

**Annual Meeting**  
**Ardmore Oaks at Ardmore Woods**  
**Homeowners' Association**  
**FAIRFAX STATION, VA 22039**

Date: December 13, 2013  
To: All Homeowners  
From: Larry Cosgriff, HOA President  
Re: Minutes of 2013 Annual Meeting, November 21, 2013

The Annual Meeting of the Ardmore Oaks at Ardmore Woods Homeowners Association (HOA) was held on November 21, 2013 at the Burke United Methodist Church starting at 7:30 PM. The meeting was preceded by a half-hour meet and greet.

The agenda is attached, as is the meeting attendance sheet. The following 10 homeowners were represented: Adams, Bolton, Brown/Smith, Cosgriff, Gugino, Hanlon, Karounos, Pillai, Shapiro and Shea. This representation is *less* than the minimum of 25% of the 55 homeowners needed to provide a quorum.

**Introductions and New Residents Welcome**

The meeting was chaired by President Larry Cosgriff. Vice President Charisa Smith; Treasurer Venu Pillai and Secretary Tim Shea were also present. Mary Hanlon attended as the representative of the ARC (Architectural Review Committee).

New resident Steve Bolton was introduced. All present including family members then introduced themselves and the meeting was started. President Cosgriff thanked the attendees for their presence.

**Old Business - Approval of Minutes of 2012 Annual Meeting**

It was moved and seconded that the minutes of the 2012 Annual Meeting be approved as submitted. The motion passed and the minutes were accepted as presented

**Old Business - Treasurer's Items:**

**Treasurer's Report**

Treasurer Pillai presented the Treasurer's Report for the period from January to November 21, 2013 and the Proposed Budget for calendar year 2014 (both attached).

The income for 2013 year-to-date has amounted to \$2,250, mostly as homeowners' dues, and the account receivable is \$1,050 as unpaid dues from 2012 and 2013.

There is a late fee of \$5 per month that will be assessed for all past dues accruing monthly from January 2014. Those in arrears will be notified individually.

The 2013 year-to-date expenses have amounted to \$2,794.70 and the cash on hand totals \$16,269.05 as a reserve against unanticipated expenses.

The operational deficit stands at \$544.70, which will be offset as the unpaid homeowners' dues are collected.

A motion to accept the Treasurer's Report was made, seconded and passed.

### **Proposed Budget - 2012**

The proposed budget shows projected revenue of \$2,750 based upon annual dues of \$50, and expenses of \$2814. A motion to accept the Proposed Budget was made, seconded and passed.

### **Fuel Storage Tanks:**

Some HOA members have propane storage tanks for fueling of fireplace inserts and heating of swimming pools. One HOA member did submit an application for a propane-fueled home heating system, and he wanted to install two above ground tanks that would each store 250 gallons of propane fuel for a total of 500 gallons of propane fuel. The application was denied. Mary Hanlon did share that she called a propane company that installs tanks in Fairfax County. The associate at the propane company told Mary that she had never heard of any homeowner who wanted to install such large tanks above ground.

Fairfax County has an information sheet at its web site on "Fuel Storage Tanks" that is attached for general information. In reviewing this sheet it is useful to know the following:

- The placement of fuel storage tanks is highly regulated and usually undertaken by the fuel vendor or a licensed contractor under one or more permits.
- The ARC (Architectural Review Committee) will address the aesthetic acceptability of an installation but does not issue or participate in the issuance of permits to construct a fuel storage tank installation.
- ARC will proceed to review each application on its aesthetic merits. The application will be required to present evidence that the proposed fuel storage tank has been approved by the requisite permitting agencies, and by the impacted neighbors, before any review action by ARC is taken.

It was agreed that a Task Force would be formed with Mary Hanlon as chairperson, and Tim Shea and Steve Brown as members, to draft review guidance for proposed fuel storage tanks, for use by ARC.

**Old Business – Non-HOA Compliance:**

Mary Hanlon opened her report by noting that newcomers to the community are often not familiar with the processes of ARC until they have tried to do something. The ARC rules are available by e-mail upon request, and Mary is pleased to answer questions at any time. She noted that most of the work of ARC is routine and appreciated the cooperation of the majority.

Unfortunately there have been a few neighbors who for one reason or another have chosen to be obstinate and not comply. President Cosgriff noted that there is no desire on the part of the HOA to use litigation to enforce the rules. However an attorney has been involved in the case of one homeowner due to ARC violations, and litigation will be forthcoming if the violations remain outstanding.

As an interim measure it was moved and seconded by those in attendance to publicize in these minutes the address of a homeowner who has been in noncompliant for *more than one year*. The motion was passed with one exception.

