

Tollgate Association November 2014 Board Meeting

Date and Time: November 1st, 2014 at 9am

Location: 117 Tollgate Way (Ochsendorf residence)

Attending: Chuck Connor, Ed Hahn, Rob Ochsendorf, Joe Romer, Terry Zawacki, Bob Donaldson, Marie Murray, Garry Sauner, and Steve Lyons

1. Approval of October Meeting Minutes
2. 9:00 – 9:15 Financial Report and 2015 Budget
http://tollgateway.org/budget/2014_expenses.pdf
http://tollgateway.org/budget/2014_net_worth.pdf
http://tollgateway.org/budget/2014_budget.pdf

The proposed 2015 budget was presented. We discussed impacts to the budget of the 2014 budget surplus, proposed 2015 parking pad replacement/repair, acceleration of the street light life cycle, and possibly setting aside money to cover future storm water system maintenance costs.

3. 9:15 – 9:45 Annual Meeting Agenda and Process
 - Managing Tollgate as a Brand
 - Review of the 2014 financials
 - Approval of the 2015 budget
 - Review of the 2014 committee activities
 - Election of one new Tollgate Board member

The PowerPoint presentation for the branding discussion and links to our financials will be circulated to the Association ahead of the annual meeting. There was discussion around the process for the Board election, including collection of proxies and voting during the meeting. The group concluded that homeowners should be allowed to submit their proxies to any homeowner that will be present during the annual meeting. Additionally, there should be discussion about Board candidates during the meeting prior to voting, and association members should

sign in at the meeting to ensure a quorum. Rob will circulate a revised notice to the community regarding the upcoming annual meeting.

4. 9:45 – 10:00 Issue of Adverse Possession – Rob and Joe spoke to attorneys within Tollgate regarding the bump out area and learned that certain criteria need to be met for adverse possession. After some discussion, the Board agreed to move forward with engaging our neighbors on Broad to communicate our intent to plant trees in that area, and that the bump-out portion of the fence should be removed so that property boundaries can be restored. Rob will approach the homeowners to try and reach an amicable agreement for restoration of the boundary line.
5. 10:00 – 10:30 Committee Reports
 - Social – The Board continues to search for a venue for the annual holiday party.
 - Landscaping – Fall plantings were completed last month, and the landscaping budget for shrubs came in under budget. The Committee agreed earlier in the year that if funds were remaining, then we would partially reimburse Sherry Beyer for one of the new bushes that she planted in the front of her house. Marie will ask the Committee to approve a reimbursement to Sherry for \$50. There was a work party to transplant lirope from the front bed at #102 (Melhem) to several places within the neighborhood. Thanks to all who participated in this effort.

The Ramiro Group presented a bid of \$24,900 (2015) and 26,400 (2016). Marie asked them to revisit their bid to see if there were some ways to reduce the costs. They came back with a revised bid of \$24,500 (2015) and \$25,500 (2016). The Committee unanimously approved the revised bids, and so, too, did the Board.

The Committee has received requests for new shrubs from several homeowners for the 2015 planting season. The Committee will meet in late winter to discuss 2015 priorities, including spring plantings and another landscaping tour.

- Trees – Bob submitted a permit for tree removal that included six trees, including two that will be removed next year. The City initially indicated that the regular \$50 permit would be increased to \$200. Bob convinced the City arborist to revisit the permit cost, which will be brought to the tree commission for a vote to eliminate the cost entirely. Thanks to Bob for his efforts on this matter.

- Architecture – The Committee approved a request from #125 (Echemendia) to repaint the front steps and to replace the roof. The Committee also approved a request from #135 (Smolinski) to repaint the front dormers.

The Committee also finalized the revised Architectural guidelines. The guidelines are included below in Appendix A, along with a list of existing non-conforming items (see Appendix B) and sample Architecture Committee/Board letters (see Appendix C). Garry thanked all Committee members for their work on this project. Garry moved that the guidelines be approved by the Board, and the Board approved.

Joe suggested that the Architecture guidelines be included in the package delivered to prospective homebuyers to increase awareness of architectural standards and expectations.

- Maintenance – Garry discussed possible replacement/repair of parking pads at #123 (Kahn) and #131 (Hogle). This issue drove some discussion around the 2015 dues, and reclassification of parking pad replacement/repair in the asset management plan.

The next meeting will be on December 6th, 2014 at #133 (Connor residence). The Board meeting concluded at 10:43 a.m.

