

October 18, 2018

Dear Westhaven Homeowner,

Please be advised that there will be a 3.86% increase in your assessments for the 2019 budget year from January 1, 2019 through December 31, 2019. Your assessments will be increasing from \$332.18 a quarter to \$345.00 a quarter. Next year, the community is planning on addressing a number of outstanding issues, which are the driving factor behind this increase in assessments. Planned projects in 2019 include repairing asphalt and concrete in sections of the community and reviewing options to add additional parking spaces for resident use. The Board of Directors is also planning on consulting with a certified arborist to inspect all of the common area trees to assess their health and make professional recommendations with regards to the possible removal of some of them. Along with the increasing cost for snow removal, the Board of Directors has decided that the assessments should be increased to cover these anticipated operating costs.

In 2018, the Board engaged a contractor to renovate the aging brick walls in the community at a price that was far better than originally expected, according to the most recent reserve study.

The community will have a new website that will allow 24/7 access to view governing documents, approved meeting minutes, and obtain information about community events/updates as well as access your account balance and pay your assessment online. Further information will be provided in a separate mailing outlining everything about the website.

The Board would also like to remind all owners that if you are making any changes to the colors on their home or changes in landscaping, you must first get the approval of the Architectural Review Committee prior to commencing any work. Failure to comply could result in Owners being made to change modifications to comply with existing rules and regulations and could also result in unnecessary fiscal penalties.

Should you have any questions about this budget, please contact me at 703-752-8300 ext.752 or at dwhitmer@ghacm.com.

Sincerely,

Derek Whitmer, CMCA©
Portfolio Manager
Gates Hudson Community Management

Enclosures: 2019 Approved Operating Budget



Westhaven HOA

ACCOUNT NAME	Approved Budget	
	2018	2019
	BUDGET	3.86% INCREASE
INCOME		\$ 345.00
ASSESSMENT INCOME	255,114	264,962
TOTAL ASSESSMENTS	255,114	264,962
OTHER INCOME		
LATE FEE INCOME	3,000	3,000
LEGAL FEE INCOME	250	500
INTEREST INCOME	800	365
TOTAL OTHER INCOME	4,050	3,865
TOTAL INCOME	259,164	268,827
EXPENSES		
ADMINISTRATIVE		
BANK CHARGES	0	0
BOARD EXPENSE	0	300
OFFICE EXPENSES	75	75
WEBSITE	2,000	1,420
TOTAL ADMINISTRATIVE	2,075	1,795
UTILITIES		
ELECTRICITY	7,250	6,779
WATER/SEWER	500	830
TOTAL UTILITIES	7,750	7,610
CONTRACT EXPENSES		
EXTERMINATING CONTRACT	1,200	3,588
GROUND MAINT CONTRACT	48,320	49,286
DOG STATION CONTRACT	1,950	1,950
SNOW REMOVAL	15,000	15,000
TRASH REMOVAL	29,836	33,105
TOTAL CONTRACT	96,306	102,929
REPAIRS & MAINTENANCE		
COMMON AREA MAINTENANCE	6,000	12,000
GROUNDS, LANDSCAPING, IRRIGATION	12,000	20,000
TREE REMOVAL	6,000	20,000
TOTAL REPAIRS & MAINT	24,000	52,000
PROFESSIONAL SERVICES		
INSURANCE	3,145	3,169
AUDIT & TAX	2,750	2,850
MANAGEMENT FEES	21,987	21,987
LEGAL - GENERAL	10,000	10,000
LICENSE FEES	200	300
TOTAL PROFESSIONAL	38,082	38,306
RESERVE CONTRIBUTIONS		
REPLACEMENT RESERVE CONTRIBUTION	60,000	40,000
OPERATING RESERVES	30,951	26,187
TOTAL RESERVE CONTRIBUTIONS	90,951	66,187
TOTAL OPERATING EXPENSES	259,164	268,826
NET INCOME / (LOSS)	0	0

WESTHAVEN HOMEOWNERS ASSOCIATION
C/O GATES HUDSON COMMUNITY MANAGEMENT
3421 COMMISSION COURT, SUITE 201
WOODBIDGE, VIRGINIA 22192

October 18, 2018

Dear Westhaven Homeowners:

The Annual Meeting of the Westhaven Homeowners Association has been scheduled for Thursday, December 13, 2018 at The Richard Byrd Library, Springfield, Virginia. Registration will begin at 6:30 P.M. The meeting will start at 7:00 P.M.

