



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ AGENDA ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, November 5, 2018

7:00 PM

Council Chambers

I. Call to Order

II. Color Guard - Troop 1882

III. Pledge of Allegiance

IV. Invocation - Pastor Don Meeks, Greenwich Presbyterian Church

V. Minutes Approval

1. Mayor and Council - Work Session - Oct 9, 2018 6:00 PM
2. Mayor and Council - Regular Meeting - Oct 9, 2018 7:00 PM

VI. Veteran Banner Presentation

VII. Senator Richard Black, Special Guest Speaker

VIII. Parade Trophy Presentation

IX. Haymarket Day Video

X. Department Reports

1. Police Department - Chief Lands
2. Administrative Staff Report - Jerry Schiro, Business Manager

XI. Citizens' Time

XII. Closed Session

1. Enter into Closed Session
2. Certification of Closed Session

XIII. Action Items

1. Haymarket Historic Foundation
2. Architectural Review Board Appointment
3. Architectural Review Board Appeal - 14801 Washington Street

XIV. Updates

1. Planning Commission
2. Architectural Review Board

XV. Council Member time

1. Steve Shannon
2. Connor Leake
3. Madhu Panthi
4. Susan Edwards
5. Bond Cavazos
6. Robert Day
7. David Leake

XVI. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ MINUTES ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Tuesday, October 9, 2018

6:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 6:03 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

Councilwoman Susan Edwards: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilwoman Bond Cavazos: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

II. Agenda Items

1. Mayor's Notice of Veto

The Council express concerns with issues as stated in the veto and protocol for the veto of the resolutions. Members also share their disappointment with not knowing about the veto document and lack of open communication. Discussion also ensues concerning possible motions. Mayor states that he appreciates the concerns made and explains how the veto power gives them a chance to reset and gives them more time for discussion. There was also discussion of special use permits and what should be addressed at the site plan phase. Mayor again apologizes for the communication.

2. Haymarket Historic Foundation Funding

Due to time constraints, consensus from the Council was to discuss the Historic Foundation Funding at the 7pm regular meeting and come up with a plan to allocate funds.

3. Ordinance #2018-001, Meals Tax Free Weekend

4. Bond Release - Alexandra's Keep

III. Adjournment

Meeting adjourned at 6:55 pm.

Submitted:

Shelley Kozlowski, Clerk of the Council

Approved:

David Leake, Mayor

Minutes Acceptance: Minutes of Oct 9, 2018 6:00 PM (Minutes Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ MINUTES ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
 Haymarket, VA 20169

Tuesday, October 9, 2018

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 7:00 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

Councilwoman Susan Edwards: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilwoman Bond Cavazos: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

II. Invocation, Pastor Mark Brady, Park Valley Church

Pastor Mark Brady from Park Valley Church gave the evening's Invocation.

III. Pledge Of Allegiance - Arrow of Light Den, Cub Scout Troop 42, representing Buckland Mills and Haymarket Elementary

Cub Scout Troop 42 led the Pledge of Allegiance

IV. Citizens' Time

Paula King, address on record, addresses the dais. She states that she is a confused town resident. She thanks Councilman Leake and Councilwoman Cavazos for listening to the constituents. She further adds that she is confused by the recent activities and direction of the town. She shares that the Council is not representing the residents.

Marchant Schneider, 14811 Rising Sun Lane, shares concerns with a number of public comments made to the Town Council, ARB and Planning Commission regarding previous land use decisions and capital improvement projects. He adds that some comments concerning actions made pre-date him prior to living in the Town and some comments associate him with actions which the zoning administrator would have no role or responsibility. He concludes that he respectfully ask if the Council is to make decisions based on these comments to please have the town staff verify the information first.

V. Minutes' Approval

1. Mayor and Council - Regular Meeting - Sep 4, 2018 7:00 PM

Councilman Leake makes a motion to approve the Regularly scheduled meeting minutes. Vice Mayor Edwards seconds the motion.

Mayor Leake asks if there is any discussion on the motion. Councilman Leake thanks Clerk of Council, for her work on the September meeting minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

VI. Department Reports

1. Police Department - Chief Kevin Lands

Police Chief Lands reports that he attended the VACP conference. He touched upon the hurricane emergency prep including EOC briefings with the Mayor and Business Manager. He adds that he also attended the Northern Virginia Chiefs' meeting. He further reports that the 2nd annual Breast Cancer Walk sponsored by State Farm is Saturday October 13, 2018. All

Minutes Acceptance: Minutes of Oct 9, 2018 7:00 PM (Minutes Approval)

proceeds will benefit the Inova Cancer Center. He concludes his report stating that he is actively interviewing for a full-time officer.

Officer highlights include Sgt. Shaver and Officer O'Neal and their work with the hurricane preparation.

Councilman Leake commended the Chief for his "pink campaign" in recognition of Breast Cancer Awareness month as well as the efforts made for the hurricane prep.

2. Administrative Staff Reports

In Mr. Schiro's absence, Town Planner, Ms. Lockhart gives his report. Her updates include Haymarket Day (October 20), Arts in the Museum, the new website and Town newsletter.

Councilman Leake thanks the staff for all of their hard work with Haymarket Day and for the work on the new website.

Councilman Leake asks Ms. Lockhart the status on the McDonald's restaurants SUP for the second lane drive-thru. Ms. Lockhart states that it will be going to the Planning Commission tentatively on October 29th. She also updates the dais on the Comprehensive Plan stating that she has received feedback from members of the Planning Commission and will continue working on it at the work session in October. She adds that there has not been any issues with the building permit process. She concludes stating that the Planning Commission will be discussing the CIP at the October work session as well.

Town Treasurer, Roberto Gonzalez, states that everything looks good and real estate taxes are going out this week.

VII. Action Items

1. Ordinance #2018-001, Meals Tax Free Weekend

Councilman Leake makes a motion to approve Ordinance #2018-001, Meals Tax Free Weekend for October 20 and 21, 2018. Councilwoman Cavazos seconds the motion.

There was no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

2. Bond Release - Alexandra's Keep

Vice Mayor Edwards makes a motion to release the performance bond for Alexandra's Keep. Councilman Shannon seconds the motion.

There was no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

3. Haymarket Historic Foundation Funding

The Council discuss how they would like to appropriate the funds. With no objection from the dais, Mayor Leake directs staff to put together a cost estimate list and to present to the Council at the November meeting.

Councilwoman Cavazos moves that the Haymarket Town Council direct the Clerk to prepare a Council Resolution appropriating an expenditure of \$21,230.02 from the distributed funds received from the Haymarket Historic Foundation for the purpose of finishing the plaques for the streetscape infrastructure including on the lamps, trees and park benches. In addition, trees and landscaping, banners, brick planters, holiday wreaths or decor for the streetscape with the

Mayor Leake reminds the audience that the Town staff is available from 8-4:30pm to answer any questions or concerns. He concludes that when he ran for Mayor, he included on his signs "walking down" and "business friendly" and still believes we can be both and people being involved in the committees is our future.

X. Closed Session

1. Motion

Enter into Closed Session; *Moves to enter into executive session under Code of Virginia 2.2-3711 (A) (1) for the purpose of discussing employment matters as well as a contract involving public property.* Councilman Day seconds the motion.

There was no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Robert Day, Councilman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

2. Motion

Certification of Closed Session; *Moves to adjourn executive session and moves to resume open session. Council confirms that matters discussed in closed session were allowable by Code of Virginia 2.2-3711.* Councilman Leake seconds the motion.

There was no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Connor Leake, Councilman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon, Leake

XI. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

Submitted:

Approved:


Shelley M. Kozlowski, Clerk of the Council


David Leake, Mayor

Minutes Acceptance: Minutes of Oct 9, 2018 7:00 PM (Minutes Approval)

condition that all items are brought to Town Council for approval for spending and brought to the Architectural Review Board for approval of design. Vice Mayor Edwards seconds the motion.

Mayor Leake asks if there is any discussion on the motion. There was no discussion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bond Cavazos, Councilwoman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

4. Mayor's Veto

Vice Mayor Edwards makes a motion to override the veto that was dated September 5, 2018 for Special Use Permit #2018-003, Special Use Permit #2018-004, Resolution #2018-014 and Resolution #2018-015. Councilwoman Cavazos seconds the motion.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Edwards, Day, Panthi, Cavazos, Shannon
NAYS:	Connor Leake

VIII. Updates

1. Planning Commission

Councilman Shannon states that the next Planning Commission meeting is scheduled for October 29th.

2. Architectural Review Board

Councilwoman Cavazos states that the ARB held its meeting on September 19th. She notes that Verizon requested to put in an unmanned shelter in front of their building on Madison. She adds that it was approved with the following conditions: that it have a brick facade to match the main building, similar roof detailing and other items. She further adds that Foster's Grille was approved for outdoor string lighting, they chose a bicycle rack for the park and a demolition application for 14801 Washington Street was tabled and a concept plan was requested prior to approval.

IX. Council Member Time

1. Steve Shannon

Councilman Shannon states that the Crossroads Village project is going to be built out and there is a lot of good he feels that will come out of it. He adds that he is not excited with the traffic that will be generated but is excited about the outcome. He agrees with what Councilman Leake stated at last month's meeting, we can have our disagreements at the dais but they do not come between our friendship. He concludes his Council member time stating that he takes great pride in working with the Council and Staff and serving the community.

2. Connor Leake

Councilman Leake concurs with what Councilman Shannon stated. He adds that we all respect a decision that has been made. He thanks Staff as well as Boards and Commissions for their hard work and dedication. He reminds the residents that they have an opportunity to become involved on the various Boards.

3. Madhu Panthi

Councilman Panthi, agrees with all that has been said. He likes the idea of a work session.

4. Susan Edwards

Vice Mayor Edwards agrees with Councilman Panthi concerning the work sessions.

5. Bond Cavazos

Councilwoman Cavazos thanks the police department, staff and the council for all of their hard work and concludes that she is excited about Haymarket Day.

6. Robert Day

Councilman Day thanks Mayor Leake for giving the Council additional time for the two special use permits.

7. David Leake



**HAYMARKET POLICE
DEPARTMENT**



To: Jerry Schiro, Mayor Leake and Council Members
 From: Chief Lands
 Date: 10-22-2018
 Subject: Monthly Report for October 2018

Felony Arrests	2	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	20	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1524	Various
Out of Town Calls for Service	25	Various
Traffic Summons	44	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	217	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	4	If Injuries – Transported to Hospital
House Checks	2	Residents who were out of town
Business Checks	554	All Town Businesses

Points of Interest:

NOVA Chiefs Meeting
 Breast Cancer Walk
 Assault on Police Officer
 Taser Recert Training
 Haymarket Day
 Halloween

Officer Highlights:

Breast Cancer Walk (Officer Oneal)
 Haymarket Day (All Officers)



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

JERRY M. SCHIRO
BUSINESS MANAGER

SHELLEY M. KOZLOWSKI
TOWN CLERK
OFFICE MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

**BUSINESS MANAGER REPORT
REGULAR COUNCIL MEETING
NOVEMBER 9TH 2018**

Month of October 2018

Haymarket Day

Congratulations to the Town of Haymarket for a very successful Haymarket Day event. We all heard the positive comments from everyone, many saying it was the best ever. Many responses reflected the preference for an October date, as opposed to the September date, citing the more pleasant weather as one of the primary reasons. I would like to acknowledge the hard work of all of the Staff, the Volunteers and the Vendors – it's events like this that make Haymarket – "Everyone's Home Town."

The Town Planner lead a Haymarket Day Debrief meeting on October 24th during which positive feedback and constructive criticism for ways we can continue to improve our event were heard.

Administration

I attended the Virginia Municipal League Conference with the Luray Town Council the first week in October. I found the sessions very helpful for Haymarket items as well. After attending these sessions for many years, I find one thing very obvious, Local Government problems are pretty much the same everywhere. Meeting with colleagues from other localities and discussing these issues is very beneficial. I would encourage the Council to consider attending the Conference in the future.

The Clerk of the Council attended a training conference the week of October 9th. Shelley is a member of the Virginia Municipal Clerks Association, another very beneficial group that provides training and other resources to its members. She is working on Municipal Clerk Certification, a program offered by this group.

She assisted Staff with Haymarket Day logistics as well as attending the event and assisting with various tasks on Haymarket Day. The Clerk is also assisting with the Christmas event planning.

The Clerk responded to several FOIA requests during the month of October. She completed minutes for October 9 Council Work Session and regular meeting minutes as well ARB regular meeting minutes. She prepared the agenda for this meeting and worked out the arrangements for Senator Black to attend the meeting for Eagle Scout presentation. She also coordinated with the Scouts who will be providing a Color Guard and the National Anthem at the meeting. She arranged for the invocation with Pastor Meeks.

The Clerk worked with the Vice Mayor, Town Planner and Administrative Assistant on the "Thanks and Giving Campaign," coordinated with Haymarket/Gainesville Business Association for the November 20th meeting which will be hosted by the Town of Haymarket. She is working with Justin Lease, the Eagle Scout Candidate, coordinating the veteran banner project. She attended the Event's Committee debriefing meeting.

Finance

The Treasurer completed the 2018 Real Estate tax billing. He responded to questions from residents, mortgage companies and realtors requesting tax and property assessment information. In the absence of the Clerk and Business Manager, he assisted with the monthly Town Council meeting on 10/9/2018. He prepared payroll and weekly accounts payable for the Business Manager's review and subsequently processed checks for signatures. He assisted the Town Planner with reaching out to vendors for Haymarket Day and budget questions from the ARB.

The Treasurer completed the necessary processing to sign up the new Police Officer for the benefit packages, FICA and tax withholding. He also worked with the Chief on other HR matters.

