



# CONSERVATOR

*"Nature and Community in Harmony"*

VOLUME 39, NO. 1

THE BURKE CENTRE CONSERVANCY

JANUARY 2012

Burke Centre Snow  
Plowing Info inside...



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U.S. POSTAGE  
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BURKE, VA  
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Photo courtesy Christopher Rodee

# CONSERVANCY BUSINESS



## Cluster Snow Plowing Budgets/ Funds

Unspent funds will roll from year to year similar to discretionary funds. The plan for 2012 is to allow clusters to budget snow fee collection so as to protect the cluster in case of another large snow event. For more information on how snow plowing fees are calculated, please see the list below.

- In the normal case, snow plowing efforts are conducted by Conservancy staff and charged back to clusters based on hours worked per cluster.
- In extreme snow emergencies the Conservancy may subcontract for snow plowing services and will allocate snow removal based on a percentage of linear feet per cluster over all linear feet.
- In the event of extreme snowfall conditions, the ability of Conservancy snowplows and sanders to reach certain areas may depend upon VDOT's plowing of secondary arteries, possibly resulting in delays.
- Priority plowing will be given to areas in which residents have health emergencies such as heart conditions or kidney dialysis. Please have any resident in your cluster that has such a condition contact the Conservancy office to be placed on a priority schedule.
- Snow plowing begins when two inches (2") or more of snow has accumulated on the ground. The initial plowing will consist of two (2) to three (3) passes on the main drive areas to allow residents ingress/egress to the area.
- Once snow has stopped falling, residual cleanup of the driving areas will commence.
- Sand and/or salt may be added if icy conditions occur in driving areas and private streets, with or without the event of snow. This provides only for a basic level of service, to allow vehicles access to

parking areas, not for snow-free parking areas.

- This provides only for the plowing of Conservancy-owned streets.
- State maintained streets are plowed by the Virginia Department of Transportation (VDOT).
- Problems with snow plowing and/or icy conditions should be reported to the Conservancy office.

The Conservancy internal rate is \$45.00 per hour.

*Woods CC in the Snow -- picture submitted by Chris Rodee*

## Trash Collection in Inclement Weather

**I**nclement Weather: American Disposal Service will cancel all collection in areas when roads are deemed unsafe due to snow or ice. There will be no adjustments or make-up runs scheduled for missed services due to inclement weather. Trash, recycling and yard debris collections will resume on the next regularly scheduled service day.

To report problems or concerns with the trash and recycling service, or if you have any questions, please call the Conservancy office at (703) 978-2928.

## Working Session Date Moved

**T**he January Board Working Session has been changed from Tuesday, January 3 to Thursday, January 5, 2012. The meeting starts at 7:30 PM and is held at the Woods Community Center. All Burke Centre Conservancy members are welcome to attend this and any other meeting.