Notice of the **Annual Meeting** is hereby given pursuant to Article III, Section 3 of the By-Laws. The purpose of the meeting is to elect members to the Board of Directors, and for transacting such other business as may properly come before the association at the meeting.

A quorum of (10%) of the eligible homeowners of the community is necessary for the meeting to be held. If you are unable to attend the meeting, please complete the attached Proxy. You can fax it to 703-876-9594, email it to dwhitmer@ghacm.com, or mail it to the Secretary of Board of Directors in care of Gates Hudson Community Management using the address above.

If you wish to be nominated or have someone that you wish to nominate, you may do so at the meeting, or return the enclosed **Nomination Form** in care of Gates Hudson Community Management, no later than **December 4, 2018**. There are two positions on the Board that are open for nomination and election.

Please complete and return the enclosed Homeowners Association Information Sheet so that the Association files can be updated. The information is for Association business and for notification of owners/tenants in an emergency. This form should be returned even if you are planning to attend the meeting.

Sincerely,

Derek Whitmer, CMCA
Portfolio Manager
Gates Hudson Community Management

Enclosures: Agenda
 Board Nomination Form
 Proxy
 Parking Rules
 Vehicle Registration Form

WESTHAVEN HOMEOWNERS ASSOCIATION
Annual Meeting
December 13, 2018

December 13, 2018

6:30 P.M. – Registration

7:00 P.M. – Call to Order

AGENDA

- (a) Roll Call**
- (b) Proof of Notice of Meeting**
- (c) Reading of minutes of preceding meeting**
- (d) Reports of Officers of Board of Directors**
- (e) Report of Management Agent**
- (f) Reports of Committees**
- (g) Election or appointment of inspectors of elections (when so required)**
- (h) Election of members of the Board of Directors (when so required)**
- (i) Unfinished Business**
- (j) New Business**
- (k) Adjournment**

PARKING REGISTRATION FORM MUST BE RETURNED BY DECEMBER 27, 2018

To obtain a visitor parking hang tag all vehicles must be registered with Westhaven HOA. Please fill out the form for all vehicles permanently residing at the residence. This form must be filled out to receive the visitor hang tag for the property.

To maintain your Green Permit or maintain your place on the waiting list you must provide registration proof showing 3 vehicles registered to the address in the Westhaven Community.

The following list of tips will help you follow the community's parking rules.

- You must register your vehicles by completing an enclosed Vehicle Registration Form.
- Visitor Hang Tag- Each property that has registered vehicles will receive one (1) visitor hang tag (renewed annually)
- A given vehicle may be parked in a visitor spot in the community for no more than 3 nights in a 7-day period.
- Green Space decals - for vehicles approved to park in a "Green Permit" space (renewed annually).
- Owners must show proof of registration of or more vehicles registered to the Westhaven address to be considered for this permit or it's waiting list.
- If you reside in a non-garage unit, park your two vehicles in the reserved spaces assigned to your unit.
- If you reside in a garage unit you must park your vehicles in your garage and/or your driveway only.
- If your guests bring a vehicle into the community, they must park in a visitor parking space using the assigned hang tag.
- If you have a guest visiting for more than a weekend or 3 nights, you must obtain a temporary visitor parking pass for display on the vehicle from GHA Community Management.
- If you rent your townhouse, it is recommended that you rent to occupants with the appropriate number of vehicles that the unit can accommodate (two for all non-garage and most garage units).

Westhaven Vehicle Registration Form 2019

The following information is required for both garage and non-garage unit vehicles which will be parked in the Westhaven community. This includes vehicles which are owned, leased, rented, or out-of-state.

The Westhaven Homeowners' Association Parking Regulations affect you and the parking of your vehicles and those of your guests while in the confines of the Westhaven Community.