Planning/Zoning

Staff worked with the Bond Release Manager to release the bonds being held for Sherwood Forest. One final issue was the sight distance easement. When the draft Deed of Easement was submitted, the draft granted the easement to the Town. Staff had concerns regarding the Town's acceptance of the easement, thinking that the easement should be conveyed to VDOT. The Business Manager reviewed the proposed easements with the Town Attorney and VDOT. Information confirms easements associated with streets should be in the name of the fee owner

of the street. The Town owns the subdivision streets, consequently, related easements (storm drainage, signals, sight distance, etc.) should be in the Town's name. Upon acceptance of the new streets into the state system VDOT assumes maintenance responsibility and operational control. In reference to the sight distance easement, they become the agents for the Town which is referenced in the deed.

The Planner processed Crossroads Village Center ARB submission package for commercial building design and Master Sign Plan, scheduled Planning Commission Public Hearing for the Zoning Text Amendment (crematory) and the McDonald's SUP for a second drive thru lane. She met with a potential applicant for the Payne Lane property and with Town Engineer to discuss the various projects in Town. The required notices to adjacent property owners were mailed, the properties were posted and the Staff Reports and Agendas were finalized for Oct 29 PC Public Hearing. Work continues on the Comprehensive Plan update. Commissioners notes and feedback is being compiled.

The Planner is working to identify all plaques and items purchased with the Historic Foundation funds and any outstanding items. Locations for new street tree planting were also identified. A detailed report will be presented to Council.

Public Works

The bid opening for the Town Hall Renovation was held on October 19. Only one bid was received. As part of reviewing the bid, we requested a detailed Schedule of Values for the trades to determine a realistic cost for the project. In addition, numerous references provided by the contractor and some not provided were contacted. I do not recommend awarding the project to the sole bidder at this time. The single bid makes it difficult to determine a price point that will deliver the project within the scope of work without a large number of change orders.

I also requested a preliminary financing analysis for the project at a place holder of \$700K. That amount would generate an annual debt service of \$60K on a fifteen-year schedule and does not consider refinancing existing debt. If Council is agreeable we can discuss the project in work session.

New trash cans were purchased and installed in the Park.

A plumber was called in to repair an on-going problem in the downstairs men's public restroom and to take care of a leak in the upstairs small bath across from the conference room. The upstairs bathroom fixtures be removed and the drains capped; or, repaired to the point it can be used. Currently, because of the lack of use, the sewer traps dry out and sewer gas omits into the building. The toilet fixture in the downstairs men's restroom was replaced.

We coordinated landscaping and other work from Premier Landscaping for Haymarket Day as well maintaining the flags and banners on the street lights during several wind events.

It came to our attention that our refuse collector has been collecting refuse from residences outside the Haymarket Town boundaries in Greenhill Crossing. The homes on east side of

Green Hill Crossing Drive (between Red House Road and Gap Way) are not in the Town Boundaries. We provided the necessary information to the contractor and the residences in that area will be required to arrange for independent collection. Unlike many jurisdictions we do not charge an additional user fee for refuse collection, so the service is funded from the General Fund revenues. We believe the issue is resolved.

Jerry Schiro
Business Manager

Town Planner							
Task List October 2018							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
Demolition Application	14801 Washington Street	Emily	Sep-18	ARB approval		TBD	The Demolition Permit for 14801 Washington Street has been denied.
Shed	6939 Little John Court	Emily	Aug-18	ARB approval and HOA approval			Awaiting HOA approval before issuing the final approval from the ARB for the shed underneath the deck. UPDATE: Applicant received HOA approval and has received Zoning Approval to go pull Building Permits with the County
Patio	6859 Track Court	Emily	Sep-18	ARB approval		9/1/2018	Applicant received approval to install a patio
Crossroads Village Center	15150 Washington Street	Emily	June Work Session	Final Approval			Crossroads Village Center presented Architectural Building Plans and a Master Sign Plan to the ARB at the October Meeting. The ARB discussed the plans in detail with the Architect. The Board scheduled a work session on November 7th at 7 pm and a regular meeting on November 13th at 7 pm
ARB Work Session		Emily		Research			ARB held a work session on the Gateway Signs, Planner will research the costs and develop an estimate for the ARB to take to Council
Board of Zoning Appeals							
No Activity for July 2018							
Planning Commission							
McDonald's	6740 Leaberry Way	Emily/Katie	May-18	Public Hearing	Dec-18		Applicant has submitted a Special Use Permit for a second drive through lane on the property. The application is processed and will be sent for public notice in the papers the first week of October. UPDATE: The Public Hearing is scheduled for October 29th, 2018 at 7:00pm
A Dog's Day Out	6680 Fayette Street	Emily Lockhart	9/6/2017				Applicant's received the building permits. UPDATE: Framing has occurred, walls and roof in place.
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18		Applicant has submitted a set of plans for the Planning Commission to discuss at the October 29th Work Session Meeting
Planning Commission	Harrover Park	Emily					Working with the Planning Commissioners to get feedback and comments on the Comprehensive Plan and the priorities for the update. Worked with the Planning Commission to set a priority list for the Park. Trash Cans and a Bike Rack have been installed. Planning Commission will meet October 29th at 6:00 pm to continue working on Comprehensive Plan update.
Prince William County (1 Mile Review)							
No Activity for PWC 1 Mile Review October 2018							
Staff							
Funeral Home SUP	14901 Washington Street	Emily					Working with an interested business owner regarding a property in Town and a potential SUP application for a funeral home. Discussing several concerns regarding traffic and parking on site. Applicant is working on prepping a Special Use Permit application. Applicant has requested a Zoning Determination --- ZONING DETERMINATION mailed to the applicant and received. UPDATE 9/28 -- Applicant has submitted a Zoning Text Amendment, application has been processed. The Public Hearing will be held on October 29th, 2018 at 7:00 pm

Attachment: October 2018 Town Planner Report to Council (3810 : Administrative Staff Report - Jerry

Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	11/20/2017	Plats have been recorded, Applicant has submitted their site plan. Engineer and Planner working on processing the plan
Website				Continuing to update website as needed.
the ARTS at the Haymarket Museum				Continuing to find Artists for our space, new exhibit will be a Christmas Market style exhibit.
Haymarket Day				Successfully complete Haymarket Day, held a debrief meeting on Haymarket Day and will present ideas to Council for decisions.
Zoning Violations				
Blight Ordinance	Payne Lane	Emily Lockhart	2/21/2018	Working with an interested party to answer questions and check zoning options.
Blight Ordinance	14881 & 14891 Washington Street	Emily Lockhart		Met with a current tenant on the property to discuss some of the maintenance issues pertaining to her business/portion of the property. Notified the tenant of my intent to address the issues in a friendly manner and my intent to contact the property owner regarding the status of the properties. Following back up with the tenant to discuss the repairs. UPDATE: Located a new form of contact information, will be sending out violation letters
Blight Ordinance	14941 Washington Street	Emily Lockhart		Property was publicly noticed and violation letters mailed.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Jeffreson/Fayette Street Site Plan	Katie/Emily	10/5/2018	10/24/2018	Applicant			-Applicant submitted grading plans to Town. Resubmitted 10/25. -Reviewed plans and provided comments to Town Planner 10/24. Full review to start 10/29. -Outside agency coordination required
Crossroads Village	Katie/Emily	10/18/2018	10/18/2018	Applicant			-Met with applicant to discuss site plan details, process and timing. Applicant will have to submit to VDOT and VDEQ, which will be the longest lead time items -Several building sites are still in negotiation and will be submitted as pad sites. Site plan revisions will be submitted at the time of development for these sites
Haymarket Iceplex As-built	Katie	8/8/2018	10/10/2018	Applicant			-Asbuilts approved 10/10/18 -Awaiting bond release request
Alexandra's Keep Landscaping, E&S and Performance Bond Release	Katie	N/A	7/24/2018	N/A	10/9/2018	10/9/2018	-Landscape/E&S Bonds released 8/7 -As-Built survey approved. -Applicant/Dominion have transferred street light meter to turn over to Town for ownership/maintenance -Performance bond released 10/9/18

Attachment: Oct Engineer's Reports_KMM (3810 : Administrative Staff Report - Jerry Schiro, Business Manager)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Low Activity Projects							
Pedestrian Improvements Project	Katie	7/14/2014	4/25/2018	RDA/Town/VDOT			-RDA has been coordinating with VDOT on environmental items. This should now be completed. -Package is waiting on approval from the District and can be advertised upon approval
Dog's Day Out Final Site Plan	Emily	12/13/2016	6/12/2018	N/A			-Applicant provided revised sheet per PWC Building Official comments -Project is under construction. Ongoing E&S inspection coordination
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	5/11/2018	RDA			-RDA preparing to resubmit
QBE Final Site Plan	Emily	1/20/2017	6/7/2018	Applicant			-Approved by Planning Commission 6/7/17. Site Plan approval notification letter sent 7/18/17 -Bonds to be provided prior to construction -Town Attorney accepted deeds/plats per 2nd submission -Town met with Applicant 6/7/18 to discuss phasing of maintenance improvements related to Site Plan and will submit sketches -Town coordinating playground dedication

Attachment: Oct Engineer's Reports_KMM (3810 : Administrative Staff Report - Jerry Schiro, Business Manager)



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
November 5, 2018

Highlights:

- The financials attached are as of September 30th 2018
- This month I worked on and mailed out Real Estate tax invoices to residents.
- Worked with staff on preparations for new Haymarket Day on October 20th.
- Continue preparations for November audit.
- Payments for Real Estate Taxes have been received and deposited and will continue to see more as the December 5th due date approaches.

Town of Haymarket
Statement of Net Position
As of September 30, 2018

	Sep 30, 18
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,403,051.29
11000 · CD's & Money Market Funds	3,885.31
11010 · Virginia Investment Pool	305,250.15
Total Checking/Savings	1,712,186.75
Accounts Receivable	
12000 · Accounts Receivable	109,438.98
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	113,369.46
Other Current Assets	
11499 · Undeposited Funds	3,550.84
12012 · Local Accounts Receivable-Other	62,452.99
12025 · Due from Prince William County	17,952.65
12030 · Due from Commonwealth	9,205.51
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-10,613.65
Total Current Assets	1,814,942.56
Fixed Assets	
12500 · General Property	4,558,780.72
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,960,724.75
Other Assets	
19000 · Net Pension Asset	104,015.00
19100 · Deferred Outflow - Pension Cont	61,313.45
Total Other Assets	165,328.45
TOTAL ASSETS	7,940,995.76

Town of Haymarket
Statement of Net Position
As of September 30, 2018

	Sep 30, 18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	51,562.42
Total Accounts Payable	51,562.42
Credit Cards	
20040 · Town Credit Card	-3,495.28
Total Credit Cards	-3,495.28
Other Current Liabilities	
20095 · Deferred Revenue - Events	100.00
20096 · Deferred Revenue - Other	10,000.00
21000 · Payroll Liabilities	4,219.15
22000 · Security Deposits	13,550.42
22010 · Escrow Deposits	322,624.04
Total Other Current Liabilities	350,493.61
Total Current Liabilities	398,560.75
Long Term Liabilities	
20080 · Accrued Interest Payable	13,055.91
23000 · Accrued Leave	28,242.54
25000 · General Obligation Bonds	1,373,630.95
29100 · Deferred Inflow - Pension Msmnt	34,420.00
Total Long Term Liabilities	1,449,349.40
Total Liabilities	1,847,910.15
Equity	
34000 · Net Pension Activity Offset	130,908.45
30000 · Unrestricted Net Assets	1,574,282.37
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,960,724.75
33000 · Amt Long Term Obligations	-1,414,929.40
Net Income	-163,900.56
Total Equity	6,093,085.61
TOTAL LIABILITIES & EQUITY	7,940,995.76

Town of Haymarket
Statement of Revenue & Expenditures for Month
September 2018

	Sep 18
Ordinary Income/Expense	
Income	
3120 · OTHER LOCAL TAXES	
Business License Tax	105.00
Cigarette Tax	13,875.00
Consumer Utility Tax	13,073.76
Meals Tax - Current	58,746.04
Sales Tax Receipts	11,080.60
Penalties (Non-Property)	140.50
	97,020.90
Total 3120 · OTHER LOCAL TAXES	97,020.90
3130 · PERMITS,FEES & LICENESES	
Application Fees	350.00
Inspection Fees	2,490.00
Motor Vehicle Licenses	17.00
Other Planning & Permits	3,650.00
	6,507.00
Total 3130 · PERMITS,FEES & LICENESES	6,507.00
3140 · FINES & FORFEITURES	
Fines	2,026.14
	2,026.14
Total 3140 · FINES & FORFEITURES	2,026.14
3150 · REVENUE - USE OF MONEY	
Interest on Bank Deposit	304.05
Interest on Bank Deposits	968.71
	1,272.76
Total 3150 · REVENUE - USE OF MONEY	1,272.76
3151 · RENTAL (USE OF PROPERTY)	
Suite 110 Rental Income	1,999.18
315110 · Suite 200 Genesis Contracting	670.00
315150 · 15020 Washington Realty	3,559.83
315155 · 15026 Copper Cricket	1,387.00
315160 · The Very Thing For Her	2,810.00
	10,426.01
Total 3151 · RENTAL (USE OF PROPERTY)	10,426.01
3160 · CHARGES FOR SERVICES	
Public Safety	125.00
	125.00
Total 3160 · CHARGES FOR SERVICES	125.00
3165 · REVENUE - TOWN EVENTS	
Revenue - Town Events	-175.00
	-175.00
Total 3165 · REVENUE - TOWN EVENTS	-175.00