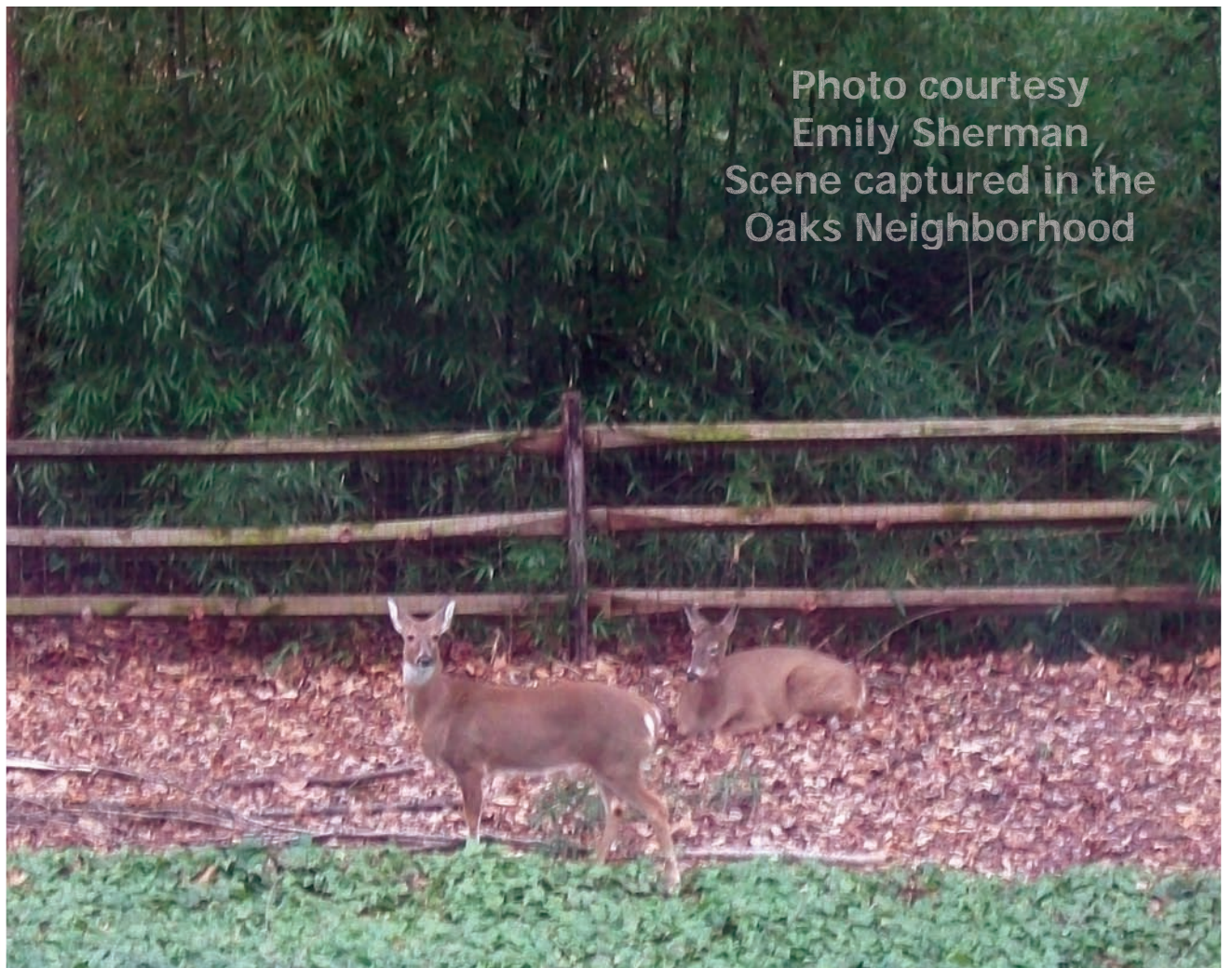


Photo courtesy  
Emily Sherman  
Scene captured in the  
Oaks Neighborhood

## Conservancy Office Closed for Martin Luther King, Jr. Day

**P**lease note the Conservancy office will be closed on Monday, January 16 for Martin Luther King, Jr. Day. For assistance or to report a problem with a Conservancy facility, please call the Toll Free After Hours line at 1-866-878-2430. Regularly scheduled trash/recycling collection will be in effect.

# CONSERVANCY BUSINESS

Did you "resolve" to get more involved in your community this year?

If you answered yes, please read:

**H**omeowners living in planned communities continue to enjoy the curb appeal and better property values that are associated with having architectural standards for their neighborhoods. In Burke Centre, architectural standards are upheld by an all-volunteer Architectural Review Board (ARB) that is assisted by employees dedicated to this function at the Conservancy office. Two representatives from each of the five Burke Centre neighborhoods, plus an at-large member, are needed to adequately fulfill the role of the ARB for a community of this size. Here's a quick view of the current status of the ARB, illustrating what areas are still in need of help.