Appendix I

ARCHITECTURE REVIEW GUIDELINES

Introduction

One of the special characteristics and defining features of Tollgate is the colonial Williamsburg appearance of our community. As homeowners of this Association, we are responsible for maintaining our individual properties in good condition and preserving the desirable Williamsburg qualities that contribute significantly to both the appearance and property values of our neighborhood. The Architecture Committee was established under Article VIII of the Tollgate Covenants and given the responsibility to oversee decisions related to the exteriors of Tollgate homes. The Architecture Committee has established the following guidelines to address this responsibility. The development and adoption of these guidelines is consistent with the goal of the Committee to make objective and consistent decisions that benefit the entire Tollgate community.

Any modification, replacement or addition to the exterior of a Tollgate home must be approved by the Architecture Committee. Please carefully read the guidelines before submitting a plan for exterior work. The request form is available on our Association's website www.tollgateway.org.

The guidelines are meant to be helpful, and they do not replace nor take precedence over any of the Association's existing By-Laws, Covenants or future amendments. If in doubt, seek clarification from the Committee Chairperson before undertaking any alterations to your home or adjacent property.

Please submit your work request to the Architecture Committee prior to scheduling work. The Architecture Committee will promptly review each exterior work request received and perform its due diligence. While the Covenants allow for a 30 day response period, the Committee usually responds sooner. During the review process a concerted effort is made to accommodate homeowner preferences to include consideration of emerging materials and technologies. With your cooperation and support, Tollgate will continue to remain one of the most attractive and desirable neighborhoods in the City of Falls Church.

Exterior Painting

- The Association endorses the collection of **exterior** paints licensed by the Colonial Williamsburg Foundation. Benjamin Moore is currently licensed to produce the exterior Williamsburg Color Collection. The licensing may change over time, so if you have difficulty finding the Williamsburg Color Collection, please contact the Committee Chairperson for assistance.
- Other manufacturer's brands of exterior paint may be used so long as the color hues **match** the exterior paints from the Williamsburg Color collection. Black is considered another color.

- Gloss finish should not be used for the base color of home siding. Prior to submittal to the Architecture Committee, we encourage homeowners to purchase a small amount of the paint(s) desired and conduct a paint test. This will allow one the opportunity to actually see how the paint looks on the materials being used at different times of day and how those color selections appear in relation to nearby Tollgate properties, etc.

Exterior Painting (Continued)

- Please obtain desired manufacturer color paint chips from a local hardware store and include them with the exterior work request form submitted to the Architecture Committee.
- Identify a primary and secondary color preference for siding (base), front door, accent trim, shutters (if applicable), and garage door (if applicable).

Gutters

- Gutters or gutter guards/covers in the front must be copper. Side or back gutters may be painted to look like copper or painted the trim color of the house.

Roofs

- To keep to the Williamsburg style, the front roofs on Tollgate properties should be either cedar shake or slate, or faux materials that resemble in appearance either cedar shake or slate. Rear roofs not visible from the street may have asphalt shingles to reduce cost, if desired. Non-conforming roofs should be made to conform the next time the front roof is replaced.
- Homeowners with homes that currently have cedar shake roofs are strongly encouraged to keep cedar shake roofs.
- Color and texture of roofing materials should be in harmony with the exterior paint and color scheme of the home.
- Choice of roofing material should also take into consideration the roofs of adjoining homes.
- Whenever possible, a sample of the actual roofing material being considered should accompany an architectural request for approval of a new roof.

Siding

- Replacement siding should conform to or look like the existing style on the home. Use of newer, more energy efficient and durable products are encouraged. One composite man-made material is James Hardie plank. The Committee has identified Hardie plank stock colors that are compatible with the Benjamin Moore Williamsburg Collection of exterior colors. Homeowners interested in using any of the following stock colors may do so after obtaining Architecture Committee approval.

Siding

Trim / Accent Only

Autumn Tan (George Pitt House Bisque)	Country Lane Red (Nicholson Store Red)
Khaki Brown (James Muir Shop Fawn)	Evening Blue (Bracken Tenement Blue Slate)
Monterey Taupe (Blue Bell Tavern Gray Green)	Harris Cream (Griffin House Ivory)
Mountain Sage (George Pitt House Green)	Navajo Beige (Courthouse White)
Sandstone Beige (Market Square Tavern Shell)	
Timber Bark (Purdie House Gray Slate)	
Woodstock Brown (Market Square Tavern Gray)	

Note: James Hardie plank can be purchased in a primed condition and painted, allowing for a wider choice of colors. Homeowners may pick an exterior color from the Williamsburg Collection and request approval for the use of that color.