Town of Haymarket
Statement of Revenue & Expenditures for Month
September 2018

	Sep 18
3180 · MISCELLANEOUS	
Vetern Banners	150.00
Total 3180 · MISCELLANEOUS	150.00
32 · REVENUE FROM COMMONWEALTH	
599 Law Enforcement Grant	7,591.00
Car Rental Reimbursement	493.65
Communications Tax	9,237.29
Railroad Rolling Stock	1,327.54
Total 32 · REVENUE FROM COMMONWEALTH	18,649.48
Total Income	136,002.29
Gross Profit	136,002.29
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
FICA/Medicare	93.71
Salaries & Wages - Regular	1,225.00
Total 11100 · TOWN COUNCIL	1,318.71
12110 · TOWN ADMINISTRATION	
Salaries/Wages-Regular	17,092.97
Salaries/Wages - Part Time	4,455.00
FICA/Medicare	1,581.35
VRS	1,310.18
Health Insurance	3,313.60
Life Insurance	198.68
Disability Insurance	126.43
Unemployment Insurance	182.36
Worker's Compensation	100.00
Accounting Services	97.35
Cigarette Tax Administration	529.77
Printing & Binding	270.00
Advertising	135.00
Computer, Internet & Website Svc	2,448.19
Postage	114.00
Mileage Allowance	33.25
Miscellaneous	-1,772.72
Books, Dues & Subscriptions	1,674.42
Office Supplies	275.95
Total 12110 · TOWN ADMINISTRATION	32,165.78

Attachment: Treasurer & Financial Report for 11-05-2018 (3810 : Administrative Staff Report - Jerry

Town of Haymarket
Statement of Revenue & Expenditures for Month
September 2018

	Sep 18
12210 · LEGAL SERVICES	
Legal Services	7,480.00
Total 12210 · LEGAL SERVICES	7,480.00
Total 01 · ADMINISTRATION	40,964.49
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
Salaries & Wages - Regular	27,615.16
Salaries & Wages - OT Regular	108.18
Salaries & Wages - OT Premium	1,813.72
Salaries & Wages - Holiday Pay	1,307.68
Salaries & Wages - Part Time	960.00
FICA/MEDICARE	2,374.49
VRS	2,518.79
Health Insurance	4,312.08
Life Insurance	360.60
Disability Insurance	173.00
Workers' Compensation Insurance	3,680.00
Legal Services	1,140.00
Computer, Internet & Website	98.00
Telecommunications	1,020.58
Office Supplies	392.23
Vehicle Maintenance/Supplies	216.22
Uniforms & Police Supplies	1,622.28
Total 31100 · POLICE DEPARTMENT	49,713.01
34100 · BUILDING OFFICIAL	
Erosion & Sedimentation Ins.	900.00
Total 34100 · BUILDING OFFICIAL	900.00
Total 03 · PUBLIC SAFETY	50,613.01
04 · PUBLIC WORKS	
Town Public Works	13,819.21
43200 · REFUSE COLLECTION	
Trash Removal Contract	6,553.80
Total 43200 · REFUSE COLLECTION	6,553.80

Attachment: Treasurer & Financial Report for 11-05-2018 (3810 : Administrative Staff Report - Jerry

Town of Haymarket
Statement of Revenue & Expenditures for Month
September 2018

	Sep 18
43100 · MAINT OF 15000 Wash St./Grounds	
Repairs/Maintenance Services	5,685.00
Maint Svc Contract-Pest Control	155.00
Maint Svc Contract-Landscaping	2,075.00
Maint Svc Cont- Street Cleaning	500.00
Electric/Gas Services	1,492.65
Electrical Services-Streetlight	348.14
Water & Sewer Services	160.18
	10,415.97
Total 43100 · MAINT OF 15000 Wash St./Grounds	
Total 04 · PUBLIC WORKS	30,788.98
07 · PARKS, REC & CULTURAL	
70000 · HAYMARKET COMMUNITY PARK	
Grounds Maintenance/Repairs	1,590.36
	1,590.36
Total 70000 · HAYMARKET COMMUNITY PARK	
71110 · EVENTS	
Advertising - Events	4,028.00
Contractural Services	2,920.00
	6,948.00
Total 71110 · EVENTS	
72200 · MUSEUM	
Telecommunications	217.70
	217.70
Total 72200 · MUSEUM	
Total 07 · PARKS, REC & CULTURAL	8,756.06
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
Salaries & Wages - Regular	795.00
FICA/Medicare	47.05
Consultants - Engineer	1,685.78
81100 · PLANNING COMMISSION - Other	0.00
	2,527.83
Total 81100 · PLANNING COMMISSION	
81110 · ARCHITECTURAL REVIEW BOARD	
Salaries & Wages - Regular	255.00
FICA/Medicare	33.28
	288.28
Total 81110 · ARCHITECTURAL REVIEW BOARD	
Total 08 · COMMUNITY DEVELOPMENT	2,816.11

Town of Haymarket
Statement of Revenue & Expenditures for Month
September 2018

	<u>Sep 18</u>
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	<u>0.01</u>
Total EMPLOYEE BENEFITS	<u>0.01</u>
Total 94105 · PERSONNEL	<u>0.01</u>
Total Expense	<u>133,938.66</u>
Net Ordinary Income	<u>2,063.63</u>
Net Income	<u><u>2,063.63</u></u>

Attachment: Treasurer & Financial Report for 11-05-2018 (3810 : Administrative Staff Report - Jerry

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Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through September 2018

	Jul - Sep 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	0.00	367,666.00	0.0%
Public Service Corp RE Tax	0.00	11,274.00	0.0%
Penalties - All Property Taxes	0.00	1,000.00	0.0%
Total 3110 · GENERAL PROPERTY TAXES	0.00	379,940.00	0.0%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	3,519.70	180,000.00	2.0%
Cigarette Tax	41,302.50	135,000.00	30.6%
Consumer Utility Tax	38,908.00	150,000.00	25.9%
Meals Tax - Current	180,476.99	650,000.00	27.8%
Sales Tax Receipts	40,159.88	155,000.00	25.9%
Penalties (Non-Property)	363.54	0.00	100.0%
Interest (Non-Property)	18.43	0.00	100.0%
Total 3120 · OTHER LOCAL TAXES	304,749.04	1,288,000.00	23.7%
3130 · PERMITS,FEES & LICENESES			
Application Fees	950.00	2,700.00	35.2%
Inspection Fees	2,490.00	10,000.00	24.9%
Motor Vehicle Licenses	272.00	1,900.00	14.3%
Other Planning & Permits	3,950.00	25,000.00	15.8%
Total 3130 · PERMITS,FEES & LICENESES	7,662.00	39,600.00	19.3%
3140 · FINES & FORFEITURES			
Fines	11,470.86	65,000.00	17.6%
Total 3140 · FINES & FORFEITURES	11,470.86	65,000.00	17.6%
3150 · REVENUE - USE OF MONEY			
Earnings on VACO/VML Investment	155.29	0.00	100.0%
Interest on Bank Deposit	649.15	8,000.00	8.1%
Interest on Bank Deposits	3,830.30	0.00	100.0%
Total 3150 · REVENUE - USE OF MONEY	4,634.74	8,000.00	57.9%
3151 · RENTAL (USE OF PROPERTY)	38,690.55	136,957.00	28.3%
3160 · CHARGES FOR SERVICES			
FOIA Receipts	30.00		

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Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through September 2018

	Jul - Sep 18	Budget	% of Budget
Public Safety			
Donation/Grants	2,682.00	5,000.00	53.6%
Public Safety - Other	125.00	0.00	100.0%
Total Public Safety	2,807.00	5,000.00	56.1%
Total 3160 · CHARGES FOR SERVICES	2,837.00	5,000.00	56.7%
3165 · REVENUE - TOWN EVENTS			
Revenue - Town Events	63,025.00	70,000.00	90.0%
Total 3165 · REVENUE - TOWN EVENTS	63,025.00	70,000.00	90.0%
3170 · HISTORICAL FUND			
Historical Fund	21,230.02		
Total 3170 · HISTORICAL FUND	21,230.02		
3180 · MISCELLANEOUS			
Citations & Accident Reports	115.00	1,000.00	11.5%
Vetern Banners	150.00		
Miscellaneous	30.00	0.00	100.0%
Total 3180 · MISCELLANEOUS	295.00	1,000.00	29.5%
32 · REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	7,591.00	28,000.00	27.1%
Car Rental Reimbursement	2,071.32	5,500.00	37.7%
Communications Tax	27,705.64	117,000.00	23.7%
Other	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
Railroad Rolling Stock	1,333.31	1,500.00	88.9%
Total 32 · REVENUE FROM COMMONWEALTH	57,328.24	171,627.00	33.4%
33 · REVENUE FROM FEDERAL GOVERNMENT			
DMV Transp Safety Grant	1,994.46	13,000.00	15.3%
CABOOSE ENHANCEMENT GRANT	0.00	7,100.00	0.0%
33 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	208,600.00	0.0%
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	1,994.46	228,700.00	0.9%
35 · Reserve Funds For CIP	0.00	250,000.00	0.0%
Total Income	513,916.91	2,643,824.00	19.4%
Gross Profit	513,916.91	2,643,824.00	19.4%

Attachment: Treasurer & Financial Report for 11-05-2018 (3810 : Administrative Staff Report - Jerry

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Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through September 2018

Expense	Jul - Sep 18	Budget	% of Budget
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
Convention & Education	2,250.00	5,000.00	45.0%
FICA/Medicare	312.12	2,000.00	15.6%
Meals and Lodging	994.17	1,500.00	66.3%
Mileage Allowance	0.00	750.00	0.0%
Salaries & Wages - Regular	4,600.00	32,100.00	14.3%
Total 11100 · TOWN COUNCIL	8,156.29	41,350.00	19.7%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	59,940.74	241,800.00	24.8%
Salaries/Wages - Part Time	20,106.00	70,200.00	28.6%
FICA/Medicare	5,882.00	20,000.00	29.4%
VRS	4,180.94	37,000.00	11.3%
Health Insurance	12,196.84	50,000.00	24.4%
Life Insurance	655.54	4,000.00	16.4%
Disability Insurance	417.93	2,900.00	14.4%
Unemployment Insurance	496.29	2,000.00	24.8%
Worker's Compensation	200.00	300.00	66.7%
Gen Property/Liability Ins.	14,700.00	16,000.00	91.9%
Accounting Services	2,163.84	8,000.00	27.0%
Cigarette Tax Administration	1,285.21	5,500.00	23.4%
Printing & Binding	853.84	13,000.00	6.6%
Advertising	135.00	12,000.00	1.1%
Computer, Internet & Website Svc	5,419.46	23,650.00	22.9%
Postage	623.03	4,000.00	15.6%
Telecommunications	222.03	6,000.00	3.7%
Mileage Allowance	33.25	2,500.00	1.3%
Meals & Lodging	176.55	6,000.00	2.9%
Convention & Education	525.00	8,000.00	6.6%
Discretionary Fund	0.00	1,000.00	0.0%
Books, Dues & Subscriptions	2,439.15	15,000.00	16.3%
Office Supplies	1,377.29	4,000.00	34.4%
Capital Outlay-Machinery/Equip	0.00	7,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	134,029.93	559,850.00	23.9%
12210 · LEGAL SERVICES			
Legal Services	11,622.02	73,000.00	15.9%
Total 12210 · LEGAL SERVICES	11,622.02	73,000.00	15.9%

Attachment: Treasurer & Financial Report for 11-05-2018 (3810 : Administrative Staff Report - Jerry

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Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through September 2018

	Jul - Sep 18	Budget	% of Budget
12240 · INDEPENDENT AUDITOR			
Auditing Services	0.00	16,500.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,500.00	0.0%
Total 01 · ADMINISTRATION	153,808.24	690,700.00	22.3%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	96,013.45	355,347.00	27.0%
Salaries & Wages - OT Regular	1,192.24	14,000.00	8.5%
Salaries & Wages - OT Premium	6,420.72	20,000.00	32.1%
Salaries & Wages - Holiday Pay	2,365.36	10,000.00	23.7%
Salaries & Wages - Part Time	4,770.00	14,000.00	34.1%
FICA/MEDICARE	8,267.17	27,923.00	29.6%
VRS	7,659.75	39,457.00	19.4%
Health Insurance	15,092.28	56,057.00	26.9%
Life Insurance	1,081.80	4,344.00	24.9%
Disability Insurance	530.74	1,195.00	44.4%
Unemployment Insurance	0.00	2,178.00	0.0%
Workers' Compensation Insurance	7,360.00	6,813.00	108.0%
Line of Duty Act Insurance	0.00	1,304.00	0.0%
Legal Services	2,129.36	12,000.00	17.7%
Advertising	27.40		
Computer, Internet & Website	10,112.97	14,000.00	72.2%
Postage	2.05	300.00	0.7%
Telecommunications	2,578.27	10,350.00	24.9%
General Prop Ins (Vehicles)	4,089.00	5,000.00	81.8%
Meals and Lodging	-32.74		
Convention & Edu. (Training)	1,546.33	3,500.00	44.2%
Misc - Discretionary Fund	0.00	500.00	0.0%
Annual Dues & Subscriptions	5,015.50	7,524.00	66.7%
Office Supplies	2,938.69	3,500.00	84.0%
Vehicle Fuels	3,473.54	16,000.00	21.7%
Vehicle Maintenance/Supplies	2,242.99	8,000.00	28.0%
Repairs/Maintenance Supplies	165.05	0.00	100.0%
Uniforms & Police Supplies	22,591.01	22,300.00	101.3%
Community Events	1,804.69	5,000.00	36.1%
Grant Expenditures	0.00	13,000.00	0.0%
Mobile Data Computer Netwk Svc	0.00	15,000.00	0.0%
Capital Outlay-Machinery/Equip	15,796.19	31,592.00	50.0%
Total 31100 · POLICE DEPARTMENT	225,233.81	720,184.00	31.3%