	REP I	REP II
COMMONS	VACANT	VACANT
LANDINGS	Jean Heggstad	Philip Smith (Current chair)
OAKS	James Scarborough	VACANT
PONDS	Timothy Glahn	Mary Meyer
WOODS	Justin Richards	Craig Willett
AT-LARGE	VACANT	

Thanks to the above named members of the community, the ARB is active and dedicated to keeping up with the busy application/violation workload. However, more help is needed to keep up with the community's pace and to ensure the volunteers we do have are not overloaded each month.

**What do ARB Board members do?** In general, ARB Board members make decisions on homeowner applications for exterior modifications, and recommend to the Board of Trustees properties with ongoing ARB violations to be considered for monetary assessment and/or legal action.

**Primary Duties.** Officially, the ARB is required to review, modify, and approve or disapprove written applications submitted by owners for exterior architectural changes. Applications are reviewed for conformance with the criteria and goals set forth in the Covenants of the Burke Centre Conservancy's Architectural Standards.

Typically, ARB applications are hand-delivered weekly (depends on volume) to the ARB members for review and consideration. ARB members may choose to visit some or all of the properties where changes are being sought, to help them in their review for compliance and compatibility. Once the rep has reviewed an application, it is then returned to the staff with a recommendation to approve as submitted, or to send it to the regular ARB meeting for a full Board review. The staff then follows up with applicants as needed.

There are two ARB meetings per month (routine items meeting and regular ARB meeting). These meetings are scheduled for the week after the Board of Trustees meeting (held the 2nd Thursday of every month). Enforcement

compliance issues (property violations) of the Covenants and Architectural Guidelines are also reviewed at the full ARB meetings (the monthly Thursday meetings).

If an applicant or an affected neighbor/cluster committee appeals an ARB decision, ARB members may also be asked to attend a quarterly Appeals Board hearing. However, the ARB Chairman and/or Vice Chair are often the only representatives asked to be present.

When the ARB Standards are being updated, ARB members play an active role in this process. Members are appointed for two-year terms. Most terms are extended by action of the Board of Trustees provided the ARB member wishes to continue serving in this role. An ARB member may also resign from the position at any time.

If you would like more information please contact the Chante Bryant, Community Services Coordinator-ARB, at the Conservancy office, (703) 978-2928, or send e-mail to: [chante@burkecentre.org](mailto:chante@burkecentre.org). Once you have expressed an interest, an introductory meeting will be scheduled with current ARB members at your convenience. You are also cordially invited to attend any of the monthly ARB meetings before making a commitment to serve. Please see the back calendar page for schedules.

## Architectural Review Board Monthly Statistics for 11/1/2011 – 11/30/2011

Figures: 11/1/2011 through 11/30/11	November 2011	Percentage
Total Applications Considered	48	
Applications Withdrawn	(1)	2%
Applications Approved	46	97.9%
Applications Disapproved	1	2%
Applications Pending	40	
POAA/Estoppels Prepared/POAA Re-Inspections	16/6	
Maintenance Violations Inspections (new and ongoing)	108	
Properties Referred to BOT for Legal Action/Monetary Charges	9	

See DECEMBER ARB STATS on page 8...

## BURKE CENTRE CONSERVANCY

"Nature & Community in Harmony"  
6060 Burke Centre Parkway  
Burke, VA 22015-3702  
Office Phone: (703) 978-2928  
Office Fax: (703) 978-1073  
Web Site: [www.burkecentreweb.com](http://www.burkecentreweb.com)

**Conservancy Office Hours**  
Monday-Friday: 9:00 am - 5:00 pm  
Saturday: 9 am - Noon (Reception services only)

**Assessment Mailing Address**  
Payment Processing Center  
P.O. BOX 105007  
Atlanta, GA 30348

**CONSERVANCY VOLUNTEERS**  
All Board and committee/organization members are volunteers; not paid employees of the Conservancy. When you contact these fellow residents, please remember that they are volunteering their own time to serve the Burke Centre community. Thank you!

