

Spring 2018

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[www.Leewood.us](http://www.Leewood.us)

[newsletter@leewood.us](mailto:newsletter@leewood.us)

## Leewood Homeowners Association

### Management

Sentry Management Inc.  
4401 Ford Ave., Ste. 1150  
Alexandria, VA 22302  
(800) 932-6636

### Community Manager

Birgit Burton  
[bburton@sentrymgt.com](mailto:bburton@sentrymgt.com)  
(703) 642-3246 ext. 56507

### Our Board

Leona Taylor – President  
[president@leewood.us](mailto:president@leewood.us)

Nathan Parsons-Schwarz –  
Vice President  
[vicepresident@leewood.us](mailto:vicepresident@leewood.us)

Justin Edwards – Treasurer  
[treasurer@leewood.us](mailto:treasurer@leewood.us)

Gideon Abebe – Secretary  
[secretary@leewood.us](mailto:secretary@leewood.us)

Khaleaph Luis – At Large  
[atlarge@leewood.us](mailto:atlarge@leewood.us)

### Trash Contractor

American Disposal  
Services

[www.americandisposal.com](http://www.americandisposal.com)  
(866) 884-8700

# Leewood Times

## New Management Company

Leewood has engaged Sentry Management to manage the daily affairs of the Association. You should have received your coupon book and introductory letter from Sentry. Contact information for the management company is in the sidebar to the left and will be added, along with links, to the Leewood website.

For assessments, this now means you have other payment options. You can set up automatic payments, pay by phone, mail in your payment, or drop the payment off at the Sentry office. You may now pay via credit card as well. Note that there may be fees associated with payment options other than check and delivery to the management office.

Every homeowner now has a secure online account provided by Sentry. Go to My Account at [www.sentrymgt.com](http://www.sentrymgt.com). You can make payments, view your account and payment history (since April 1), and access other features as they are set up and loaded.

Service items, questions, complaints, etc. normally sent to the Leewood Board or Committees should be sent to Sentry. You may call the owner customer service line at (800) 932-6636. You may also e-mail or phone Birgit Burton, the community manager, assigned to Leewood at (703) 642-3246 extension 56507.

We are also working to update the Leewood website with the management company information and the new procedures to follow with the management company in place.

## Annual Meeting

The Annual Meeting of the Association was held on March 13th. Updates were provided on the parking survey, tree work, and finances. Questions and suggestions were taken from the homeowners during open forum.

A major portion of the meeting was devoted to discussion of the new management company engaged by the Board effective April 1st. During the past year and a half, the Board has done preparation work and positioned the Association to move from being self-managed by volunteers to being professionally managed. This has included negotiating new grounds maintenance and trash/recycle service contracts with lower fees, as well as completing a new reserve study. (The reserve study shows the Association well provided for repairs and replacements and, as a result, reduces the annual required reserve contribution.) The Board also went through a RFP

process for management companies and chose Sentry Management to manage the Association. A representative of Sentry Management attended and introduced the company to those at the meeting.

Elections were also held to replace the outgoing board members. Three new Board members were elected. The outgoing board members –Patricia Willingham, Dayna Roy, and Janet Rourke- were thanked for their dedicated service to the Association.

### **Board Officer Elections**

At the April Board meeting, the Board voted on officer positions among the Board members. Current officers of the Board are:

Leona Taylor	President
Nathan Parsons-Schwarz	Vice President
Gideon Abebe	Secretary
Justin Edwards	Treasurer
Khaleaph Luis	Member at Large

### **ARC (Architectural Review Committee) Inspections**

Sentry Management will conduct ARC inspections this spring to verify that homes comply with the Leewood Design and Maintenance Standards. A checklist of items to review will be provided to Sentry for the inspections. Sentry Management will complete the inspections and review the results with the ARC and Board before citation letters are sent. If you receive a letter and have any questions, please refer to the Standards or contact Sentry Management.

As a reminder, repairs returning your home to the original builder condition are generally not subject to ARC approval. However, repairs or improvements that change the appearance must be approved by the ARC. Remember to review the Standards (available at [www.Leewood.us / Architectural](http://www.Leewood.us/Architectural)) when contemplating any exterior work on your house or yard. Do not rely on or copy what your neighbor has done; your neighbor may not be in compliance. When in doubt, review the Standards and call or e-mail Sentry Management for clarification.