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Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through September 2018

	Jul - Sep 18	Budget	% of Budget
34100 · BUILDING OFFICIAL			
Erosion & Sedimentation Ins.	3,000.00	40,000.00	7.5%
34100 · BUILDING OFFICIAL - Other	0.00	10,000.00	0.0%
Total 34100 · BUILDING OFFICIAL	3,000.00	50,000.00	6.0%
Total 03 · PUBLIC SAFETY	228,233.81	770,184.00	29.6%
04 · PUBLIC WORKS			
Town Public Works	14,924.31	70,426.00	21.2%
43200 · REFUSE COLLECTION			
Trash Removal Contract	25,088.22	78,000.00	32.2%
Total 43200 · REFUSE COLLECTION	25,088.22	78,000.00	32.2%
RENTAL PROPERTY - 14740 Wash St			
Repairs/Maintenance Services	6.36		
Total RENTAL PROPERTY - 14740 Wash St	6.36		
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	14,813.74	55,000.00	26.9%
Maint Svc Contract-Pest Control	375.00	2,000.00	18.8%
Maint Svc Contract-Landscaping	6,225.00	35,000.00	17.8%
Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
Maint Svc Cont- Street Cleaning	900.00	2,000.00	45.0%
Electric/Gas Services	4,331.87	15,000.00	28.9%
Electrical Services-Streetlight	950.49	5,500.00	17.3%
Water & Sewer Services	503.49	2,000.00	25.2%
Janitorial Supplies	720.65	1,000.00	72.1%
Real Estate Taxes	95.19	4,000.00	2.4%
Total 43100 · MAINT OF 15000 Wash St./Grounds	28,915.43	128,500.00	22.5%
Total 04 · PUBLIC WORKS	68,934.32	276,926.00	24.9%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
Grounds Maintenance/Repairs	4,658.16	68,000.00	6.9%
Total 70000 · HAYMARKET COMMUNITY PARK	4,658.16	68,000.00	6.9%
71110 · EVENTS			
Advertising - Events	5,194.00	0.00	100.0%
Contractual Services	10,037.72	70,000.00	14.3%
71110 · EVENTS - Other	715.38	0.00	100.0%
Total 71110 · EVENTS	15,947.10	70,000.00	22.8%

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Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through September 2018

	Jul - Sep 18	Budget	% of Budget
72200 · MUSEUM			
Advertising	0.00	750.00	0.0%
Telecommunications	636.77	2,200.00	28.9%
Books, Dues & Subscriptions	0.00	250.00	0.0%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	0.00	1,700.00	0.0%
Total 72200 · MUSEUM	636.77	5,150.00	12.4%
Total 07 · PARKS, REC & CULTURAL	21,242.03	143,150.00	14.8%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	1,380.00	5,000.00	27.6%
FICA/Medicare	128.52	500.00	25.7%
Consultants - Engineer	6,908.67	50,000.00	13.8%
Consultants - Comp Plan	0.00	40,000.00	0.0%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	750.00	0.0%
Convention/Education	0.00	2,000.00	0.0%
Total 81100 · PLANNING COMMISSION	8,417.19	98,750.00	8.5%
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	960.00	4,000.00	24.0%
FICA/Medicare	81.09	850.00	9.5%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,041.09	5,850.00	17.8%
81111 · Board Of Zoning Appeals			
Convention & Education	0.00	500.00	0.0%
FICA / Medicare	0.00	98.00	0.0%
Salaries & Wages - Regular	0.00	1,575.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	9,458.28	106,773.00	8.9%

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Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through September 2018

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>% of Budget</u>
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond	169,499.91	186,440.00	90.9%
Total 95100 · DEBT SERVICE	<u>169,499.91</u>	<u>186,440.00</u>	<u>90.9%</u>
Total 09 · NON-DEPARTMENTAL	169,499.91	186,440.00	90.9%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	7,100.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	0.00	208,600.00	0.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.02		
Total EMPLOYEE BENEFITS	<u>0.02</u>	<u>0.00</u>	<u>100.0%</u>
Total 94105 · PERSONNEL	0.02	0.00	100.0%
94106 · TOWN CENTER MASTER PLAN			
Architectural/Engineering Fees	26,640.86	203,951.00	13.1%
Total 94106 · TOWN CENTER MASTER PLAN	<u>26,640.86</u>	<u>203,951.00</u>	<u>13.1%</u>
94107 · BLIGHT MITIGATION			
Building Official/Engr.	0.00	50,000.00	0.0%
Total 94107 · BLIGHT MITIGATION	<u>0.00</u>	<u>50,000.00</u>	<u>0.0%</u>
Total Expense	<u>677,817.47</u>	<u>2,643,824.00</u>	<u>25.6%</u>
Net Ordinary Income	<u>-163,900.56</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u>-163,900.56</u>	<u>0.00</u>	<u>100.0%</u>

Attachment: Treasurer & Financial Report for 11-05-2018 (3810 : Administrative Staff Report - Jerry



Town of Haymarket
 15000 Washington Street, #100
 Haymarket, VA 20169
 703-753-2600

JERRY M. SCHIRO
 BUSINESS MANAGER

STAFF REPORT

Town Council November 09, 2018

Council Resolution #2018-16

Background

Per the Articles of Incorporation, The Haymarket Historic Foundation (an inactive 501 C-3 nonprofit) distributed its remaining assets to the Town of Haymarket. The assets totaled \$21,230.02. At the October 9, 2018 Town Council meeting, Council determined the assets should be used to continue with street scape enhancements and identified specific items they would like included.

Council directed staff to prepare a resolution so appropriating the expenditures for those specific purposes.

Required Council Action

Resolution 2018-16 is on the agenda for Council adoption.

Sample Motion

I move the Haymarket Town Council adopt Resolution 2018-16 as presented.

OR

An alternate motion



**HAYMARKET TOWN COUNCIL
RESOLUTION #2018-16**

**RESOLUTION TO APPROPRIATE DISTRIBUTED FUNDS FROM THE HAYMARKET
HISTORIC FOUNDATION**

WHEREAS, The Haymarket Historic Foundation (the Foundation) was established as a tax exempt 501 C-3 non-profit in 1996 for the purpose of accepting public contributions for Haymarket landscape enhancement and street beautification; and

WHEREAS, the Foundation has been inactive for many years with assets remained in the account; and

WHEREAS, under the Foundation’s Articles of Incorporation, the assets can be distributed to the federal government, or to a state or local government, for a public purpose, and

WHEREAS, the Foundation has distributed the remaining assets, in the amount of \$21,230.02, to the Town of Haymarket;

NOW, THEREFORE BE IT RESOLVED that the Council of the Town of Haymarket, does hereby appropriate \$21,230.02 from the distributed Foundation funds for the purpose of; completing the installation of plaques on street lamps, trees and benches, replacing street trees and landscaping, purchasing street banners, maintaining brick planters and purchasing holiday wreaths or décor for the streetscape. The appropriation is contingent upon the Architectural Review Board approving all design and Council approval of expenditure by item.

BY ORDER OF THE HAYMARKET TOWN COUNCIL

DONE THIS 5TH DAY OF NOVEMBER 2018

SIGNATURES

David Leake, Mayor

Date

ATTEST:

Shelley M. Kozlowski
Clerk of the Council

Date

Attachment: Resolution #2018-16 Appropriation of Foundation Distribution (AGI-2018-62 : Haymarket Historic Foundation)

Tuesday October 30, 2018

Honorable Mayor Leake and Town Council,

My name is Dottie Leonard, I am writing to you to seek approval of demolition for my dwelling located at 14801 Washington Street, Haymarket, Virginia 20169 (GPIN 7397-09-1220). Per article VI, Demolition Guidelines of The Town of Haymarket Architectural Review Board Guidelines I must provide a written statement explaining the reason for demolition, describe alternatives to demolition, and why such alternatives are not considered feasible.

The current dwelling is 109 years old and roughly 2,695 square feet. It was built on a stone and block foundation. When I purchased the property in 2000, I had all intentions of saving the dwelling, renovating portions of the home, and keeping with the general upkeep.

Unfortunately, due to the age, poor construction of the home and weather, the home has severely deteriorated over the years. As you read through the inspection report you can see that the dwelling is in poor condition. Out of the 4 categories, ALL received an overall poor rating. Within the 23 sub categories, 17 items received a rating of poor. Those categories and sub categories that received a poor rating include:

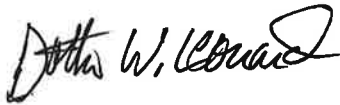
1. Roofing
 - Roofing
 - Fascia / Soffits
2. Exterior Elements
 - Siding / Wall Cladding
 - Wood Trim / Wraps
 - Windows
 - Entry Doors
 - Railings
 - Front Porch
 - Rear Porch
3. Attic
 - Ventilation Provisions
 - Attic Ventilators
 - Insulation
4. Interior Elements
 - Ceilings / Structure
 - Walls / Structure
 - Floors (Framed)
 - Room Doors

5. General Observations

- General Observations
- Exterior Elements
- Windows
- Interior Elements

The amount of water infiltration, carpenter bees, and termite damage is clearly visible throughout the report. It is with a heavy heart that I must say the property is beyond saving. The financial burden to completely gut and rehab or renovate the home is beyond one that I am willing and able to make.

Best Regards,



Dottie Leonard
14801 Washington Street
Haymarket, Virginia 20169



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Emily K. Lockhart
TOWN PLANNER
ZONING ADMINISTRATOR

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart, Town Planner and Zoning Administrator
DATE: October 31, 2018
SUBJECT: Zoning Permit #2018-046, 14801 Washington Street, Residential Demolition Application

APPLICATION SUMMARY:

The applicant, Dottie Leonard has requested approval to demolish and remove the existing residential home located at 14801 Washington Street. The applicant has provided a home inspection report of the home for review and consideration. At the September 19th meeting the ARB discussed the application with the applicant and amongst the Board. The application was tabled until October 17th.

The applicant did not submit any additional details for the application since the September 19th meeting. The applicant, Ms. Leonard showed the ARB a photograph on her phone of a "concept" for a proposed building. The applicant did not show Staff this photograph or share any additional details of the proposed project. At the October 17th Architectural Review Board Meeting the Board discussed the application amongst themselves and with the Town Attorney. The applicant was not given the opportunity to discuss the application with the Board. The application was ultimately denied on October 17th by the ARB.

The applicant, Ms. Leonard has filed an Appeal to Council with the Clerk of the Council on October 29, 2018. Please see the attached Letter from the applicant, demolition application and building inspector's report.

STAFF COMMENTS:

The home currently requires major repairs for individuals to safely occupy the space. The owner of the property does not wish to make this investment and is ready to have the structure torn down. The home is considered a historic structure based on its age, over 50 years, the home was built in 1909. This structure is listed on the Town of Haymarket's Historic Structures List as the *Jordan House, 14801 Washington Street*.

Staff recommended the ARB request additional information on the structure and the concepts from the applicant to better analyze the application.

DRAFT MOTIONS:

"I move the Council to approve the Appeal for the Demolition Permit at 14801 Washington Street"

Or

"I move the Council to deny the Appeal for the Demolition Permit at 14801 Washington Street"

Or

"I move the Council to refer the Demolition Application for 14801 Washington Street to the Architectural Review Board for additional discussion with the applicant, review and action."

An alternate motion.



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Emily K. Lockhart
TOWN PLANNER
ZONING ADMINISTRATOR

MEMORANDUM

TO: Architectural Review Board
FROM: Emily K. Lockhart, Town Planner and Zoning Administrator
DATE: October 12, 2018
SUBJECT: Zoning Permit #2018-046, 14801 Washington Street, Residential Demolition Application

APPLICATION SUMMARY:

The applicant, Dottie Leonard is requesting approval to demolish and remove the existing residential home located at 14801 Washington Street. The applicant has provided a building inspection report of the home for review and consideration. At the September 19th meeting the ARB discussed the application with the applicant and amongst the Board. The application was tabled until October 17th.

The applicant did not submit any additional details for the application since the September 19th meeting. The applicant, Ms. Leonard showed the ARB a photograph on her phone of a “concept” for a proposed building. The applicant did not show Staff this photograph or share any additional details of the proposed project.

The inspection report outlines in detail the current conditions of the entire home. The inspector’s report summary concludes;

- Roofing - Poor/Defective
- Fascia/Soffits – Poor/Defective – decay noted on fascia boards on all sides of the structure
- Siding/Wall Cladding – Poor/Defective –
- Windows, wood trim, entry doors – Poor/Defective – all have been damaged by a combination of wood destroying insects and water intrusion
- Ceilings/Structure – Poor/Defective – water damage noted, plaster is falling/fallen from the ceiling
- Walls/Structure – Poor Defective
- Floors- Poor/Defective – damaged flooring, cracks throughout, wood destroying insects present
- Room Doors – Poor/Defective
- Interior Elements – Poor/Defective “there are detrimental conditions within interior of the structure that make it unsafe for inhabitation, including falling/sagging ceilings due to water intrusion

Please review the inspection report attached to the application in detail. The inspection report provides a detailed analysis of the home and justification for the demolition.

STAFF RECOMMENDATION:

The home currently requires major repairs for individuals to safely occupy the space. The owner of the property does not wish to make this investment and is ready to potentially rebuild. The home is considered a historic structure based on its age, over 50 years, the home was built in 1909. This structure is listed on the Town of Haymarket's Historic Structures List as the *Jordan House, 14801 Washington Street*. The Architectural Review Board needs to consider the feasibility of maintaining this property and the financial investment it will require to allow for rehabilitation.