### BOARD OF TRUSTEES

**COMMONS:** MARC FLASTER, *Secretary*  
[marcf@burkecentre.org](mailto:marcf@burkecentre.org)  
**LANDINGS:** BRIAN ENGLER, *Vice Pres.*  
[brian@burkecentre.org](mailto:brian@burkecentre.org)  
**OAKS:** LUANNE SMITH  
[ljsmith51@cox.net](mailto:ljsmith51@cox.net) or 703-425-3474  
**PONDS:** COLEEN CHESTERMAN  
*Treasurer:* [pondsbot@burkecentreweb.com](mailto:pondsbot@burkecentreweb.com)  
**WOODS:** BRENDA TRASK  
[brenda@burkecentre.org](mailto:brenda@burkecentre.org)  
**AT-LARGE:** DENIS GULAKOWSKI  
*President -* [denisg@burkecentre.org](mailto:denisg@burkecentre.org)  
**AT-LARGE:** DOUG DESROCHERS  
[dougd@burkecentre.org](mailto:dougd@burkecentre.org)

### APPEALS BOARD

EDWARD BECK, CHAIRMAN  
SUSAN LUKAS  
MERRILL PHELAN  
GREG SMITH  
ART STEFFEN

### ARCHITECTURAL REVIEW BOARD

PHILIP SMITH, Chairman  
[arb-chair1@burkecentreweb.com](mailto:arb-chair1@burkecentreweb.com)  
JAMES SCARBOROUGH (Oaks)  
JEAN HEGGESTAD (Landings)  
JUSTIN RICHARDS (Woods)  
CRAIG WILLETT (Woods)  
TIMOTHY GLAHN (Ponds)  
MARY MEYER (Ponds)

**ARB Application Deadline:**  
5 PM on 1/3 for JAN meetings  
5PM on 2/1 for FEB meetings

### Conservancy Management Team

PATRICK GLOYD, Executive Director  
[patrick@burkecentre.org](mailto:patrick@burkecentre.org)

Jeannie Winslow, Director of Administration  
[jeannie@burkecentre.org](mailto:jeannie@burkecentre.org)

Karen Frank, Finance Administrator  
[karen@burkecentre.org](mailto:karen@burkecentre.org)

Jack Liszka, Resources & Facilities Administrator  
[jack@burkecentre.org](mailto:jack@burkecentre.org)

# BOARD BRIEFS

The following summarizes the December 8, 2011 Board of Trustees meeting. Please note the official meeting minutes will not be approved until the next Board meeting on Jan. 12, 2012. Please contact the Conservancy office at 703-978-2928, [administration@burkecentre.org](mailto:administration@burkecentre.org), if you have any questions regarding this summary.

**CALL TO ORDER AND AGENDA APPROVAL:** President Gulakowski called the meeting to order at 7:30 PM. After review, the agenda was approved unanimously.

**MINUTES APPROVAL:** Trustee Smith made motions to approve or accept several sets of minutes as submitted. The motions were seconded and approved unanimously:

- 1) To approve the minutes of the November 10, 2011 Board of Trustees meeting
- 2) To approve the minutes of the November 29, 2011 Board Working Session
- 3) To accept the Parking & Towing Task Force minutes of November 3, 2011

**PRESIDENT'S ANNOUNCEMENTS:** President Gulakowski read aloud a letter he had received from a resident praising the efforts of the Board and staff in preparing the FY 2012 budget. Vice President Engler announced the success of the recent book sale held at the Burke Centre Library.

**RESIDENT INPUT:** John Ounsted (Woods) discussed the open space maintenance in his neighborhood. Kevin Morse (Landings) remarked on the success of the Volunteer Reception and provided information on possible changes to the pedestrian crossing laws in Virginia.

