

Stratford Condominiums at Heather Glen

December 2010/January 2011 Edition
<http://www.stratfordcondo.org>

Property Manager: Angela Corum acorum@sequoiamgmt.com - 703-369-4502 or 703-803-9641

Business Hours: 8:30am – 5:00pm (Mon-Fri), **After Hour Emergency:** 703-968-6705

Board of Directors

President: Bill Richardson, WCRichardson6@aol.com

Vice President: Julia Mattingly

Treasurer: Joe Phoenix

Secretary: Vacant

Director: Elancia Felder

Director: Bill Gennetti

Director: Cheryl Williams

Director: Chris Ellis

Editor: Cindy Woodfork

Website Administrator: Ann Bullock

Monthly Board meetings are held the 4th Tuesday of every month at 7:00pm

Upcoming Board Meetings:

- * December 28, 2010 – No Meeting
- * January 25, 2011
- * February 22, 2011
- * March 22, 2011
- * April 26, 2011
- * May 24, 2011
- * June 28, 2011

Club House 2010 Holiday Schedule

The Management Office will close

- * Friday, December 17 – Noon
- * Friday, December 24 – Christmas Holiday
- * Friday, December 31 – New Year's



Message from the President

Attached is our 2011 budget. There is no increase to the current \$200 assessment; however, late fees will increase to \$20.00 per month (10% of the current assessment). Assessments are deemed late as of the 16th of the month the assessment is due.

Fiscal Year 2011 Budget

This budget seeks to ensure that Stratford Condominium continues to be properly maintained. The budget is derived from historical information as well as management's understanding of anticipated cost increases.

Please see the attached for a more detailed breakdown of the 2011 Budget and the expense items that led to the current assessment.

Fiscal Year 2011 Assessments

To appropriately fund the budget, monthly assessments will be effective 1 January 2011. Please remember that monthly assessments are due on the first of every month. There is a fifteen day grace period after which assessments are deemed late (16th) and are assessed at a \$20 late fee. New coupon booklets with envelopes will be mailed separately; please ensure the Management Office has a correct mailing address. Non-receipt or availability of a payment coupon will not excuse the monthly payment in accordance with the dates indicated above.

The Board utilized owner input and suggestions from Sequoia Management in the development of the budget. The Board wishes to thank all of the various committees for their continued work on behalf of our Association.

Involvement by unit owners and residents is always welcomed. If you have any questions on the budget, or monthly assessment, please contact the Management Office at 703-369-4502, or send an e-mail via the 'Contact Box' on the Stratford Website, www.stratfordcondo.org or to me, wcrichardson6@aol.com.

HAVE A HAPPY AND SAFE HOLIDAY!!!



Three Vehicle Limit

Resident owners and landlords are reminded that only three vehicles are allowed per unit to be parked within the common parking area of Stratford. Every vehicle parked in these spaces requires a Parking Pass that should be attached to the rearview mirror or placed on the driver's side dashboard. Any resident that is aware of a violation to these policies are urged to provide make, color, and license number and the offending building unit number to management.

Communications with Management Office or the Board

Communications with problems or issues for the Management Office will be via telephone (703-369-4502) or email (acorum@sequoiamgmt.com or athompson@sequoiamgmt.com) or the web site, www.stratfordcondo.org. A response or confirmation with a resolution or an acknowledgement will be within 48 business hours. Email is the preferred means, particularly if there are attachments involved, and it provides a written record of your issue for future reference. All Complaints require a form to be filled out and filed with the Management Office; see your bylaws or the Management Office for the form. Emails and telephone calls or voicemail are not an acceptable means for complaints. Monthly meetings are another means to voice communications of all types.





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 hoses to storage or dispose of them. Those residents needing assistance please contact the Management Office.

Cat Food and Trash in Breezeways

Leaving trash bags and putting cat food outside your doors are attracting skunks and raccoons. This practice is not allowed. Please don't encourage the wildlife to become vagrants.



New Online Electronic Account Access

Sequoia Management is pleased to announce that over the past year, they upgraded their accounting and architectural tracking software. The initial phase of implementation allowed them to recognize efficiencies in their accounting system. The next phase will enable homeowners to pay their dues online (\$8.00 fee) and view their account history (No Charge). To sign up and register, visit <https://sequoia.cincweb.com>.



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 mail box areas clear during snow events is appreciated.

Seasonal Storage for Balconies and Patios

Now that the season is changing and the Daylight Savings Time is back to Standard Time, it's time to remove summer garden tools, miscellaneous items and planting materials from the patios and decks. During the winter season, residents may store snow shovels, salt material and winter recreational items, such as sleds and skis. Please keep all items neatly stored. Note: No flammable or volatile items are allowed at any time.

Christmas and Holiday Décor

Decorations on outside bushes and lamp posts are authorized, but all lights or motorized décor must be turned off by 11:00 PM if supplied 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 27, 2010. Please remove all decorations such as tinsel and do not enclose in a bag or webbing.



Assessment Coupon Booklet

A new 2011 Assessment Coupon Booklet will be arriving via mail in December. If you have not received it by 3 January 2011, please contact the Management Office (Alyssa Thompson).