While the home is a historic structure, Staff supports the demolition because of the financial hardship that would be created if one were required to restore the home. Staff recommends the ARB visit the site, read through the entire building inspector's report and consider the financial feasibility of restoration. Based on the inspection report and lack of additional information, Staff recommends the ARB request additional information from the applicant, as they have in the past for other demolition applications.

Staff recommends the ARB read the attached excerpts from the Zoning Ordinance and the ARB Guidelines regarding the historic structures in Town.

DRAFT MOTION:

"I make a motion to approve Certificate of Appropriateness ZP#2018-046, to demolish the residential home at 14801 Washington Street with the following condition ---"

Or

An alternate motion.



ZONING PERMIT APPLICATION

ZONING PERMIT #: 2018-046

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign (See Spec sheet)
(Check all that apply) New Tenant/Use Change of Use Relocation Demolition

NAME OF BUSINESS/APPLICANT: Dottie Leonard

PROPOSED USE: Demolition Size (Sq. Ft./Length) of Construction: _____

SITE ADDRESS: 14801 Washington Street Parcel ID #: 7397-09-1220

Subdivision Name: _____ Lot Size: 0.9182 acres

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 Site Plan Required: Yes No

Special Use Permit Required: Yes No Homeowners Association (HOA) Approval: Yes No

Off-street Parking: Spaces Required: N/A Spaces Provided: N/A

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

Supporting Documentation (attached): Specification Sheet Photograph(s)

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
Name			Name		
Address			Address		
City	State	Zip	City	State	Zip
Phone#	Email		Phone#	Email	
			<u>Dottie W. Leonard</u>		
			<u>P.O. Box 322</u>		
			<u>Haymarket, VA 20168</u>		
			<u>703-314-0283</u>		
			<u>lswleonard66@gmail.com</u>		

Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)

APPLICANT / PROPERTY OWNER SIGNATURE

*******REQUIRED*******

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

Applicant Signature

Robert W. Leonard
Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: 9/10/2018 Fee Amount: \$150.00 Date Paid: _____

DATE TO ZONING ADMINISTRATOR: _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL {where required):

SIGNATURE

PRINT

CONDITIONS:

Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)



Report ID: 1808191 / Leonard

Prepared for Exclusive Use by:

Dottie Leonard

Address of Property:

14801 Washington Street
Haymarket VA 20169

Date of Service:

8/19/2018



Company Providing Service:

John Murray
3380000859

Rayner Lea LLC dba HouseMaster

11106 Bristow Road
Bristow, Virginia 20136
571.393.3311

Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)



Report ID: 1808191 / Leonard

SUMMARY OF INSPECTOR COMMENTS

This Summary of Inspector Comments is only one section of the Inspection Report and is provided for guidance purposes only. This Summary is **NOT A HOME INSPECTION REPORT** and does not include information on all conditions or concerns associated with this home or property. **The Inspection Report** includes more detailed information on element ratings/conditions and associated information and **must be read and considered in its entirety prior to making any conclusive purchase decisions or taking any other action**. Any questionable issues should be discussed with the Inspector and/or Inspection Company.

Note: While listings in this Summary of Inspector Comments may serve as a guide to help prioritize remedial needs, the final decision regarding any action to be taken must be made by the client following consultation with the appropriate specialists or contractors. Cost figures provided in this summary are to help prioritize the findings. Any cost provided is an approximate range and should not be considered an accurate estimate. Cost among qualified contractors can vary greatly. Any item with a significant cost figure provided should be evaluated by licensed, qualified contractor or specialist, and repaired accordingly.

1. ROOFING

1.0 ROOFING

Poor/Defective

The roofing on this structure is made up of five different roofs; the main roof over the core of the structure is covered with standard 3-tab asphalt shingles while the front porch, rear porch, rear addition, and enclosed main floor storage room have metal roofs. Each of the metal roofs appear to be leaking as there is significant water damage to the ceilings and walls within those rooms. The asphalt shingles on the core of the structure while missing a few shingles seems to be maintaining water tight integrity for the time. However, these are well past their designed service life.

1.1 FASCIA / SOFFITS

Poor/Defective

Decay noted on fascia boards on all sides of the structure with major damage along the right side where the rear addition is connected to the primary structure and the rear left corner of the addition. This damage is not visible from the attic as it is primarily associated with how the addition was attached to the main home. However, the visual damage to the fascia boards and associated rafters is quite extensive and may include adjoining rafters as well.

2. EXTERIOR ELEMENTS

2.0 SIDING / WALL CLADDING

Poor/Defective

The stucco surface throughout the exterior of the home is in generally fair condition. Having stucco installed over a wooden structure incorporates reinforcement mesh and a textured finish coating. These products and/or installation methods create conditions that are highly susceptible to moisture infiltration and subsequent mold growth and/or structural damage due to water infiltration at penetrations, joints, and roof terminations.

Several cracks were noted in the stucco coating throughout the outside of the structure with several points where internal structural damaged was noted including;

1. Front wall left of front porch, receptacle is separated from the wall and decayed/damaged wood was noted directly inside the wall adjacent to the hole behind the stucco coating.
2. Right side rear addition wall where the rear porch is attached has a large hole with the reinforcement mesh is clearly visible. The wooden structure behind this has been compromised and is decayed.

It is quite possible that additional damage to the original wooden structure exists given the damage at the areas that were accessible. The only way to fully assess the damage is to take core samples by drilling through the stucco coating at points where the stucco coating is cracked and extracting and assessing the wood shavings.

2.1 WOOD TRIM / WRAPS

Poor/Defective

Virtually all exterior wooden trim has been damaged by a combination of wood destroying insects and water intrusion.

2.2 WINDOWS

Poor/Defective

Virtually all window frames and trim has been damaged by a combination of wood destroying insects and water intrusion.

2.3 ENTRY DOORS

Poor/Defective

The left side entry door and frame to the enclosed room that was once part of the wrap around porch has been damaged by a combination of wood destroying insects and water intrusion.

Kitchen entry door from rear porch has a damaged frame and trim. Wood destroying insects have damaged the framing behind the trim such that frass is being extruded from the gaps in the frame.

2.4 RAILINGS

Poor/Defective

The front porch railing is severely damaged by a combination of wood destroying insects and water intrusion.

2.5 FRONT PORCH

Poor/Defective

The deck of the front porch is severely damaged by a combination of wood destroying insects and water intrusion.

2.6 REAR PORCH

Poor/Defective

The rear porch flooring is severely damaged by a combination of wood destroying insects and water intrusion. The entire rear porch floor needs to be removed and replaced. Damage to the rear porch framing exist under the three primary points accessible through the damaged flooring it is quite possible that other damage exists as well.

Cellar entry under rear porch is heavily damaged by wood destroying insects. Frass was noted in the framing around the cellar entry doorway.

3. ATTIC

3.2 VENTILATION PROVISIONS

Poor/Defective

Typical of older homes ventilation for the attic is minimal/inadequate.

3.3 ATTIC VENTILATOR(S)

Poor/Defective

Attic ventilator was inoperable.

3.4 INSULATION

Poor/Defective

The observed insulation appears to be substantially below levels normally found in this age home, or recommended for this area. Older homes generally do not meet insulation levels and energy conservation standards required for new homes.

3.6 EVIDENCE OF WATER INFILTRATION

Fair

There was evidence of previous water intrusion around the chimney.

4. INTERIOR ELEMENTS

4.0 CEILINGS / STRUCTURE

Poor/Defective

All rooms within the structure that are not under the original structure with the attic have significant ceiling damage from water intrusion. The plaster is falling/fallen from the ceiling, is cracked, or is bowing from moisture that has allowed it to separate from the lath backing. In some cases the lath has separated from the rafters as well.

4.1 WALLS / STRUCTURE

Poor/Defective

Walls throughout the structure are cracked and/or damaged. This may be a sign of water infiltration as the cracks are in the area of prior noted ceiling damage as well and under windows with prior noted significant damage to the frames.

4.2 FLOORS (FRAMED)

Poor/Defective

The dining room floor has a spot of damage consistent with wood destroying insects.

The sitting room floor has a separation gap where the foundation ends and the cantilevered bumpout begins. This may be a sign of significant damage to the framing below the floor. The sitting room bumpout has significant damage to the framing and wooden trim as well.

The kitchen marble floor has several cracks in all areas. This may be a result of significant damage to the framing below as the flooring at the wall adjoining the kitchen has significant damage as well.

4.5 ROOM DOORS

Poor/Defective

Nearly all doors throughout the structure are no longer able to be latched shut as the frames have shifted and the latch no longer lines up with the strike plate.

5. GENERAL OBSERVATIONS

5.0 GENERAL OBSERVATIONS

Poor/Defective

Based on observed conditions outside and within the structure, there are indications that active and prior water intrusions have adversely affected material condition of this structure.

Stucco has been installed over what appears to be an original wooden structure. This added stucco application incorporated reinforcement mesh and a textured finish coating. These products and/or installation methods created conditions that have led to structural damage due to water infiltration at penetrations (cracks and Holes), joints, and roof terminations.

5.1 EXTERIOR ELEMENTS

Poor/Defective

The condition of exterior walls (Stucco Coating) has affected conditions within the structure, including weathertightness, heat transfer efficiency, and the condition of structural components or finishes.

5.2 WINDOWS

Poor/Defective

The glazing and putty on all doors and windows has deteriorated beyond the ability to maintain watertightness and to preserve window glass/sash integrity.

5.3 INTERIOR ELEMENTS

Poor/Defective

There are detrimental conditions within interior of the structure that make it unsafe for inhabitation, including falling/sagging ceilings due to water intrusion.

Prepared Using HomeGauge <http://www.HomeGauge.com> : Licensed To John Murray

Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)



Report ID: 1808191 / Leonard

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Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)



Report ID: 1808191 / Leonard

INSPECTION INFORMATION

CLIENT:

Dottie Leonard

PROPERTY ADDRESS:
14801 Washington Street
Haymarket VA 20169
INSPECTION DATE/TIME:

8/19/2018 - 01:30 PM-04:00 PM

INSPECTOR:

John Murray

INSPECTION COMPANY:
Rayner Lea LLC dba HouseMaster
11106 Bristow Road
Bristow, Virginia 20136
571.393.3311

INSPECTION DETAILS

DESCRIPTION:

Single Family

AGE OF HOME:

109 years

ORIENTATION:

Facing North

TYPE OF INSPECTION:

Structural Element

STATUS OF HOME:

Occupied

WEATHER:

Sunny

TEMPERATURE:

85 degrees (F)

PEOPLE PRESENT:

Client

INTRODUCTION

The purpose of this report is to render the inspector's professional opinion of the condition of the inspected elements of the referenced property (commercial building and/or multiple dwelling) on the date of inspection. Such opinions are rendered based on the findings of a standard limited time/scope building inspection performed according to the Terms and Conditions of the Inspection Order Agreement and in a manner consistent with applicable inspection standards and customary practice.

The inspection was limited to the specified, readily visible and accessible installed major structural, mechanical and electrical elements (systems and components) of the building. The inspection does not represent a technically exhaustive evaluation and does not include any engineering, geological, design, environmental, biological, health-related or code compliance evaluations of the building or property. Furthermore, no representations are made with respect to any concealed, latent or future conditions.

The GENERAL INSPECTION LIMITATIONS on the following page provides information regarding limited time/scope building inspections, including various limitations and exclusions, as well as some specific information related to this property.

The information contained in this report was prepared exclusively for the named Clients and is not transferable without the expressed consent of the Company. The report, including all Addenda, should be reviewed in its entirety.

REPORT TERMINOLOGY

The following terminology may be used to report conditions observed during the inspection. Additional terms may also be used in the report:

SATISFACTORY - Element was functional at the time of inspection. Element was in working or operating order and its condition was at least sufficient for its minimum required function, although routine maintenance may be needed.

FAIR - Element was functional at time of inspection but has a probability of requiring repair, replacement or other remedial work at any time due to its age, condition, lack of maintenance or other factors. Have element regularly evaluated and anticipate the need to take action.

POOR - Element requires immediate repair, replacement, or other remedial work, or requires evaluation and/or servicing by a qualified specialist.

NOT APPLICABLE - All or individual listed elements were not present, were not observed, were outside the scope of the inspection, and/or were not inspected due to other factors, stated or otherwise.

NOT INSPECTED (NOT RATED) - Element was disconnected or de-energized, was not readily visible or accessible, presented unusual or unsafe conditions for inspection, was outside scope of the inspection, and/or was not inspected due to other factors, stated or otherwise. **Independent inspection(s) may be required to evaluate element conditions.** If any condition limited accessibility or otherwise impeded completion of aspects of the inspection, including those listed under LIMITATIONS, it is recommended that limiting factors be removed or eliminated and that an inspection of these elements be arranged and completed prior to closing.

IMPORTANT NOTE: All repair needs or recommendations for further evaluation should be addressed prior to closing. It is the client's responsibility to perform a final inspection to determine the conditions of the dwelling and property at the time of closing. If any decision about the property or its purchase would be affected by any condition or the cost of any required or discretionary remedial work, further evaluation and/or contractor cost quotes should be obtained prior to making any such decisions.

NATURE OF THE FRANCHISE RELATIONSHIP

Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)

The Inspection Company ("Company") providing this inspection report is a franchisee of HouseMaster LLC ("Franchisor"). As a franchisee, the Company is an independently owned and operated business that has a license to use the HouseMaster names, marks, and certain methods. In retaining the Company to perform inspection services, the Client acknowledges that Franchisor does not control this Company's day-to-day activities, is not involved in performing inspections or other services provided by the Company, and is in no way responsible for the Company's actions. Questions on any issues or concerns should be directed to the listed Company.