**NEW BUSINESS:** Treasurer Chesterman made a motion, seconded by Trustee Trask, to approve the request for the 2012 use of the Burke Centre Pool facilities by the Burke Centre Swim Club totaling 503.5 hours of pool use and 120.5 hours of community center use, and to direct the staff to prepare a charter agreement to reflect the proposed schedule. Following discussion, the motion passed with 6 yes votes and 1 no vote (Flaster).

Treasurer Chesterman made a motion, seconded by Trustee Trask, to direct staff to enter into an agreement with Burke Racquet and Swim Club for the rental of the Commons Pool facility for the Curl Burke program in 2012 based upon the hours detailed in their request dated December 6, 2011. The motion passed with 6 yes votes and 1 no vote (Flaster).

**APPOINTMENTS:** Trustee Smith made a motion, seconded by Trustee Trask, to appoint Earl Curse and James Trudeau to the Scarborough Commons Cluster. The motion passed unanimously, 7 yes votes. Trustee Smith made a motion, seconded by Vice President Engler, to appoint Kathy Scott, Max Piper and Kristin Hoefke to the Wildlife Committee. The motion passed unanimously, 7 yes votes.

**ARB NON-RESIDENTIAL APPLICATIONS:** Trustee Trask made a motion, seconded by Treasurer

Chesterman, to approve the installation of six street lights in the Bunker Woods Cluster consistent with the application approved by the ARB on November 17, 2011. The motion passed unanimously, 7 yes votes.

Treasurer Chesterman made a motion, seconded by Trustee Trask, to approve installation of cluster signage and landscaping in the Bass Pond Cluster consistent with the application approved by the ARB on November 17, 2011. The motion passed unanimously, 7 yes votes.

Trustee Trask made a motion; seconded by Treasurer Chesterman, to approve the installation of three pet waste stations in the New England Woods Cluster consistent with the application approved by the ARB on November 17, 2011. Following discussion, the motion passed unanimously, 7 yes votes.

**TREASURER'S REPORT:** Karen Frank, Finance Administrator, reported that Conservancy finances as of November 30, 2011 included a cash balance of \$1,154,163 with Excess Revenue over Expenses of \$46,354. This amount is favorable to budget by \$45,457.

**EXECUTIVE DIRECTOR'S REPORT:** Mr. Gloyd provided updates on the completion of the Burke Centre ponds dredging project and the County review of the minor site plan for the renovation of the Ponds Pool. He also provided monthly statistics from Facilities & Resources and ARB departments, as well as updates on the By-Law Review Committee, the Waters Edge Landing slope restoration and the Burke Centre Pedestrian / Motor Safety Task Force. There was a lengthy discussion regarding the number of trees the county plans on planting around Lake Barton.

**EXECUTIVE SESSION:** Treasurer Chesterman made a motion to adjourn the regular session at 8:45 PM, and convene into an Executive Session for the purpose of discussing enforcement issues. The motion was seconded and approved with 6 yes votes, and 1 no vote (Smith). Trustee Flaster excused himself from the Executive Session. The regular meeting reconvened at 9:25 PM.

Vice President Engler made a motion, seconded by Trustee Trask, to approve the imposition of monetary charges of \$10 per day, up to 90 days, for unresolved violations at 10436 Calumet Grove Drive, 10007 Whidbey Lane and 6005 Natick Court, as recommended by the ARB. The motion passed unanimously, 6 yes votes.

Vice President Engler made a motion, seconded by Trustee Trask, to direct staff to revisit the

property located at 10007 Whidbey Lane and pursue assistance from the county to remedy any health and safety issues on the property. The motion passed unanimously, 6 yes votes.

Vice President Engler made a motion, seconded by Trustee Desrochers, to deny the request to hear an appeal from the owner of 9979 Hemlock Woods Lane since it did not meet the criteria for review. The motion passed with 5 yes votes and 1 no vote (Smith).

