow removal company covers.

**By now all should be aware or read the notice (enclosed) about our Sequoia Management Team relocating to Chantilly effective 1 January 2013. They will no longer be ‘on-site’ at the Clubhouse for visits or dropping payments off.**

And lastly, thank you all for your assistance during the past year and if anyone has any questions about the articles included herein or otherwise, please do not hesitate to ask.

**HAVE A HAPPY AND SAFE HOLIDAY!**



### Board of Directors

**President:** Bill Richardson  
[WCRichardson6@aol.com](mailto:WCRichardson6@aol.com)  
**Vice President:** Julie Mattingly  
**Treasurer:** Joe Phoenix  
**Secretary:** Elancia Felder  
**Director:** Bill Gennetti  
**Director:** Bill Keaton

**Newsletter Publisher:** Open  
**Newsletter Editor:** Ann Bullock  
**Website Admin:** Ann Bullock

### Upcoming Board Meetings

Dec. 25, 2012—No Meeting  
January 22, 2013  
February 26, 2013  
March 26, 2013  
April 23, 2013  
May 28, 2013  
June 25, 2013

### Sequoia Holiday Hours

Dec. 14, 2012– Closed @ 12pm  
Dec. 24-25, 2012– Closed  
Dec. 31, 2012– Closed @ 12pm  
Jan. 1, 2013– Closed

## 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 days beginning December 26, 2012.

Please remove all decorations such as tinsel and do not enclose in a bag or webbing.

### Ice/Salt Buckets

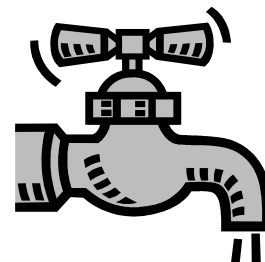
These will be distributed as winter comes upon us.

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 and mailbox areas clear during snow events is appreciated.

### Outside Water Spigots

No later than December 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.



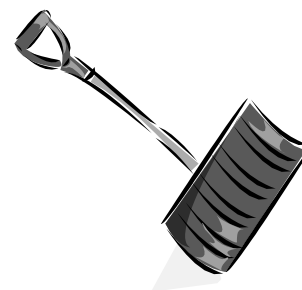
### Snow Piles - PLEASE...

- 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

### 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.



## **Dear Stratford Owners and Residents,**

### **READ THIS NEW IMPORTANT INFO!**

Effective 1 January 2013, Sequoia Management will no longer be on-site at the Clubhouse due to termination of Management Services to the Bull Run Swim and Racquet Club (BRSRC).

This change will have no impact on Management Services provided to Stratford as we operate via a separate contract, but will present some inconveniences to those who visit the clubhouse for Stratford or BRSRC business. Monthly Meetings held on the 4<sup>th</sup> Tuesday of each month will still be held at the Clubhouse with attendance by the Management Team and will not affect scheduled inspections and on-site services contractually provided.

A few inconveniences that will result and require alternative actions are:

-Residents will no longer be able to drop off our monthly dues at the Clubhouse; they will need to be mailed or sent by electronic means, such as a bank's bill pay or Sequoia's CINC. If you are accustomed to paying your dues at the clubhouse, the Board suggests that you make this adjustment as soon as possible to prevent late payments. There will be no change to the Payment Due date or Late Payment date.

-Reports of incidents or requests will need to be made via electronic means.

-Residents will no longer be able to address problems or questions face-to-face at the Clubhouse.

The Board encourages each member to familiarize themselves with the Stratford web site, [www.stratfordcondo.org](http://www.stratfordcondo.org), use the web-based email services provided, and/or sign up for the Stratford Go-Green email option through management. As always, residents are encouraged to attend the monthly meetings held on the 4<sup>th</sup> Tuesday of each month. Otherwise, residents will need to email, call or visit the Sequoia Management main office at 13998 Parkeast Circle, Chantilly, VA 20151-2283. Contacts:

Angela Corum – [acorum@sequoiamgmt.com](mailto:acorum@sequoiamgmt.com)

Alyssa Thompson – [athompson@sequoiamgmt.com](mailto:athompson@sequoiamgmt.com)

Main Office –

Phone: 703-803-9641; Fax: 703-968-0936

The Board requests that you be patient during this transitional period and make adjustments as necessary. If there are any questions, please feel free to contact one of the Board Members or our Sequoia Management Team.

Thank You.

Sincerely,  
Stratford Board of Directors & Sequoia Management Team

### **Resolutions Enacted or Updated**

-Maintenance & Repairs (FY 12)

-Reproduction of Records (FY 12)

-Complaint and Enforcement Procedures (FY 11) -Procedures for Assessment Billing & Delinquent Accts (FY10)

-Emergency Entry for Health & Safety (FY 09) -Leases (FY 09)