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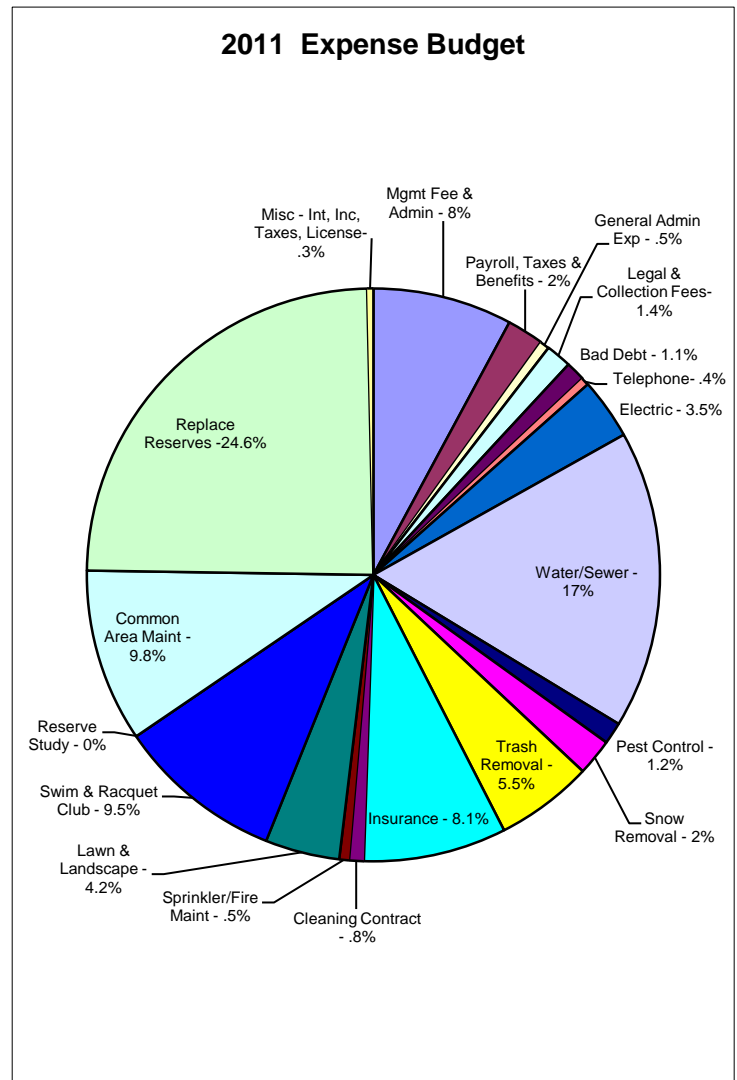
Holiday Safety At Home

- * If you are traveling for the holidays, make your home look "lived in". Have a friend or neighbor collect your mail and newspapers or have your service suspended while you are away.
- * Use timers to turn lights off and on. Put an automatic timer on several lights and a radio.
- * Have a neighbor keep your property maintained.
- * Leave shades and blinds in their normal positions.
- * If absent for an extended period, let the Management Office know.



Stratford Condo 2011 Budget

Previous Budget 2010 - \$720,000	2011	Change
300 Units @ \$200.00 x 12mo	\$ 720,000.00	None
ELEMENT of EXPENSE (EOE)	\$\$ Allocation	\$ (+/ -)
Mgmt Fee & Admin - 8%	\$ 57,238.00	\$2,200+
Payroll, Taxes & Benefits - 2%	\$ 15,060.00	NC
General Admin Exp - .5%	\$ 3,800.00	(\$625)
Legal & Collection Fees - 1.4%	\$ 10,500.00	(\$200)
Bad Debt - 1.1%	(\$8,000)	(\$2,000)
Telephone- .4%	\$ 3,250.00	NC
Electric - 3.5%	\$ 25,000.00	\$1,500+
Water/Sewer - 17%	\$ 122,400.00	\$12,400+
Pest Control - 1.2%	\$ 9,000.00	(\$960)
Snow Removal - 2%	\$ 15,000.00	(\$5,000)
Trash Removal - 5.5%	\$ 40,000.00	(\$2,000)
Insurance - 8.1%	\$ 58,627.00	NC
Cleaning Contract - .8%	\$ 6,000.00	\$1,200+
Sprinkler/Fire Maint - .5%	\$ 4,000.00	(\$2,000)
Lawn & Landscape - 4.2%	\$ 30,500.00	(\$1,500)
Swim & Racquet Club - 9.5%	\$ 68,400.00	NC
Reserve Study - 0%	\$ -	(\$4,000)
Common Area Maint - 9.8%	\$ 71,000.00	(\$14,851)
Replace Reserves -24.6%	\$ 177,700.00	NC
Misc - Int, Inc, Taxes, License-.3%	\$ 2,525.00	(\$1,225)
TOTAL:	\$719,700.00	\$300+



Notes:

NC - No Change

+ - Increase from 2010

(-) - Decrease from 2010