**ADJOURNMENT:** The meeting adjourned by unanimous consent at 9:30 PM.

## BOARD WORKING SESSION SUMMARY

**CONVENING INFORMATION:** The Working Session was called to order at 7:35 PM and adjourned by unanimous

**WORK SESSION** continued on page 10...



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# NOTES from a TRUSTEE AT-LARGE

BY DENIS GULAKOWSKI  
*Board President & Trustee At-Large*



Welcome to the New Year. I hope your holiday season was enjoyable. I trust that everyone is back in the usual routine: work, offspring in school (or will be shortly) and resurrection of that post-holiday diet to which everyone looks so forward. It hardly seems that the holiday period from Thanksgiving to New Years is over and we are back to relative normalcy.

If you were a volunteer and took advantage of the Volunteer Appreciation Party at the beginning of December, you were in for a treat. Lovely decorations, great food and lively entertainment were the highlights as well as the remarkable turnout of those that serve the community. In keeping with tradition there were drawings for prizes, an onsite massage therapist and individual recognition. The staff did a fantastic job in setting up and running the event and is to be congratulated. Atta-boys--and--girls go out to Patrick, Jeannie, Alison, Nancy, Renee, John and Randi! Now, onto some business items.

At the request of a fellow Trustee I am repeating some information about snow removal in Burke Centre, hopefully, well in advance of any inclement weather. Many of our streets are plowed by the Virginia Department of Transportation (VDOT). Those streets for which the Conservancy has responsibility may be found at [http://www.burkecentreweb.com/sub\\_category\\_list.asp?category=19&title=Snow+Plowing](http://www.burkecentreweb.com/sub_category_list.asp?category=19&title=Snow+Plowing). (Easy way is to go to BCC website, click on **Home**, then **Snow Plowing**). The staff has a detailed plan for prioritizing removal.

Unless there is an inordinate amount of snow, such as happened two years ago, the staff's ability to cope with it in terms of manpower and equipment is adequate. When BCC's capability is exceeded, a contractor may be called in to assume the difference. There is a cost associated with that contract over and above BCC's cost. A word of caution: if individuals assume the responsibility of removing snow through their own means, such as snow blowers or plain old shoveling, staff or contractors will still come by based on the schedule established to meet the requirements to plow those streets, which are still part of the requirement, whether neighbors clean them or not.

My street is a VDOT street, but there are some of us who have the equipment and help clean our cul-de-sac, recognizing the situation that a VDOT contractor will come by at some point, drop his blade and get paid an inordinate amount of my state tax dollars to do virtually nothing. However, we have a clean street and can leave the neighborhood.

Next business item: Lake Barton. At last the project is essentially finished except for some tree plantings.

# BOARD OF TRUSTEES

Lake Barton is associated with a Resource Protection Area (RPA) and as such is governed by Federal (Chesapeake Bay Preservation Act), state and local ordinances that prescribe a certain density and type of plantings. The County has worked with BCC consistently over the years of this project and staff members have accommodated our requests wherever possible; we have an excellent relationship with the County staff and Supervisor Cook's office. While the density of trees may seem excessive to some and may intrude on lines of sight to the "lake" the plan being implemented by the County is following the laws that apply; county staff has only a certain amount of leeway and that is very narrow. And as a matter of legal note, one is legally entitled to a "view" only to the property lines of the particular plat (despite what the realtor said). Once the project is officially closed out another great amenity will be in full bloom, but more importantly, the safety of nearby home and businesses will be protected in the event of a major storm.

And speaking of blooming, before you know it, it will be spring and our greenery will be in bloom.



## THE COMMONS

BY MARC FLASTER  
*Board Secretary & Commons Trustee*

In November, the Board of Trustees took a pivotal action to exclude condominium and cooperative associations from the critical element of the motion to perform associated tree maintenance in Burke Centre. The impact is that while residents of the five condominium/cooperative associations will now pay for the tree maintenance for the Conservancy-owned clusters in Burke Centre, they largely will be excluded from having tree maintenance paid for in their own respective community. This is unequal treatment and unfair to the hundreds of homeowners in these communities in Burke Centre who pay the quarterly assessment like everyone else but will not now reap this benefit.