Our Management Company
Gates Hudson Community Management
3421 Commission Court, Suite 201
Woodbridge, VA 22192-1780

Phone: 703-752-8300 Fax: 703-876-9594

Email: hpetty@ghacm.com

Complete the information below and mail, email, or fax this form to the Management Company to register ALL vehicles for your home and to receive your assigned guest pass.

Homeowner's Name: _____

Address: _____

Preferred Contact Number: _____ Please indicate: home ☐ office ☐ mobile ☐

Email Address: _____

Does this unit have a garage? YES ☐ NO ☐

Is this unit being rented out by the owner? YES ☐ NO ☐

Tenant's Name: _____

Preferred Contact Number: _____ Please indicate: home ☐ office ☐ mobile ☐

Vehicles Registered to this Unit:

Make: _____ Make: _____ Make: _____

Model: _____ Model: _____ Model: _____

Color: _____ Color: _____ Color: _____

Year: _____ Year: _____ Year: _____

State: _____ State: _____ State: _____

Tag No: _____ Tag No: _____ Tag No: _____

A third vehicle requires a green decal (limited) which may be obtained by request from the Management Company. The request is subject to approval by the parking Committee and the decal is provided based upon availability.

Please refer to the community website for further details on Westhaven's parking guidelines.

<http://www.westhaven-whoa.org/>

**WESTHAVEN HOMEOWNERS ASSOCIATION
NOMINATING PETITION
BOARD OF DIRECTORS ELECTION
December 13, 2018**

I desire to be placed in nomination for a position on the Board of Directors of the Westhaven Homeowners Association. Please include my name on the ballot for the election to be held at the 2018 Annual Meeting.

PLEASE PRINT OR TYPE ALL INFORMATION

NOMINEE:

(NAME)

(ADDRESS)

(HOME/BUSINESS TELEPHONE)

QUALIFICATION: (Pertinent Biographical Information)

**PLEASE FORWARD COMPLETED NOMINATION PETITION PRIOR TO
December 4, 2018:**

The Secretary, Westhaven Homeowners Association
C/O Gates Hudson Community Management
3421 Commission Court, Suite 201
Woodbridge, Virginia 22192

WESTHAVEN HOMEOWNERS ASSOCIATION ANNUAL/SPECIAL MEETING PROXY FORM

This form must be completed and returned to Gates Hudson Community Management at or before the beginning of the meeting (6:30 P.M.) on **December 13, 2018**, if you are unable to attend in person. You may assign your proxy to whomever you wish, a neighbor that will attend the meeting, the Secretary of the Board of Directors or assign your proxy for quorum purposes only. If you wish to file your proxy form by mail, send it to the following address so as to be received by **December 11, 2018**. You may also file your proxy by email at dwhitmer@ghacm.com or by fax to 703-876-9594.

**Westhaven Homeowners Association
C/O Gates Hudson Community Management
3421 Commission Court, Suite 201
Woodbridge, Virginia 22192**

IF A LOT IS OWNED BY MORE THAN ONE PERSON, THIS FORM MUST BE SIGNED BY ALL SUCH PERSONS, OR THEIR DULY AUTHORIZED ATTORNEY-IN-FACT, FOR THIS TO BE A VALID PROXY. PLEASE COMPLETE ALL BLANKS BELOW.

(I) (We) _____ and _____
(Print Name) (Print Name)

being a member in good standing of the Westhaven Homeowners Association do hereby grant (my) (our) proxy to _____ (Name of Proxy Holder), to vote on (my) (our) behalf, as he or she sees fit, on all matters coming before the Annual Meeting of the Members. **If you do not designate a proxy holder, your proxy will be for the establishment of the quorum only.**

ADDRESS: _____

Signature of Owner

Signature of Owner

Print Name

Print Name

Mailing Address

Mailing Address

ALL PROXIES ARE VALID FROM THE DATE OF EXECUTION AND SHALL TERMINATE UPON THE DATE OF ADJORNMENT OF THE ANNUAL MEETING OR ELEVEN MONTHS AFTER THE START DATE OF THE ANNUAL MEETING. PROXIES MAY ALSO BE REVOKED BY WRITTEN NOTIFICATION FROM THE OWNER.