***There is only one such party and the address is 6820 Brimstone Lane.***

President Cosgriff then thanked the ARC for its important contributions to the quality of our community.

**Report on Home Sales**

Mickie Shea reported on home sales. There were 86 home sales in the 22039 zip code in the price range of \$600,000 to \$800,000 per MRIS data. The highest price for this neighborhood this year has been \$759,000 without a finished basement. There are presently five active listings in the above price range. Included the five is one in our neighborhood with a pool and a finished basement for \$790,000.

For those contemplating a move, President Cosgriff noted that it is important to contact an Officer of the HOA as early as possible. This will start in motion the scheduling of an ARC inspection, the assembly of the homeowner's document package (available for a \$50 fee), and a verification that the annual dues are paid in full. The end result is the issuance of a homeowner release document (such as attached) which is needed at settlement.

President Cosgriff thanked Mickie for her contributions to the meeting.

**New Business - Officers**

The present slate of officers is in office until the Annual Meeting of 2015.

**Open Discussion:**

One HOA member suggested that a neighborhood sign be posted with the message: "Please no solicitations. It was tabled after some discussion, and there was no further open discussion.

**Adjourn:**

The meeting was adjourned at 8:55 PM.

**Attachments:**

Agenda (2013)

Sign-in Sheet

Treasurer's Report – January to November 2013

Proposed Budget – 2014

Information sheet from Fairfax County entitled "Fuel Storage Tanks"

HOA homeowner release

**ARDMORE OAKS AT ARDMORE WOODS  
HOMEOWNERS' ASSOCIATION**

**ANNUAL MEETING**

**WEDNESDAY, NOVEMBER 21, 2013**

**7:00 TO 9:00 PM**

**BURKE UNITED METHODIST CHURCH  
6200 BURKE CENTER PARKWAY (AT BURKE LAKE ROAD)**

**REFRESHMENTS TO BE SERVED FROM 7 PM**

**PLEASE CONFIRM ATTENDANCE**

**AGENDA**

Old Business

1. Introduction (Larry Cosgriff)
2. New Residents Welcome (Larry Cosgriff)
3. Propane storage (Larry Cosgriff)
4. Non-HOA compliance (Larry Cosgriff)
5. Treasurer's Report (Venu Pillai)
6. Bank Accounts (Venu Pillai)
7. ARC Report (Mary Hanlon)
8. Recent trends in real estate sales (Mickie Shea)

New Business:

9. Open Discussion (All)
10. Adjourn

Attendees  
HOA Nov. 21, 2013

Larry Cosgriff

Tim Shea

STEVE BROWN

CHARISSA SMITH

Venu Pillai

Mary Hanton

STEVE BOLTON

JON ADAMS

Cindy Gugino

Shaulna + Ranay Shapiro

Patty Karounos

Mikie Shea

Deborah Robinson

# ARDMORE OAKS AT ARDMORE WOODS HOMEOWNER'S ASSOCIATION

11/21/2013

## Treasurer's report

<b>CASH ON HAND</b>		\$	\$
	BB&T	16,069.05	
	Imprest account	200.00	
<b>TOTAL CASH ON HAND</b>			<b>\$ 16,269.05</b>
<b>EXPENSES</b>			
Paid	PO Box Renewal	124.00	
	Misc payments	90.70	
	Checkbook	29.00	
	General Liability & Fidelity Bond	520.00	
			763.70
<b>Accounts Payable</b>			
	Contribution to United Methodist Church	100.00	
	Lawn moving (AP) - Estimate	230.00	
	Common area maintenance (AP) - Estimate	350.00	
	State of Virginia Corporation Commission Fee (AP)	50.00	
	State of Virginia DPOR Community Assn Fee (AP)	90.00	
	Directors & Officers (AP)	1,211.00	
Sub total			2,031.00
<b>TOTAL EXPENSES</b>			<b>\$ 2,794.70</b>
<b>REVENUE</b>			
Reveived	Homeowners dues	2,200.00	
	HOA Documents fee	50.00	
Sub total			2,250.00
<b>Accounts Receivable</b>			
	Unpaid Homeowners dues 2012 - A/R	500.00	
	Unpaid Homeowners dues 2013 - A/R	550.00	
			1,050.00
<b>TOTAL REVENUE</b>			<b>\$ 3,300.00</b>
<b>Receipt vs. Expenses</b>	Operational deficit		<b>(544.70)</b>