GENERAL INSPECTION LIMITATIONS

CONSTRUCTION REGULATIONS - Building codes and construction standards vary regionally. A standard building inspection **does not include** evaluation of a property for compliance with building or health codes, zoning regulations or other local codes or ordinances. No assessments are made regarding acceptability or approval of any element or component by any agency, or compliance with any specific code or standard. Codes are revised on a periodic basis; consequently, existing structures generally do not meet current code standards, nor is such compliance usually required. Any questions regarding code compliance should be addressed to the appropriate local officials.

SCOPE OF INSPECTION - The scope of this standard building inspection is limited to a visual inspection and report on the physical condition of visible and readily accessible major elements of the building. The inspection was performed according to custom and practice for a limited-time scope inspection of a commercial property. Neither the inspection nor report represents an engineering evaluation or Property Condition Assessment (PCA) as defined by the American Society for Testing Materials' (ASTM) Standard Guide for Property Condition Assessments or a Phase I Environmental Assessment. These type inspections are more encompassing and technically detailed and generally also include document review, research, interviews and others actions to augment the physical inspection; and consequently would require additional time and costs to complete. Contact a Company providing these services, or any other desired inspection services, if obtaining additional information about the building's conditions is desired or has been recommended.

ENVIRONMENTAL AND MOLD ISSUES (AND EXCLUSIONS) - The potential health effects from exposure to many elements found in building materials or in the air, soil, water in and/or around any building are varied. A standard building inspection **does not include** the detection, identification or analysis of any such element or related concerns such as, but not limited to, mold, allergens, radon, formaldehyde, asbestos, lead, electromagnetic fields, carbon monoxide, insecticides, refrigerants, and fuel oils. Furthermore, no evaluations are performed to determine the effectiveness of any system designed to prevent or remove any elements (e.g., water filters or radon mitigation). An environmental health specialist should be contacted for evaluation of any potential health or environmental concerns. Review additional information on MOLD/MICROBIAL ELEMENTS below.

AESTHETIC CONSIDERATIONS - A standard building inspection does not include a determination of all potential concerns or conditions that may be present or occur in the future **including** aesthetic/cosmetic considerations or issues (appearances, surface flaws, finishes, furnishings, odors, etc.).

DESIGN AND ADEQUACY ISSUES - A standard building inspection **does not include** any element design or adequacy evaluations including seismic or high-wind concerns, soil bearing, energy efficiencies, or energy conservation measures. It also does not address in any way the function or suitability of floor plans or other design features. Furthermore, no determinations are made regarding product defects notices, safety recalls, or other similar manufacturer or public/private agency warnings related to any material or element that may be present in any building or on any property.

ESTIMATED AGES - Any age estimations represent the inspector's opinion as to the approximate age, and **are provided for general guidance purposes only**. Estimations may be based on numerous factors including, but not limited to, appearance and owner comment. Obtain independent verification if knowledge of the specific age of any element is desired or required. Age estimates are given in "years" unless noted.

DESIGN LIFE RANGE - These figures represent the typical economic service life range (in years) for elements of similar design, quality and type, as measured from the time of original construction or installation. Any stated **design life is presented solely as a guide**. It does not take into consideration abnormal, unknown, or discretionary factors, and is not a prediction of future service life.

ELEMENT DESCRIPTIONS - Any descriptions or representations of element material, type, design, size, dimensions, etc., are based primarily on visual observation of inspected or representative components. Owner comment, element labeling, listing data, and rudimentary measurements may also be considered in an effort to describe an element. However, there is no guarantee of the accuracy of any material or product descriptions listed in this report; other or additional materials may be present. Independent evaluations and/or testing should be arranged if verification of any element's makeup, design, or dimension is needed. Any questions arising from the use of any particular terminology or nomenclature in this report **should be addressed prior to closing**.

REMEDIAL WORK - Quotes should be obtained prior to closing from qualified (knowledgeable and licensed as required) specialists/contractors to determine actual repair/replacement costs for any element or condition requiring attention. Any cost estimates provided with a standard building inspection, whether oral or written, only represent an approximation of possible costs. Cost estimates do not reflect all possible remedial needs or costs for the property; latent concerns or consequential damage may exist. **If the need for remedial work develops or is uncovered after the inspection, prior to performing any repairs contact the Inspection Company** to arrange a re-inspection to assess conditions. Aside from basic maintenance suitable for the average building owner, all repairs or other remedial work should be performed by a specialist in the appropriate field following local requirements and best practices.

SELLER DISCLOSURE - This report is **not a substitute for Seller Disclosure**. The buyer should review Seller Disclosure information with the owner prior to closing for clarification or resolution of any questionable items. A final inspection of the building by the buyer and/or qualified representatives (prior to or at the time of closing) is also recommended.

WOOD-DESTROYING INSECTS/ORGANISMS - In areas subject to wood-destroying insect activity, it is advisable to obtain a current wood-destroying insect and organism report on the property from a qualified specialist, whether or not it is required by a lender. A standard building inspection **does not include** evaluation of the nature or status of any insect infestation, treatment, or hidden damage, nor does it cover issues related to other pests or nuisances or consequential damage.

ELEMENTS NOT INSPECTED - Any element or component not evaluated as part of this standard building inspection should be inspected prior to closing. Either make arrangements with the appropriate tradesman or contact the Inspection Company to arrange an inspection when all elements are ready for inspection.

BUILDING ORIENTATION - Location descriptions/references are provided for general guidance only and represent orientations based on a view facing the front (street address) of the building from the outside. Any references using compass bearings are only approximations. If there are any questions, obtain clarification prior to closing.

BUILDING MAINTENANCE - All buildings require regular and preventive maintenance to maximize the economic life spans of elements and to minimize unanticipated repair or replacement needs. Annual maintenance costs may run 1 to 3% (or more) of the value of a building depending on age, design, and/or the degree of prior maintenance. Every building owner and maintenance personnel should develop a preventive maintenance program and budget for normal maintenance and unexpected repair expenses. Remedial work should be performed by a specialist in the appropriate field following local requirements and best practices.

MOLD AND MICROBIAL ELEMENTS / EXCLUSIONS

The purpose and scope of a standard home inspection **does not include** the detection, identification or assessment of fungi and other biological contaminants, such as molds, mildew, wood-destroying fungi (decay), bacteria, viruses, pollens, animal dander, pet or vermin excretions, dust mites and other insects. These elements contain/carry microbial particles that can be allergenic, infectious or toxic to humans, especially individuals with asthma and other respiratory conditions or sensitivity to chemical or biological contaminants. Wood-destroying fungi, some molds, and other contaminants can also cause property damage. One particular biological contamination concern is mold. Molds are present everywhere. Any type of water leakage, moisture condition or moisture-related damage that exists over a period of time can lead to the growth of potentially harmful mold(s). The longer the condition(s) exists, the greater the probability of mold growth. There are many different types of molds; most molds do not create a health hazard, but others are toxic.

Indoor mold represents the greatest concern as it can affect air quality and the health of individuals exposed to it. Mold can be found in almost all homes. Factors such as the type of construction materials and methods, occupant lifestyles, and the amount of attention given to house maintenance also contribute to the potential for molds. Indoor mold contamination begins when spores produced by mold spread by air movement or other means to an area conducive to mold growth. Mold spores can be found in the air, carpeting, insulation, walls and ceilings of all buildings. But mold spores only develop into an active mold growth when exposed to moisture. The sources of moisture in a house are numerous and include water leakage or seepage from plumbing fixtures, appliances, roof openings, construction defects (e.g., EIFS wall coverings or missing flashing) and natural catastrophes like floods or hurricanes. Excessive humidity or condensation caused by faulty fuel-burning equipment, improper venting systems, and/or inadequate ventilation provisions are other sources of indoor moisture. By controlling leakage, humidity and indoor air quality, the potential for mold contamination can be reduced. To prevent the spread of mold, immediate remediation of any water leakage or moisture problems is critical. For information on mold testing or assessments, contact a qualified mold specialist.

Neither the evaluation of the presence or potential for mold growth, nor the identification of specific molds and their effects, fall within the scope of a standard home inspection. Accordingly, the Inspection Company assumes no responsibility or liability related to the discovery or presence of any molds, their removal, or the consequences whether property or health-related.

ADDITIONAL COMMENTS

Mechanical System Upgrade Needs - No evaluations are made as part of a standard home inspection regarding heating, ventilation, or air conditioning (HVAC) system design, system efficiency, adequacy, compliance with current energy standards or costs, and other factors that may be associated with the need to or desire to repair, replace, or upgrade any equipment. If new HVAC equipment is required or desired, now or in the future, in addition to costs associated with the purchase and installation of the equipment itself, there may be additional expenses related to structural alteration or air handler and distribution system replacement or alterations. For additional information on energy efficiency requirements contact (www.doe.gov).

Pictures in Report - Any pictures (photographs, graphics, or images) included in or provided in conjunction with this Inspection Report generally portray overviews of certain elements, depict specific conditions or defects described in report comments, or are used for orientation purposes. Pictures provided do not necessarily reflect all conditions or issues that need attention or may otherwise be a concern. The inclusion of any picture is not in anyway designed to highlight or diminish the significance or severity of any defect or condition, except as may be described in the Inspection Report. The report must be read in its entirety for pertinent information.

1. ROOFING

The inspection of roofs and rooftop elements is limited to readily visible and accessible elements as listed herein; elements and areas concealed from view for any reason cannot be inspected. This inspection does not include chimney flues and flue liners, or ancillary components or systems such as lightning protection, solar panels, and similar elements, unless specifically stated. **Element descriptions are provided for general information purposes only; the verification of roofing materials, roof age, and/or compliance with manufacturer installation requirements is not within the scope of a standard home inspection.** Issues related to roof or roofing conditions may also be covered under other headings in this report, including the ATTIC section.

ROOF STYLE:
Moderate Slope
Gable-style

INSPECTION METHOD:
From Ground w/Binoculars

ROOF COVERING #1:
Type: Moderate Slope
Material: 3-Tab Asphalt
Location: Main Section

ROOF COVERING #2:
Type: Moderate Slope
Material: Metal
Location: Front Porch
Location: Rear Porch

CHIMNEY/VENT(S):
Type: Brick Chimney
Location: West of Center

S F P NA NI

										<p>1.0 ROOFING</p> <p>The roofing on this structure is made up of five different roofs; the main roof over the core of the structure is covered with standard 3-tab asphalt shingles while the front porch, rear porch, rear addition, and enclosed main floor storage room have metal roofs. Each of the metal roofs appear to be leaking as there is significant water damage to the ceilings and walls within those rooms. The asphalt shingles on the core of the structure while missing a few shingles seems to be maintaining water tight integrity for the time. However, these are well past their designed service life.</p>
										<p>1.1 FASCIA / SOFFITS</p> <p>Decay noted on fascia boards on all sides of the structure with major damage along the right side where the rear addition is connected to the primary structure and the rear left corner of the addition. This damage is not visible from the attic as it is primarily associated with how the addition was attached to the main home. However, the visual damage to the fascia boards and associated rafters is quite extensive and may include adjoining rafters as well.</p>

S= Satisfactory, F= Fair, P= Poor/Defective, NA= Not Applicable, NI= Not Inspected

Review REPORT TERMINOLOGY on Introduction Page. Please contact the Company for clarification on ratings or findings if there are any questions.



1.1 FASCIA / SOFFITS (Picture 1)



1.1 FASCIA / SOFFITS (Picture 2)

Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)



1.1 FASCIA / SOFFITS (Picture 3)



1.1 FASCIA / SOFFITS (Picture 4)

NOTE: All roofs have a finite life and will require replacement at some point. In the interim, the seals at all roof penetrations and flashings, and the watertightness of rooftop elements, should be checked periodically and repaired or maintained as required. Any roof defect can result in leakage, mold, and subsequent damage. Conditions such as hail damage or manufacturing defects or whether the proper nailing methods or underlayment were used are not readily detectable during a home inspection. Gutters (eavestroughs) and downspouts (leaders) will require regular cleaning and maintenance. All chimneys and vents should be checked periodically. In general, fascia and soffit areas are not readily accessible for inspection; these components are prone to decay, insect, and pest damage, particularly with roof or gutter leakage. If any roof deficiencies are reported, a qualified roofer or the appropriate specialist should be contacted to determine what remedial action is required. If the roof inspection was restricted or limited due to roof height, weather conditions, or other factors, arrangements should be made to have the roof inspected by a qualified roofer, particularly if the roofing is older or its age is unknown.

Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)



Report ID: 1808191 / Leonard

2. EXTERIOR ELEMENTS

Inspection of exterior elements is limited to readily visible and accessible surfaces of the house envelope and connected appurtenances as listed herein; **elements concealed from view by any means cannot be inspected.** All exterior elements are subject to the effects of long-term exposure and sudden damage from ongoing and ever-changing weather conditions. Style and material descriptions are based on predominant/representative components and are provided for general information purposes only; specific types and/or material make-up material is not verified. Neither the efficiency nor integrity of insulated window units can be determined. Furthermore, the presence/condition of accessories such as storms, screens, shutters, locks and other attachments or decorative items is not included, unless specifically noted. Additional information on exterior elements, particularly windows/doors and the foundation may be provided under other headings in this report, including the INTERIOR and FOUNDATION/SUBSTRUCTURE sections.