Siding (Continued)

- Homeowners desiring to use other siding materials should work with the Committee to gain approval of the material and to identify stock colors that are compatible with the Williamsburg Collection of exterior colors.

Front (Main Doors)

- Should appear to be made of wood but may be made of other, more energy efficient or durable materials. May either be a raised six-panel door without windows or a door with windows and four panels.
- When front doors are replaced, every effort should be made to preserve the original molding and other design features that surround the door. If the original molding will be removed, the architectural work request should include the details of proposed replacement materials and style.

Storm Doors

- Full view glass only.
- If wooden, the color should match that of the front door.
- If metal, the metal should match (wherever possible) the color of the front door.

Garage Doors

The Architecture Committee has traditionally asked that all garage doors be made of wood.

- Must have raised panels.

- Material - wood (not aluminum) or other premium, durable materials if approved by the Committee.
- May come with or without windows.

Window Replacements

- Replace with existing similar style windows, especially in the front.
- All front windows must retain dividers or muttons as close as possible to the original millwork.
- Replacement window trim should be as close as possible to the original wood window trim.
- New trim should be consistent in color with the existing trim color of the home. Any differences in trim color must be approved by the Committee.

Shutters

- Shutters are part of the original design of some homes within Tollgate.
- Replacement shutters should be similar in style and size to the originals.
- Replacement shutters can be made of wood or other materials that give the appearance of wood.
- Shutters should be painted in an approved exterior color that complements the siding/brick of the house and the house trim color.

Front Steps

- Must be maintained in the existing colonial style.
- When repaired use same color brick. Mortar should match the existing mortar color (no gray).

Railings (in front or along porch)

- Wooden railings should be in keeping with a colonial design, with finials approved by the Architecture Committee. Paint color should be Outside White or coordinated with the house trim color.
- Wrought iron railings should be replaced with similar railings and painted black.

Decks

- Originally, only certain style homes in Tollgate were built with decks. These homes have indents or projections in the exterior rear walls that allow for the placement of decks that do not significantly impact the neighbors on either side.

- Prior to making a formal request to the Architecture Committee, homeowners should consult with adjoining neighbors and develop a plan if the proposed deck is new or significantly changed from an existing deck.
- Provide a detailed plan (including actual dimensions) to the Architecture Committee for approval.
- Historically, the decks on Tollgate homes were made of wood and painted to match the exterior trim color of the home. Synthetic composite materials such as Trex are now available for deck use and come in stock colors that can be matched to, or complement, the exterior trim color of the home.
- The Committee will carefully consider the impact of any new or significantly changed deck on adjoining neighbors or on neighbors that will have an unobstructed view of such a deck, and will seek comment from these neighbors as part of the review process.
- Once Committee approval has been given, all decks must meet City Code so obtain a building permit from the City of Falls Church prior to construction.

Brick Walls and Fences

- Must be maintained in their existing style (brick walls should never be painted).
- Replacement courtyard wall or fences should be the same height as the original walls.

New Back Gates

- Should be wrought iron, wood or other durable materials that look like wood in a colonial style

Backyard Storage Sheds

- Storage shed plans or free standing sheds need to be approved by the Architecture Committee.
- Sheds may not be taller than the courtyard walls/fences.

Outside Hardware and Light Fixtures

- Should be of colonial Williamsburg design and painted black or any natural metal finish except chrome. For approval purposes, please provide a photo or web link.
- Glass in light fixtures should be clear, not opaque.

House Numbers

- Should be brass or black.

Exterior Flags

- Should be limited to the U.S. flag or the national flags of residents; however, no seasonal banners or sports flags.

Vent Covers

- Vent covers on the front facades of homes, and on the sides of homes that face neighbors, should be as unobtrusive as possible.
- Ideally, replacement vents should be as close as possible in size, shape, and color to original vents.
- The appearance of vent covers should be minimized by painting and/or landscape screening.
- Energy efficiency is encouraged, but will be just one of the factors considered for vent replacement approval.
- The Heartland 21000 style of vent closures is allowed on the front façade of homes (ground level only) so long as they are painted to match the color of the brick or siding. This style is not appropriate for use elsewhere on the front and will not be permitted more than 36 inches from the ground.

Resources

- To assist homeowners in identifying contractors who have provided good service to neighboring homeowners, a list of preferred contractors has been created and is included on the Association's website www.tollgateway.org and click on contractors. This list of contractors was generated from voluntary recommendations by individual homeowners and due to the turnover in ownership and employees at many companies; homeowners are encouraged to obtain several estimates and base decisions on their own preferences.