If you are making a change or any update to the exterior of your house or yard, you should complete an Application for Exterior Home Improvement Approval or Application for Exterior Color Approval (also available on the website under ARC Forms). Submit the form(s) to our Community Manager at Sentry Management.

### **Other Updates**

At the April Board meeting, the Board approved street sweeping (completed April 26) and also instructed Sentry Management to start work on street and sidewalk repairs. With the sidewalk repair, we hope to coordinate with the vendor to offer sidewalk repair service to individual homeowners. More information should follow, but keep this in mind if you have a cracked or seriously slanted sidewalk leading up to your unit.

## Yard Maintenance Tips

With spring here, many of you may be contemplating work on your yard. Here are some guidelines excerpted from the Standards manual:

- Dead, damaged or overgrown trees/shrubs/ plants should be removed/trimmed.
- Planting beds should be weeded.
- Large exposed dirt areas that are not part of planting beds should be re-sodded.
- Raising vegetables or herbs in front or side yards is prohibited.
- No statuary or other front or side yard ornaments are allowed.
- Garden hoses, reels or storage boxes must be stored behind shrubs so as not visible from common property sidewalk.
- Front or side yards shall be landscaped with a combination of sodded lawn, planting beds and optional trees.
  - Planting beds shall be planted with permanent shrubs, trees or other plants such that no area of dirt or mulch extends more than 3' between shrubs (12" between ground cover) or like distance from plants to borders.
  - Foundation plants shall be provided in the front and side yards consisting of shrubs which may be supplemented with flowers or ground cover. Annual plants or deciduous shrubs (that lose leaves for part of the year) may not be used as foundation plants.
  - Planting beds may be edged with commercially available unit edging such as decorative cast concrete units, bricks, stones, vertical wood edging or landscape timber edging, which must be maintained and firmly set in place. Other edging materials (such as plastic) are discouraged and must be submitted to the ARC for approval.
  - Edging may not exceed 18" in height and may not encroach on another owner's property or on the common area.
- While planting of an ornamental or hardwood tree is encouraged in front and side yards, owners should select trees that will not outgrow the space in which they are planted or encroach on a neighbor's property or the common areas.

The following changes to your yard require prior approval:

- Relocation of any tree measuring 4" or larger in diameter
- Removal, relocation or addition of any large shrub measuring at least 4' in height.
- Relocation or addition of any continuous hedge
- Implementation of a landscape plan which will significantly alter the appearance of any front or corner side yard
- Any alteration of existing topography; or
- Any landscape plan which includes statuary, site furniture or any other non-plant improvements (except in rear yards not visible from the street).

Please review the Leewood Design and Maintenance Standards manual for more information.

## Trash & Recycle

Our trash and recycling contractor has informed us that our rates will increase beginning in May due to higher recycling costs. In an effort to keep down future costs, the contractor has provided the following recycling reminders:

- ✓ All recyclable items should be rinsed and free of any food residue before placing in your bin.
- ✓ Styrofoam, diapers, syringes, light bulbs belong in your trash and are not recyclable.
- ✓ Plastic bags can be recycled at your local grocery store. They should not be used as a container for recyclables. Recyclables should not be bagged in plastic.
- ✓ Never put batteries in your trash can or recycling bin.

Trash and recyclables are collected on Tuesday.  
Trash is also collected on Friday.

**Trash & recyclables should not be put curbside earlier than 6:00 pm the night before scheduled pickup service.**

Pickup of non-household trash –such as appliances, furniture, home improvement or construction waste- is not part of the Association's regular trash contract. Please call American Disposal to arrange for special pickup or find another method of disposal. The Association has the right to pass onto a homeowner any costs incurred by the Association on behalf of that homeowner for a special pick up of non-household trash.

## Updating our Design and Maintenance Standards

The Board will soon appoint a committee to review and update our Design and Maintenance Standards. If you are interested in volunteering to serve on this committee, please contact Nathan Parsons-Schwarz at [vicepresident@leewood.us](mailto:vicepresident@leewood.us).