SIDING / WALL STRUCTURE #1 - TYPE:
Stucco

SIDING #1 - LOCATION:
Main Structure

SIDING #2 - TYPE:
Wood

SIDING #2 - LOCATION:
Rear Porch

S F P NA NI

		●										<p>2.0 SIDING / WALL CLADDING</p> <p>The stucco surface throughout the exterior of the home is in generally fair condition. Having stucco installed over a wooden structure incorporates reinforcement mesh and a textured finish coating. These products and/or installation methods create conditions that are highly susceptible to moisture infiltration and subsequent mold growth and/or structural damage due to water infiltration at penetrations, joints, and roof terminations.</p> <p>Several cracks were noted in the stucco coating throughout the outside of the structure with several points where internal structural damaged was noted including;</p> <ol style="list-style-type: none"> 1. Front wall left of front porch, receptacle is separated from the wall and decayed/damaged wood was noted directly inside the wall adjacent to the hole behind the stucco coating. 2. Right side rear addition wall where the rear porch is attached has a large hole with the reinforcement mesh is clearly visible. The wooden structure behind this has been compromised and is decayed. <p>It is quite possible that additional damage to the original wooden structure exists given the damage at the areas that were accessible. The only way to fully assess the damage is to take core samples by drilling through the stucco coating at points where the stucco coating is cracked and extracting and assessing the wood shavings.</p>
		●										<p>2.1 WOOD TRIM / WRAPS</p> <p>Virtually all exterior wooden trim has been damaged by a combination of wood destroying insects and water intrusion.</p>
		●										<p>2.2 WINDOWS</p> <p>Virtually all window frames and trim has been damaged by a combination of wood destroying insects and water intrusion.</p>
		●										<p>2.3 ENTRY DOORS</p> <p>The left side entry door and frame to the enclosed room that was once part of the wrap around porch has been damaged by a combination of wood destroying insects and water intrusion.</p> <p>Kitchen entry door from rear porch has a damaged frame and trim. Wood destroying insects have damaged the framing behind the trim such that frass is being extruded from the gaps in the frame.</p>
		●										<p>2.4 RAILINGS</p> <p>The front porch railing is severely damaged by a combination of wood destroying insects and water intrusion.</p>
		●										<p>2.5 FRONT PORCH</p> <p>The deck of the front porch is severely damaged by a combination of wood destroying insects and water intrusion.</p>
		●										<p>2.6 REAR PORCH</p> <p>The rear porch flooring is severely damaged by a combination of wood destroying insects and water intrusion. The entire rear porch floor needs to be removed and replaced. Damage to the rear porch framing exist under the three primary points accessible through the damaged flooring it is quite possible that other damage exists as well.</p> <p>Cellar entry under rear porch is heavily damaged by wood destroying insects. Frass was noted in the framing around the cellar entry doorway.</p>

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Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)

S F P NA NI

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2.7 FOUNDATION SURFACE

The stucco coating applied to the original stone foundation and added block foundation appears to be holding up well.

S F P NA NI S= Satisfactory, F= Fair, P= Poor/Defective, NA= Not Applicable, NI= Not Inspected

Review REPORT TERMINOLOGY on Introduction Page. Please contact the Company for clarification on ratings or findings if there are any questions.



2.0 SIDING / WALL CLADDING (Picture 1)



2.0 SIDING / WALL CLADDING (Picture 2)



2.0 SIDING / WALL CLADDING (Picture 3)



2.0 SIDING / WALL CLADDING (Picture 4)



2.0 SIDING / WALL CLADDING (Picture 5)



2.0 SIDING / WALL CLADDING (Picture 6)

Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)



2.0 SIDING / WALL CLADDING (Picture 7)



2.0 SIDING / WALL CLADDING (Picture 8)



2.0 SIDING / WALL CLADDING (Picture 9)



2.1 WOOD TRIM / WRAPS (Picture 1)



2.1 WOOD TRIM / WRAPS (Picture 2)



2.1 WOOD TRIM / WRAPS (Picture 3)

Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)



2.1 WOOD TRIM / WRAPS (Picture 4)



2.1 WOOD TRIM / WRAPS (Picture 5)



2.1 WOOD TRIM / WRAPS (Picture 6)



2.1 WOOD TRIM / WRAPS (Picture 7)



2.1 WOOD TRIM / WRAPS (Picture 8)



2.1 WOOD TRIM / WRAPS (Picture 9)

Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)



Right Side Wooden Trim Damaged

2.1 WOOD TRIM / WRAPS (Picture 10)



Ants Coming From Hole in Right Side Wooden Trim

2.1 WOOD TRIM / WRAPS (Picture 11)



Right Side Wooden Trim Damaged

2.1 WOOD TRIM / WRAPS (Picture 12)



Left Side Entry Door Frame and Trim Damaged

2.1 WOOD TRIM / WRAPS (Picture 13)



Right Side Window Frame and Trim Damaged

2.2 WINDOWS (Picture 1)



Right Side Window Frame and Trim Damaged

2.2 WINDOWS (Picture 2)

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Right Side Window Frame and Trim Damaged

2.2 WINDOWS (Picture 3)



Right Side Window Frame and Trim Damaged

2.2 WINDOWS (Picture 4)



Right Side Window Frame and Trim Damaged

2.2 WINDOWS (Picture 5)



Right Side Window Frame and Trim Damaged

2.2 WINDOWS (Picture 6)



Right Side Window Frame and Trim Damaged

2.2 WINDOWS (Picture 7)



Right Side Window Frame and Trim Damaged

2.2 WINDOWS (Picture 8)

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2.2 WINDOWS (Picture 9)



2.2 WINDOWS (Picture 10)



2.2 WINDOWS (Picture 11)



2.2 WINDOWS (Picture 12)



2.2 WINDOWS (Picture 13)



2.2 WINDOWS (Picture 14)

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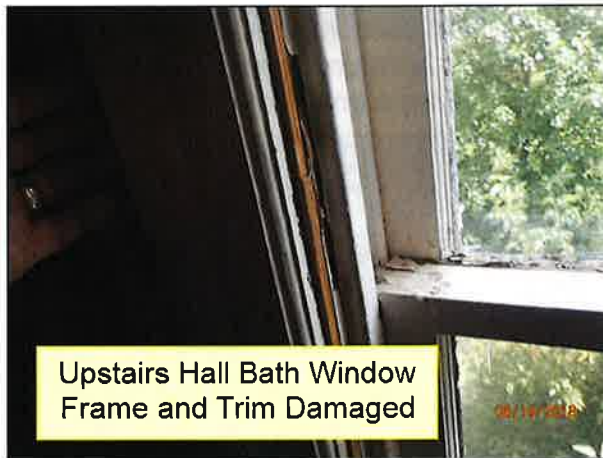
2.2 WINDOWS (Picture 15)



2.2 WINDOWS (Picture 16)



2.2 WINDOWS (Picture 17)



2.2 WINDOWS (Picture 18)



2.2 WINDOWS (Picture 19)



2.2 WINDOWS (Picture 20)

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2.2 WINDOWS (Picture 21)



2.2 WINDOWS (Picture 22)



2.2 WINDOWS (Picture 23)



2.2 WINDOWS (Picture 24)



2.2 WINDOWS (Picture 25)



2.2 WINDOWS (Picture 26)

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Left Side Entry Door Damaged

2.3 ENTRY DOORS (Picture 1)



Kitchen Entry from Rear Porch

2.3 ENTRY DOORS (Picture 2)



Kitchen Entry From Rear Porch

2.3 ENTRY DOORS (Picture 3)



Front Porch Railing is Severely Damaged

2.4 RAILINGS (Picture 1)



Front Porch Railing is Severely Damaged

2.4 RAILINGS (Picture 2)



Front Porch Railing is Severely Damaged

2.4 RAILINGS (Picture 3)

Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)



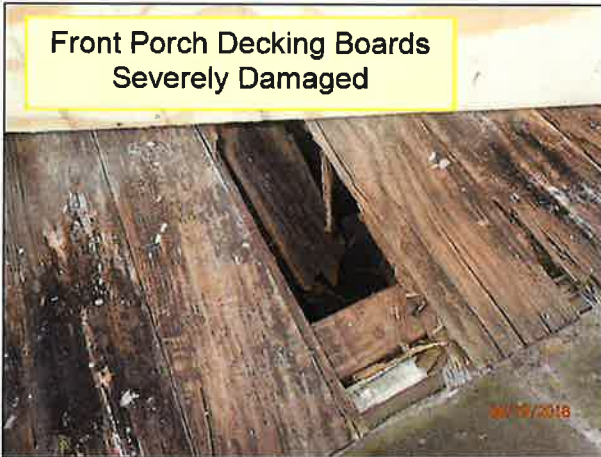
Front Porch Railing is Severely Damaged

2.4 RAILINGS (Picture 4)



Front Porch Decking Boards Severely Damaged

2.5 FRONT PORCH (Picture 1)



Front Porch Decking Boards Severely Damaged

2.5 FRONT PORCH (Picture 2)



Front Porch Decking Boards Severely Damaged

2.5 FRONT PORCH (Picture 3)



Front Porch Decking Boards Severely Damaged

2.5 FRONT PORCH (Picture 4)



Front Porch Decking Boards Severely Damaged

2.5 FRONT PORCH (Picture 5)

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2.5 FRONT PORCH (Picture 6)



2.5 FRONT PORCH (Picture 7)



2.5 FRONT PORCH (Picture 8)



2.5 FRONT PORCH (Picture 9)

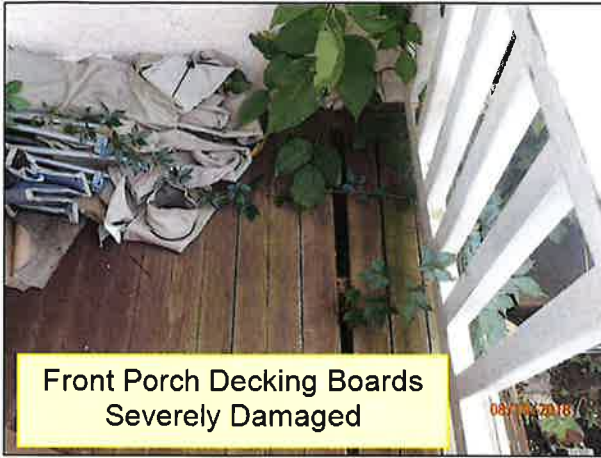


2.5 FRONT PORCH (Picture 10)



2.5 FRONT PORCH (Picture 11)

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2.5 FRONT PORCH (Picture 12)



2.6 REAR PORCH (Picture 1)



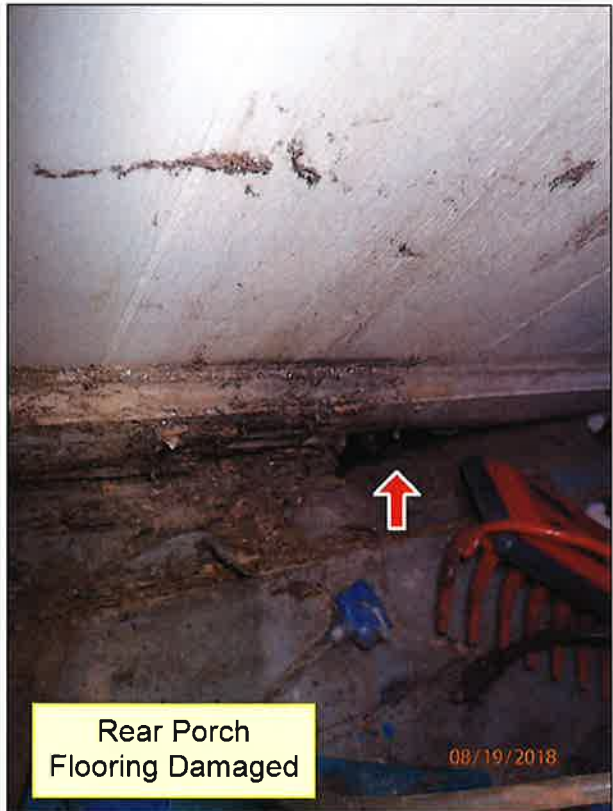
2.6 REAR PORCH (Picture 2)



2.6 REAR PORCH (Picture 3)



2.6 REAR PORCH (Picture 4)

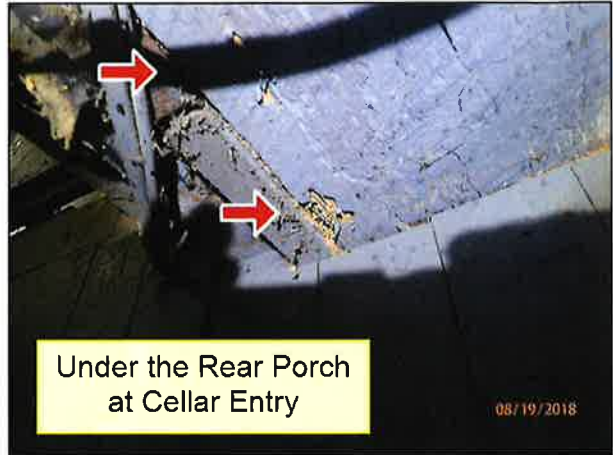


2.6 REAR PORCH (Picture 5)

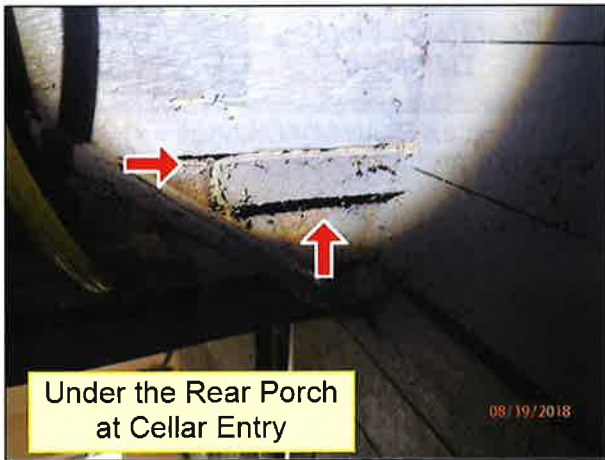
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2.6 REAR PORCH (Picture 6)



2.6 REAR PORCH (Picture 7)



2.6 REAR PORCH (Picture 8)



2.6 REAR PORCH (Picture 9)



2.6 REAR PORCH (Picture 10)



2.7 FOUNDATION SURFACE (Picture 1)

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NOTE: All surfaces of the envelope of the house should be inspected at least semi-annually, and maintained as needed. Any exterior element defect can result in leakage and/or subsequent damage. Exterior wood elements and wood composites are particularly susceptible to water-related damage, including decay, insect infestation, and mold. The use of proper treated lumber or alternative products may help minimize these concerns, but will not eliminate them altogether. While some areas of decay or damage may be reported, additional areas of concern may exist, subsequently develop, or be discovered during repair or maintenance work. Should you wish advice on any new or uncovered area of deterioration, please contact the Inspection Company. Periodic caulking/resealing of all gaps and joints will be required. Insulated window/door units are subject to seal failure, which could ultimately affect the transparency and/or function of the window. Lead-based paints were commonly used on older homes; independent inspection is required if confirmation or a risk assessment is desired.

