

Wooded Glen, Section I Homeowners' Association, Inc.

WGHOA November 2004

<http://www.woodedglen.homestead.com>

NEWSLETTER

ANNUAL MEETING

The annual meeting of the Wooded Glen, Section I Homeowners' Association, Inc, has been scheduled for November 30, 2004, at 8:00 p.m. at the White Oaks Elementary School, located at 6130 Shiplett Boulevard, Burke, Virginia 22015. Three (3) directors are to be elected -- two (2) for two (2) year terms, and one for a one (1) year term); other business will be transacted at the meeting.

Homeowners who cannot make the meeting on Tuesday 30 November are asked to complete a proxy vote assigning a board member with the responsibility of voting. The proxy vote can be used for a quorum or for any other specific reason. In order for us to have a meeting we will need a total of 20 members present or by proxy. All proxies must be given to the Board President (Mr. Shepherd) prior to the start of the annual meeting.

HOW TO CHANGE THE EXTERIOR OF YOUR HOUSE

Does the color of your house need a change? Do you wish you had a back deck or yard fence or do you want to change the one you have? Do you have a tree that needs to be removed? If so, then you have to request approval of the exterior change of your house from the Architectural Control Committee (ACC). The Wooded Glen guidelines state: *"Applications shall be submitted to the Committee in an original plus five copies. Applications shall contain detailed drawings of changes to be made. Such drawings shall clearly indicate the location of existing structures, and property boundary lines."*

The approval process is fairly simple; just write a letter explaining exactly what you want to do,

add a drawing, and if painting is involved, submit a sample of the color(s). Then send or deliver the original request and 5 copies to the Chairperson of the ACC, Mrs. Mary Beth Conlon at 9429 Wooded Glen Ave. She will circulate your request to the other members of the ACC and get back to you within a few weeks. Written approval of changes, additions or improvements to your home is a requirement of our Homeowners Association. To review the requirements in detail, see the link to the [Architectural Guidelines](http://www.woodedglen.homestead.com/) on our web site at <http://www.woodedglen.homestead.com/>.

BROKEN TRASH BARRELS

A number of homeowners have reported broken or damaged AAA trash barrels. If yours is damaged and you would like it replaced, please contact AAA Recycling and Trash Services at 703-818-8222 from 8-4:30 Monday-Friday. They will ask you to leave out the broken container one day during the week and replace it free of charge. If you are experiencing difficulty with AAA's service, please contact one of the WGHOA Board members.

WELCOME NEW MEMBERS

We have received word of two new families in our neighborhood. Please welcome:

9413 Wooded Glen – Patricia and Zachariah Becker

9437 Wooded Glen – Elaine Hock and Patrick Mc Lean

WOODED GLEN JOBS

We presently have two part-time paid positions that we are looking to fill from our association membership. The purpose of filling these jobs in-house is to cut down on overhead costs and provide opportunities to our members.

- 1) Accountant: The Accountant is responsible for managing the finances of the HOA. This includes receiving moneys, paying bills, maintaining the checking and savings accounts, preparing financial statements, and submitting materials for the annual tax return. A detailed job description is posted on the Wooded Glen web-site at http://woodedglen.homestead.com/Accountant_Job_Description.pdf.

Qualifications include:

- a. Strong knowledge of standard accounting principles and procedures.
- b. Expert knowledge of Microsoft Office Products including Access, Word and Excel.
- c. Financial Management expertise.
- d. Supervisory experience.
- e. Prior Board of Directors or committee chair experience.
- f. Comfortable doing accounting and balancing checkbooks
- g. Budget development skills.
- h. Public Speaking skills.
- i. Bachelor's Degree or higher in the area of accounting, business management or related field.
- j. Experience in the area of fiscal management for an organization or company.

- k. Class A member of the Wooded Glen Section I Homeowner's Association.

- 2) Yard Maintenance: Responsible for care (moving, edging, mulching, fertilizing) of the common grounds. The common grounds include the empty lot between 9424 and 9422 Wooded Glen Ave. and the Lee Chapel intersection. Mowing should occur 18-22 times during the year.

If you are interested in applying for one of these positions notify the HOA President, Mr. Cyril Shepherd, tel. # 569-5206.

LEE CHAPEL CLEAN UP

Thanks to Mr. Gary Van Horn and Mr. Walt Zimmers and for trimming the bushes at the Lee Chapel-Wooded Glen intersection. The intersection is now much safer for our families!

WOODED GLEN HOMEOWNERS ASSOCIATION CONTACTS

Board of Directors: (area code 703)

President: Cyril Sheperd Tel # 569-5206

Vice President: Walt Zimmers, 451-9184

Treasurer: Joseph Yakovac, 455-6381

Board Member: Kiran Sikri, 569-4016

Secretary: Gary Van Horn, 440-1014

Architectural Control Committee

Mary Beth Conlon, 440-9031

Gail Levenson, 451-8351

Sue Lee, 569-4485

Fred Garner, 451-2815

Grounds Committee

Richard Golden, 569-1264

Juliette Whelan, 440-8919

Kenneth Cronin, 455-7438

John Gordon, 455-0223

Bentsu Ro, 913-5067