### **Go Green and Save Dollars & the Environment**

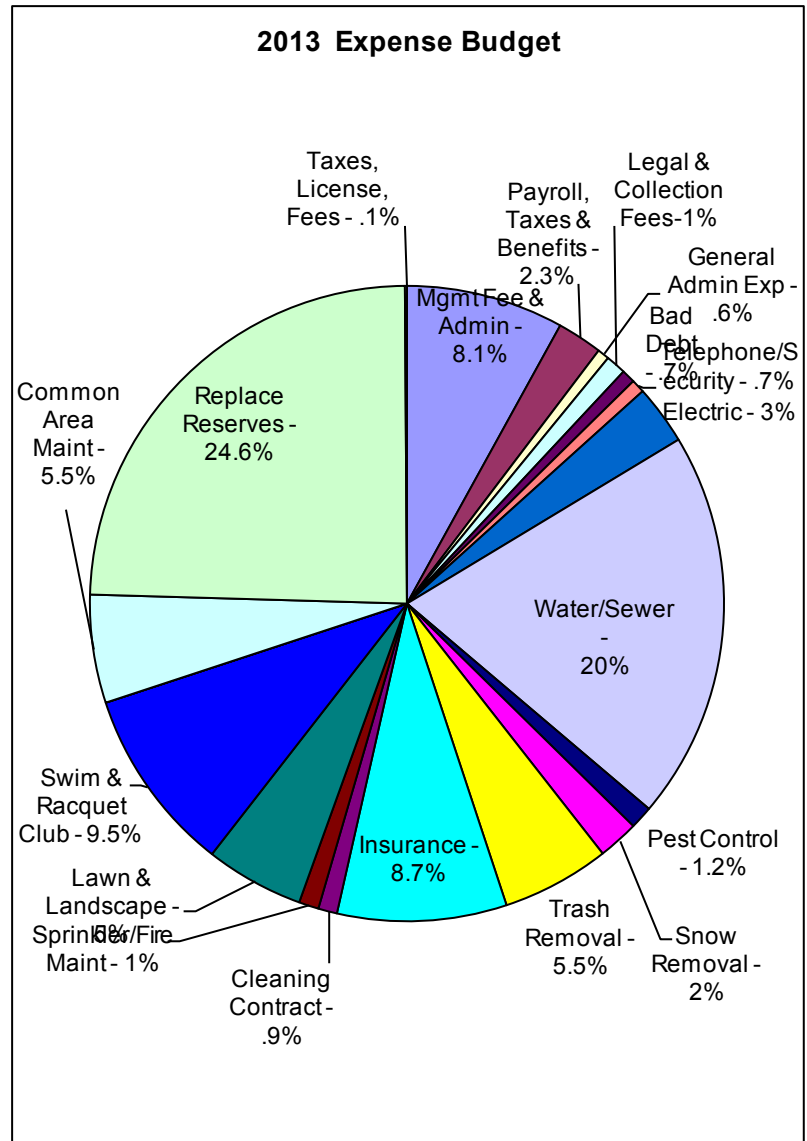
The Association has been practicing the 'Green Movement' for three years. It is now time to remind the new residents to join or for those with new email addresses to please update, add, or change their existing address that is on file. If you wish to receive correspondence and announcements via your preferred email address, please forward the information to the Management Office (see Newsletter Banner) or via the Stratford Web Site—[www.stratfordcondo.org](http://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 sad, but a stark truth that sticky fingers get stickier. Have a joyous Holiday Season!

Stratford Condo 2013 Budget		
Prev Budget 2012 - \$720,000	2013	Change
300 Units @ \$200.00 x 12mo	\$ 720,000.00	NC
Other Income-Net	\$ 6,000.00	\$2,700+
<b>ELEMENT of EXPENSE (EOE)</b>	<b>\$\$ Allocation</b>	<b>\$ (+/ -)</b>
Mgmt Fee & Admin - 8.1%	\$ 58,389.00	\$ 1,151.00
Payroll, Taxes & Benefits - 2.3%	\$ 16,750.00	\$ 3,750.00
General Admin Exp - .6%	\$ 4,375.00	\$ 275.00
Legal & Collection Fees - 1%	\$ 7,500.00	\$ (3,500.00)
Bad Debt - .7%	\$ (5,000.00)	\$ 3,000.00
Telephone/Security - .7%	\$ 5,000.00	\$ 1,750.00
Electric - 3%	\$ 22,000.00	\$ (3,000.00)
Water/Sewer - 20%	\$ 144,000.00	\$ 5,400.00
Pest Control - 1.2%	\$ 8,500.00	NC
Snow Removal - 2%	\$ 15,000.00	NC
Trash Removal - 5.5%	\$ 40,000.00	NC
Insurance - 8.7%	\$ 62,771.00	\$ 1,771.00
Cleaning Contract - .9%	\$ 7,000.00	\$ (500.00)
Sprinkler/Fire Maint - 1%	\$ 7,350.00	\$ 350.00
Lawn & Landscape - 5%	\$ 36,500.00	\$ (2,000.00)
Swim & Racquet Club - 9.5%	\$ 68,400.00	NC
Reserve Study - 0%	\$ -	NC
Common Area Maint - 5.5%	\$ 40,000.00	\$ (3,000.00)
Replace Reserves -24.6%	\$ 177,700.00	NC
Taxes, License, Fees - .1%	\$ 750.00	\$ 100.00
<b>TOTAL:</b>	<b>\$ 722,985.00</b>	



### Payment of Assessment Dues

Effective with the January 2013 payment, all payments must be mailed, delivered to Chantilly office or electronically done via a banking Bill Pay system. The Sequoia Management accounting and tracking software offers an alternative means for residents to pay their dues (\$8.50 fee) and view their account history (No Charge).

To access or register, visit <https://sequoia.cineweb.com>.

### Assessment Coupon Booklet

A new 2013 Assessment Coupon Booklet will be arriving via mail in December. If you have not received it by January 2, 2013, please contact the Management Office (Alyssa Thompson).