Exterior Non-Conforming Items

- Homeowners are responsible for any non-conforming features and are encouraged to make corrections at the earliest opportunity or when first maintenance is required. A listing of such items is Appendix A to these Guidelines. Any uncorrected items will be made part of the Association's real estate disclosure packet.

Committee Follow-up

- The Architecture Committee's goal is to carry out its responsibilities in a collaborative and productive manner with homeowners. The Covenants provide a timeline for the Committee to follow for handling homeowner requests and granting approval, and this has proven, for the most part, to be effective. Requests can involve repairs,

Committee Follow-up (Continued)

improvements or modifications to exteriors and they are generally completed in a timely manner.

- The Covenants also address the possibility that a homeowner might not maintain the exterior of their individual property in good condition. While historically such situations are rare, the Committee has adopted a process, at the request of the Board, to bring such an oversight to the homeowner's attention. As a first step, the Architecture Committee Chairperson will meet with and discuss the repair issue with the homeowner. Whenever possible, the Chairperson will direct the homeowner to resources that might help in resolving the matter. During this discussion, a reasonable time period for having the repairs completed will be discussed, 60 days for most repairs. If the repair is not made within 60 days of this conversation (or a mutually agreed upon longer time period), and the homeowner has not asked for additional time, a letter will be sent from the Architecture Committee Chairperson to the homeowner. This written notification will state the necessary repair and provide a time period to rectify the situation. If action is not taken by the homeowner within another 60 days, the Chairperson will notify the Board. The Board then has the option to take action under Article IX Exterior Maintenance of the Covenants, and may send a second letter signed by the President and Treasurer of the Association requesting immediate action. Sample letters are Appendix B to these Guidelines.

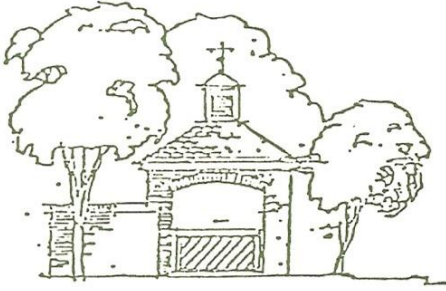
Appendix B

Appendix A - List of Existing Exterior Non-Conforming Items

The following properties have items that do not conform to Tollgate's architecture review guidelines. Homeowners should correct the following features the first time maintenance is performed or prior to putting their properties on the market:

- 107, 110 and 111 Tollgate Way – A satellite dish mounting bracket (#107) and the satellite dishes (#110 and 111) atop the rear roofs were not approved; please remove the mounting bracket or relocate the satellite dishes so they are not visible from the front.
- 122 Tollgate Way – Color of shutters. The color approved was to be the same exterior green color that appears on #109. The contractor applied an interior green color that is too bright.

Appendix C



TOLLGATE ASSOCIATION
Falls Church, Virginia 22046

Date

Homeowner
xxx Tollgate Way
Falls Church, VA 20046

Dear xxx,

As we discussed on XXXX, there are exterior repairs on your property that need attention; namely:

We appreciate that homeowners have many concerns, but we are asking that you please correct this oversight by XXX. If you have any questions about the repairs or need some additional time, please contact the Architecture Chairperson. Thank you.

Regards,

Architecture Chairperson



TOLLGATE ASSOCIATION
Falls Church, Virginia 22046

Date

Homeowner
xxx Tollgate Way
Falls Church, VA 20046

Dear xxx,

The exterior repairs to your property that were discussed on XXX and requested by letter from the Architecture Committee on XXX have not been completed. Our Covenants provide you 60 days to bring your property into compliance with Tollgate standards. As a property owner in Tollgate, it is your responsibility to make the changes to your property. Article IX of the Covenants addresses this specific issue, stating:

Exterior Maintenance

In the event an Owner of any Lot in The Properties shall fail to maintain the premises in a manner satisfactory to the Board of Directors, the Association, after approval by two-thirds (2/3) decision of the Board of Directors, shall have the right, through its agents and employees, to enter upon said building and make the necessary improvements. The cost of such exterior maintenance shall be added to and become part of the annual assessment to which such Lot is subject.

If you have some specific reason for not completing this work, please let the Architecture Committee Chairperson know what that is. We want to work with you if help is needed. However, if the repairs are still not completed by the end of XXX, the Board will take a vote on the issue and proceed in hiring a contractor to complete the work.

Regards,

President Treasurer