ARDMORE OAKS AT ARDMORE WOODS HOMEOWNER'S ASSOCIATION

Proposed Budget 2014

<b>REVENUE</b>	Homeowners Dues		<b>2,750</b>
<b>EXPENSES</b>			
	PO Box Renewal	124.00	
	Misc payments	100.00	
	General Liability & Fidelity Bond	520.00	
	Contribution to United Methodist Church	100.00	
	Lawn moving (AP) - Estimate	230.00	
	Common area maintenance (AP) - Estimate	350.00	
	State of Virginia Corporation Commission Fee (AP)	50.00	
	State of Virginia DPOR Community Assn Fee (AP)	90.00	
	Directors & Officers (AP)	<u>1,250.00</u>	
			<b>2,814</b>

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<b>Revenue vs.</b>		
<b>Expenses</b>	Operational Deficit	<b>(64)</b>

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## Fuel Storage Tanks

As outlined in the [Virginia Construction Code](#), plans, permits and inspections relating to fuel tanks shall be required in accordance with the table below by either the Office of the Fire Marshal or Land Development Services depending on the size, location and type of tank.

This policy is designed to eliminate the duplication of services provided in relation to inspection, plan review and permitting for fuel storage tank installation, abandonment or removal.

Fuel Tank Type	Installation Site	Activity	Fire Prevention Code (Fire Prevention Division)			Virginia Construction Code (Land Development Services)		
			Permit	Plans	Insp.	Permit	Plans	Insp.
Liquefied Petroleum Gas (LPG-Propane)	Commercial <sup>1</sup>	Installation	Yes	Yes	Yes	No	No	No
	Commercial <sup>2</sup>	Removal	No	No	No	No	No	No
	Residential <sup>3</sup>	Installation	No	No	No	Yes	No	Yes
	Residential <sup>2</sup>	Removal	No	No	No	No	No	No
Diesel Fuel or Gasoline	Commercial <sup>1,4</sup>	Installation	Yes	Yes	Yes	No	No	No
	Commercial <sup>4,5,6</sup>	Abandonment or removal	Yes	No	Yes	No	No	No
	Residential <sup>4</sup>	Installation	Yes	Yes	Yes	No	No	No
	Residential <sup>4</sup>	Abandonment or removal	Yes	No	Yes	No	No	No
Fuel Oil	Commercial <sup>1,7</sup>	Installation	Yes	Yes	Yes	No	No	No
	Commercial <sup>6</sup>	Abandonment or removal	Yes	No	Yes	No	No	No
	Residential	Installation	No	No	No	Yes	No	Yes
	Residential <sup>8</sup>	Abandonment or removal	Yes	No	Yes	No	No	No

1. Plans, permits (plumbing/mechanical/electrical), and inspections shall be required from Land Development Services for service piping, branch line piping, and equipment served. Contact **703-324-1555**, **TTY 703-324-1877** (Permits and Application), **703-222-0114**, **TTY 711** (Building Plan Review), or **703-324-1910**, **TTY 711** (Commercial Inspections).
2. The Fire Prevention Division shall be notified at **703-246-4849**, **TTY 711**, at least 48 hours in advance of removal. Permit fees and plan reviews may apply.
3. Tank(s) capacity of 500 gallons or greater, and all under ground tanks of any capacity, to be located on property with well and/or septic will require the permit applicant to contact the Health Department at **703-246-2201**, **TTY 711**. Permit fees and plan reviews may apply.
4. State Water Control Board Department of Environmental Quality regulations shall apply for aboveground storage tanks greater than 660 gallons and underground storage tanks greater than 110 gallons.
5. Owner is required to submit the results of a soil sampling to the State Water Control Board for evaluation after the removal/closure of the tank.
6. Abandonment in place shall be in accordance with Article 20, Part 3 of the [Fairfax County Zoning Ordinance](#).
7. Aboveground tanks greater than 660 gallons shall be registered in accordance with the State Water Control Board regulations. Aggregate aboveground storage in excess of 5,000 gallons shall comply with Pollution Prevention requirements of the State Water Control Board regulations.
8. No permit is required for abandonment or removal if the fuel oil tank is aboveground and is 60 gallons or less.

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*ARDMORE OAKS HOMEOWNERS ASSOCIATION  
FAIRFAX STATION, VIRGINIA*

DATE: \_\_\_\_\_

RE: \_\_\_\_\_ (Address)  
Lot # \_\_\_ of the Ardmore Oaks Subdivision  
Fairfax Station, Virginia 22039

To Whom It May Concern:

**This is to certify that the subject property is in full compliance, with no violations of the architectural guidelines of the Ardmore Oaks Homeowners Association.**

**Further, this letter certifies that the current owners of the subject property do not owe any fees or dues to the Ardmore Oaks Homeowners Association. The Association has received payment in full (\$50) of the annual dues for calendar year 2011.**

\_\_\_\_\_

**Larry Cosgriff  
President, Ardmore Oaks Homeowners Association**

Date: \_\_\_\_\_