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Report ID: 1808191 / Leonard

3. ATTIC

The inspection of attic areas and the roof structure is limited to readily visible and accessible elements as listed herein. Due to typical design and accessibility constraints such as insulation, storage, finished attic surfaces, roofing products, etc., **many elements and areas, including major structural components, are often at least partially concealed from view and cannot be inspected.** A standard home inspection does not include an evaluation of the adequacy of the roof structure to support any load, the thermal value or energy efficiency of insulation, the integrity of vapor retarders, or the operation of thermostatically controlled fans. Older homes generally do not meet insulation and energy conservation standards required for new homes. Additional information related to attic elements and conditions may be found under other headings in this report, including ROOFS and INTERIOR ELEMENTS.

DESCRIPTION:

*Exposed Framing
Pull-Down Stairs*

INSPECTION METHOD:

Entered

FRAMING:

*Wood Frame
Rafters*

SHEATHING:

Spaced Boards & Plywood

INSULATION:

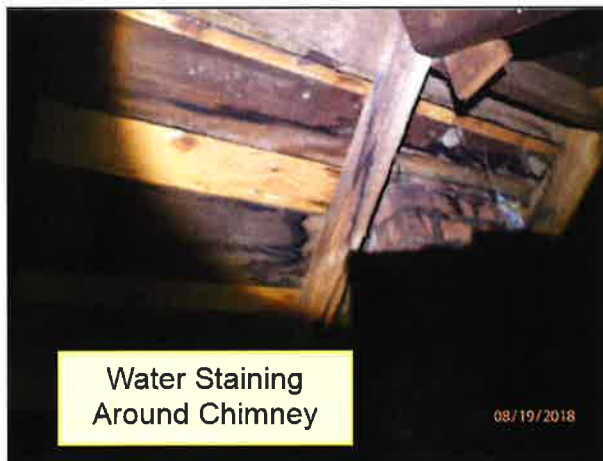
*4 to 6 Average Inches
Blankett/Batt
Fiberglass*

S F P NA NI

●					3.0 ROOF/ATTIC FRAMING
●					3.1 ROOF DECK / SHEATHING
		●			3.2 VENTILATION PROVISIONS Typical of older homes ventilation for the attic is minimal/inadequate.
		●			3.3 ATTIC VENTILATOR(S) Attic ventilator was inoperable.
		●			3.4 INSULATION The observed insulation appears to be substantially below levels normally found in this age home, or recommended for this area. Older homes generally do not meet insulation levels and energy conservation standards required for new homes.
●					3.5 PULL DOWN STAIRS
		●			3.6 EVIDENCE OF WATER INFILTRATION There was evidence of previous water intrusion around the chimney.

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Review REPORT TERMINOLOGY on Introduction Page. Please contact the Company for clarification on ratings or findings if there are any questions.



Water Staining Around Chimney

08/19/2018

3.6 EVIDENCE OF WATER INFILTRATION (Picture 1)

NOTE: Attic heat, moisture levels, and ventilation conditions are subject to change. All attics should be monitored for any leakage, moisture buildup or other concerns. Detrimental conditions should be corrected and ventilation provisions should be improved where needed. Any comments on insulation levels and/or materials are for general information purposes only and were not verified. Some insulation products may contain or release potentially hazardous or irritating materials--avoid disturbing. A complete check of the attic should be made prior to closing after non-permanent limitations/obstructions are removed. Any stains/leaks may be due to numerous factors; verification of the cause or status of all condition is not possible. Leakage can lead to mold concerns and structural damage. If concerns exist, recommend evaluation by a qualified roofer or the appropriate specialist.

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Report ID: 1808191 / Leonard

4. INTERIOR ELEMENTS

Inspection of the house interior is limited to readily accessible and visible elements as listed herein. **Elements and areas that are inaccessible or concealed from view by any means cannot be inspected.** Aesthetic and cosmetic factors (e.g., paint and wallpaper) and the condition of finish materials and coverings are not addressed. Window and door evaluations are based on a random sampling of representative units. It is not possible to confirm safety glazing or the efficiency and integrity of insulated window/door units. Auxiliary items such as security/safety systems (or the need for same), home entertainment or communication systems, structured wiring systems, doorbells, telephone lines, central vacuums, and similar components are not included in a standard home inspection. Due to typical design restrictions, inspection of any fireplace, stove, or insert is limited to external conditions. Furthermore, such inspection addresses physical condition only; no code/fire safety compliance assessment or operational check of vent conditions is performed. Additional information on interior elements may be provided under other headings in this report, including the FOUNDATION/SUBSTRUCTURE section and the major house systems.

CEILING TYPE(S):
Lath & Plaster

WALL TYPE(S):
Lath & Plaster

FLOOR TYPE(S):
*Wood Frame
w/ hardwood floors*

WINDOW TYPE(S):
Casement

S F P NA NI

	●				<p>4.0 CEILINGS / STRUCTURE All rooms within the structure that are not under the original structure with the attic have significant ceiling damage from water intrusion. The plaster is falling/fallen from the ceiling, is cracked, or is bowing from moisture that has allowed it to separate from the lath backing. in some cases the lath has separated from the rafters as well.</p>
	●				<p>4.1 WALLS / STRUCTURE Walls throughout the structure are cracked and/or damaged. This may be a sign of water infiltration as the cracks are in the area of prior noted ceiling damage as well and under windows with prior noted significant damage to the frames.</p>
	●				<p>4.2 FLOORS (FRAMED) The dining room floor has a spot of damage consistent with wood destroying insects. The sitting room floor has a separation gap where the foundation ends and the cantilevered bumpout begins. This may be a sign of significant damage to the framing below the floor. The sitting room bumpout has significant damage to the framing and wooden trim as well. The kitchen marble floor has several cracks in all areas. This may be a result of significant damage to the framing below as the flooring at the wall adjoining the kitchen has significant damage as well.</p>
●					<p>4.3 STAIRS/STEPS</p>
●					<p>4.4 RAILINGS</p>
	●				<p>4.5 ROOM DOORS Nearly all doors throughout the structure are no longer able to be latched shut as the frames have shifted and the latch no longer lines up with the strike plate.</p>

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Review REPORT TERMINOLOGY on Introduction Page. Please contact the Company for clarification on ratings or findings if there are any questions.



Upstairs Rear Bedroom Ceiling

4.0 CEILINGS / STRUCTURE (Picture 1)



Upstairs Rear Bedroom Ceiling

4.0 CEILINGS / STRUCTURE (Picture 2)

Attachment: Appeal Packet (AGI-2018-63 : Architectural Review Board Appeal - 14801 Washington Street)



4.0 CEILINGS / STRUCTURE (Picture 3)



4.0 CEILINGS / STRUCTURE (Picture 4)



4.0 CEILINGS / STRUCTURE (Picture 5)



4.0 CEILINGS / STRUCTURE (Picture 6)



4.0 CEILINGS / STRUCTURE (Picture 7)



4.0 CEILINGS / STRUCTURE (Picture 8)

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4.0 CEILINGS / STRUCTURE (Picture 9)



4.0 CEILINGS / STRUCTURE (Picture 10)



4.0 CEILINGS / STRUCTURE (Picture 11)



4.0 CEILINGS / STRUCTURE (Picture 12)



4.0 CEILINGS / STRUCTURE (Picture 13)



4.0 CEILINGS / STRUCTURE (Picture 14)

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4.0 CEILINGS / STRUCTURE (Picture 15)



4.1 WALLS / STRUCTURE (Picture 1)



4.1 WALLS / STRUCTURE (Picture 2)



4.1 WALLS / STRUCTURE (Picture 3)



4.1 WALLS / STRUCTURE (Picture 4)



4.1 WALLS / STRUCTURE (Picture 5)

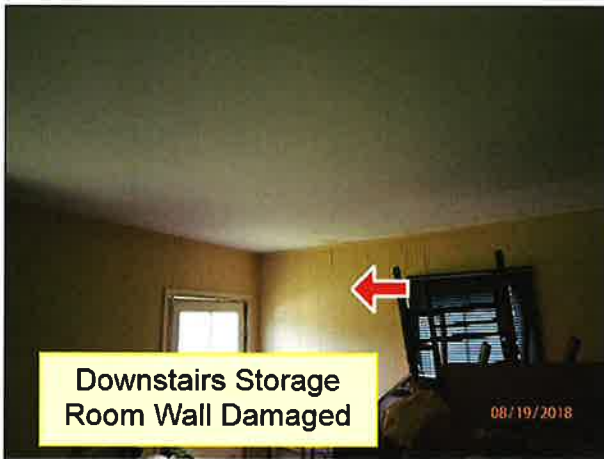
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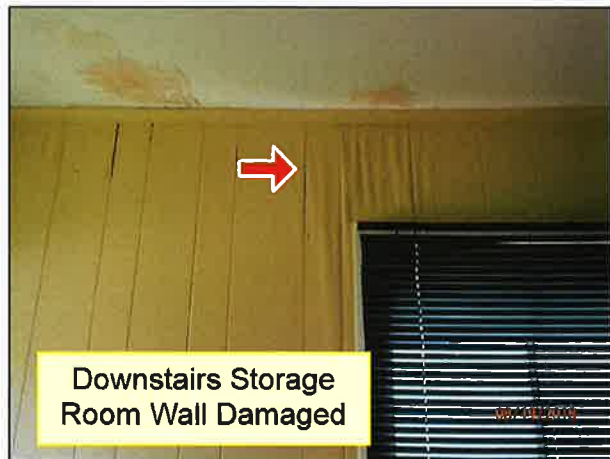
4.1 WALLS / STRUCTURE (Picture 6)



4.1 WALLS / STRUCTURE (Picture 7)



4.1 WALLS / STRUCTURE (Picture 8)



4.1 WALLS / STRUCTURE (Picture 9)



4.1 WALLS / STRUCTURE (Picture 10)



4.1 WALLS / STRUCTURE (Picture 11)

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4.1 WALLS / STRUCTURE (Picture 12)



4.1 WALLS / STRUCTURE (Picture 13)



4.2 FLOORS (FRAMED) (Picture 1)



4.2 FLOORS (FRAMED) (Picture 2)



4.2 FLOORS (FRAMED) (Picture 3)



4.2 FLOORS (FRAMED) (Picture 4)

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4.2 FLOORS (FRAMED) (Picture 5)



4.2 FLOORS (FRAMED) (Picture 6)



4.2 FLOORS (FRAMED) (Picture 7)

NOTE: All homes are subject to indoor air quality concerns due to factors such as venting system defects, outgassing from construction materials, smoking, and the use of house and personal care products. Air quality can also be adversely affected by the growth of molds, fungi and other micro-organisms as a result of leakage or high humidity conditions. If water leakage or moisture-related problems exist, potentially harmful contaminants may be present. A home inspection does not include assessment of potential health or environmental contaminants or allergens. For air quality evaluations, a qualified testing firm should be contacted. All homes experience some form of settlement due to construction practices, materials used, and other factors. A pre-closing check of all windows, doors, and rooms when house is clear of furnishings, drapes, etc. is recommended. If the type of flooring or other finish materials that may be covered by finished surfaces or other items is a concern, conditions should be confirmed before closing. Lead-based paint may have been used in the painting of older homes. Chimney and fireplace flue inspections should be performed by a qualified specialist. Regular cleaning is recommended. An assessment should be made of the need for and placement of detectors. All smoke and carbon monoxide detectors should be tested on a regular basis.

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5. GENERAL OBSERVATIONS

S F P NA NI

					<p>5.0 GENERAL OBSERVATIONS</p> <p>Based on observed conditions outside and within the structure, there are indications that active and prior water intrusions have adversely affected material condition of this structure.</p> <p>Stucco has been installed over what appears to be an original wooden structure. This added stucco application incorporated reinforcement mesh and a textured finish coating. These products and/or installation methods created conditions that have led to structural damage due to water infiltration at penetrations (cracks and Holes), joints, and roof terminations.</p>
					<p>5.1 EXTERIOR ELEMENTS</p> <p>The condition of exterior walls (Stucco Coating) has affected conditions within the structure, including weathertightness, heat transfer efficiency, and the condition of structural components or finishes.</p>
					<p>5.2 WINDOWS</p> <p>The glazing and putty on all doors and windows has deteriorated beyond the ability to maintain watertightness and to preserve window glass/sash integrity.</p>
					<p>5.3 INTERIOR ELEMENTS</p> <p>There are detrimental conditions within interior of the structure that make it unsafe for inhabitation, including falling/sagging ceilings due to water intrusion.</p>

S F P NA NI S= Satisfactory, F= Fair, P= Poor/Defective, NA= Not Applicable, NI= Not Inspected

Review REPORT TERMINOLOGY on Introduction Page. Please contact the Company for clarification on ratings or findings if there are any questions.

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