The motion approved by the BOT will allow the staff to enter into an agreement with Valley Crest to perform a tree inventory and condition assessment report for all trees located in Conservancy common areas, cluster common areas, and upon request, within the

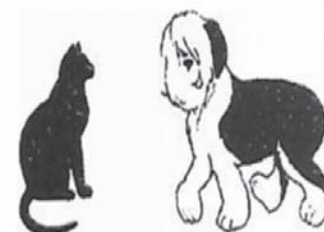
five condominium/cooperative associations at the Conservancy expense. That's very fair, and all clusters and condominiums will benefit from the study. In addition, the staff will obtain cost estimates for the tree maintenance work in both cluster common and condominium areas (and even help coordinate the recommended work); however, the costs for the condominium work will be borne by each condominium or cooperative where the work is performed.

To simplify the revenue side, all residents of Burke Centre pay the same quarterly assessment regardless of whether they live in a Conservancy-owned cluster or a privately owned condominium property. Members of the condominiums/cooperatives pay extra fees to a management agent, which provides another layer of service, along with fees to cover the costs of landscaping, snow removal and other contractual services, as well as to fund reserves. In a similar way, clusters also pay extra fees for such services, along with funding their discretionary or other reserves.

Up to now, there has been equal treatment for both the clusters and condominiums for tree maintenance within their respective areas—each has been funding these costs. But now, with the motion that passed, the costs of tree maintenance within the clusters are now borne by all residents—and yet, the hundreds of residents within the five condominium/cooperative communities will still have to pay for their own tree maintenance. How is this fair?

All of our residents, both those that live in clusters and condominiums, are equal members of Burke Centre, and it has long been the practice that everyone pays the same general quarterly assessment charge. I'm all in favor of tree maintenance, and I understand the need to cover these growing expenses, and I certainly support that all residents pay for the costs of Conservancy common areas. It's the payment for cluster common areas that gives me concern. We need to find a way to remedy this inequity that the Board has now created, whether to designate the condominiums as clusters for this purpose, and provide them an equal benefit—or recognize an equitable quarterly rebate to the general assessment to compensate them for the benefit to the other clusters that they are now paying for—but unable to benefit from in their own cluster.

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# BOARD OF TRUSTEES

## THE OAKS

BY LUANNE SMITH  
Oaks Trustee



**H**appy New Year to all! We continue to have great attendance at our monthly Oaks Neighborhood Council meetings and I thank our dedicated volunteers for making it an important venue to discuss issues impacting our neighborhood and our Burke Centre community.

**Trees Planted along Lake Barton.** This was a major topic of discussion at our last council meeting. Those walking around Lake Barton can't miss the large number of trees that were planted along the lake following the dam rehabilitation and dredging projects. A number of these were planted in line-of-sight of the residents of Lakeside Oaks cluster, who paid a premium for their lake view. Fortunately, over 20 of these trees will be moved to the other side of the drainage ditch, closer to the forested area, so that views will not be as impacted. However, many trees will remain as they are required as part of a Resource Protection Area (RPA). The staff is working closely with the county on this issue to mitigate the impact of the tree plantings.

**Oaks Neighborhood Watch.** Our Oaks Neighborhood Watch program has gotten off the ground thanks to the efforts of **Barbara Fielden**, our Oaks Neighborhood Watch Coordinator, and **Bill Sinnott**, who planned the Halloween Neighborhood Watch patrol that covered every cluster and every street in our Oaks Neighborhood. We now have hats, car magnets and other supplies for this endeavor, so if you would like to participate, please contact Barbara at [oaksnwp@gmail.com](mailto:oaksnwp@gmail.com). Regarding Neighborhood Watch, while Burke Centre is a relatively safe community, there are crimes being committed, necessitating an active program. Over the past two months in our Oaks Neighborhood, there were two burglaries, both of which were committed in daylight hours. One involved entry into a townhouse by someone climbing up to the rear deck and entering through an unlocked sliding door. Many crimes can be avoided by simply locking your doors and windows. This advice especially applies to vehicles, which are routinely entered and pilfered for loose items, particularly GPS devices. Please remember to call 911 if you see a crime in progress or the police non-emergency number at 703-691-2131, if you see anything suspicious.

**Bylaws Changes.** We are entering the final months of the current Board's term, and one of the items being discussed is a complete revision of the bylaws. As there is limited time available to discuss the changes proposed by the Bylaw Review Committee, I am posting five recommended changes in this article. Additional changes are possible, once input is received from the community and various

committees and boards.

1. Article VI, Section 4. Method of Election. Election of declared and write-in candidates shall be by secret ballot, consistent with the Election Procedures adopted annually by the Board of Trustees, prior to the deadline established by the Elections Committee. The

Members may cast, in respect to each neighborhood vacancy and to each at-large vacancy, as many votes as they are entitled to exercise under the provisions of the Founding Documents. Cumulative voting is not permitted. Those persons receiving the largest number of votes in a Neighborhood and for at-large positions shall be elected. The selection of officers will be made by the Board of Trustees and announced to the community.

2. Article VIII, Section 2. Cluster Committee(s). The Cluster Committee, consisting of a minimum of three cluster members, shall be elected by the Class A and Class B members of the cluster as part of the Conservancy-wide election. Should less than three cluster committee members be elected by the Class A and Class B members, the elected committee member(s) shall act as a caretaker(s) for the cluster with the same responsibilities as the cluster committee until such time as a cluster committee can be appointed by the Board of Trustees.

Once three or more cluster committee members have been either elected or appointed to serve as a cluster committee, the Board of Trustees may only appoint additional members to serve on the cluster committee with the consent of a majority of the cluster committee and by a majority vote of the Board of Trustees.

3. Article VI, Section 5. Resignation and Removal. The unexcused absence of a trustee from three consecutive regular meetings of the Board of Trustees, or the failure of a trustee to pay any assessment or charge to the Conservancy within sixty (60) days after its due date, shall be deemed a resignation. Any Elected Trustees may be removed from the Board, with or without cause, by a majority vote of the Members of the Conservancy who are eligible to vote for the trustee.

4. Article VI, Section 6. Vacancies. In the event of the death, resignation, removal or non-election of a trustee, his/her successor shall be selected by the remaining Elected Trustees and shall serve for the unexpired term of the predecessor. The Board of Trustees will consider eligible nominees, if any, brought forward by the appropriate neighborhood council.

5. Article XV, Section 1. Parliamentary Procedure. The rules contained in the current

edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Burke Centre Conservancy in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order that the Burke Centre Conservancy may adopt, and any statutes applicable to Burke Centre Conservancy.

**Election Info:** Cluster Committees and trustee candidates, please remember to turn in your information by January 18, which is the last day to get your names on the election ballot. If your cluster needs assistance in signing up people for your cluster committee, please contact me. I will be running for reelection as the Oaks Trustee and want to make cluster committees a strong element of our community's governance.

**Volunteer Needs:** Burke Centre needs people to help with a variety of committees and Boards. A particularly important volunteer need is the Architectural Review Board, which has a number of vacancies at this time. We have a number of other vacancies that our neighborhood should fill. Please check the *Conservator* for other volunteer opportunities.

I hope to see you at the next Oaks Neighborhood Council Meeting, which will be at 7:30 p.m. on Tuesday, January 10, at the Oaks Community Center. As usual, doors will be open at 6:30 p.m. for cluster committee meetings. Check the Oaks Neighborhood Facebook page for a listing of clusters having meetings prior to the council meeting and for volunteer opportunities. Many thanks to everyone who has participated over the year and please sign up to serve in 2012!

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