

AMBERLEA NEWS

Amberlea at South Riding Newsletter

Winter 2017

NEW MANAGEMENT

Yes, you read that correctly....NEW MANAGEMENT! FINALLY!!

Near the end of this September the Board of Directors invited several community association management companies to submit proposals for providing the day to day management services required for the Amberlea at South Riding Condo Association. The Board and residents whom attended the special meeting performed an exhaustive review of 3 proposals and interviewed representatives of each of the 3 bidders.

As a result of this competition, the Board chose and has signed a 1-year management contract with SFMC, Inc. With its corporate offices in Manassas, SFMC has been established for over 20 years in the community association management profession and is properly licensed by the Commonwealth of Virginia. The Board received excellent references both for the company and the community manager who is assigned to work directly with our association. Additionally, SFMC will hire a new on-site manager to work from the South Riding Clubhouse.

With this newsletter, you will find an introduction letter from the President of SFMC, Kathy Simonovich. SFMC officially begins its role for us on January 1, 2018 but in the meantime, their personnel will be conducting the transition work and becoming familiar with our community. The Board is looking forward to both a smooth transition process and a successful working relationship with SFMC for many years to come.

Should you have any questions concerning this change in management services please feel free to contact the Board at ASRBoard@gmail.com.

WINTERIZING



As it begins to get colder, if you have not done so already, please take the time to winterize your home. If your home is not properly winterized, you are at risk of serious home repairs.

Properly winterizing will help prevent your hose bibs from freezing, pipes from bursting, potential flooding and other unnecessary expenses for which you would be responsible. **Compliance inspections will begin after 27 November 2017.**

To winterize: Shut off the main water valves (front and rear) located in the furnace area, remove all exterior hoses from the hose bibs, open the exterior hose bibs, once drained, return to the main shut off in the furnace area and open the bleeder valves. If your hose bib has a black plastic O-ring, it must be pulled upward to release trapped water. These steps will prevent your hose bib from freezing and bursting. If you have any questions, please contact management at 703.385.1133.

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**The Amberlea
at South
Riding Board
of
Directors
wishes you
and your
family a happy
and safe
holiday
season.**

SNOW REMOVAL

HLS will begin plowing services upon 2" of accumulated snow and will be continuous until all snow removal services have been completed. Parking spaces must have four (4) continuous spaces open in order to clear spaces. Areas obstructed by parked vehicles will not be plowed. Clearing of lots and drive lanes will take place as weather conditions dictate. The application of salt/sand may be applied. All fire hydrants and other concealed items which may constitute an obstacle to snow plowing activities will be marked with snow flags. These flags are property of HLS and are not to be removed. HLS performs snow services day and night. Due to the unpredictable schedule of snowfall, snow removal efforts may cause a disturbance to some. We apologize any inconvenience but we believe the value of cleared streets and walkways outweighs the inconvenience from the noise generated by that effort.

Homeowners are responsible for snow removal from their driveways and front porch. No use of de-icers, products containing ammonium nitrate or ammonium sulfate are permitted as it deteriorates the concrete. Piling snow into the roadways severely impedes the plowing process. Please, DO NOT shovel snow from driveways, sidewalks and decks into the roadways. Please shake snow from bushes and shrubs so that the weight of the snow does not cause damage to the landscaping. The replacement costs of damaged shrubs will be the responsibility of the homeowner for neglecting to properly care for the shrubs and bushes. Also remember to remove snow from the decks to prevent strain and structural damage. By doing so, it will also help to minimize leaks into units.

HOA DUES

HOA dues are increasing \$5.00 per month, from \$225.00 to \$230.00 per month. This increase will be effective 1 JANUARY 2018.

While some may think our dues are far too high, we encourage you to research other condo associations in the area that cover all the amenities that our dues cover. You will see that our dues are reasonable. If you have automatic payments, please ensure adjustments are made prior to the new year to prevent late fees.

Last year the association completed a reserve study in September. The study recommended in order to maintain the health of our reserve, HOA dues should be \$242/month, this is a \$17 increase. Reserve funds are set aside to ensure money is available for community repairs, such as roof replacements, street, sidewalk, and driveway repairs. Without incremental increases of our dues, a special assessment would be necessary for scheduled repairs. Paying a special assessment places a significant financial burden on every homeowner. An insufficiently funded reserve can also have a negative impact on the ability to resell your home.

Due to the age of some of the homes in our community, the association will be completing large repairs in the coming year. These repairs are completed using the Associations Reserve account. The reserve study that was completed in September 2016, recommended in order to maintain the health of our reserve, HOA dues should be \$242/month, this is a \$17 increase. Without incremental increases of our dues, it will be necessary to issue a special assessment, a heavy burden on homeowners. An insufficiently funded reserve can also have a negative impact on the ability to resell your home.

TRASH COLLECTION

With the holidays near, trash collection is not always performed on their scheduled days. Be sure to check the schedule in advance. You can find this information posted on SouthRiding.net.

Please ensure when trash is placed curbside, it is in a tied plastic bag then placed IN trash cans. If we are experiencing high winds, please be sure to secure the cans, so they do not blow trash throughout the community.

All recyclables are to be placed into the recycling (blue) trash can. Cardboard boxes MUST BE broken down before putting curbside and secured by either string or put into the recycle container.

Trash and Recycling may not be placed curbside earlier than 5:00 pm the day before pickup and must be removed from curbside by sundown the day of pickup.

Trash Collection Days:
Mondays - trash and yard debris collection
Thursdays - trash and recycling collection

To arrange for pick up for a large item, please call 703-818-8222 to give them prior notice. Certain items may be subject to a pickup fee.

If you need a replacement can please email southring@republicservices.com.

Help keep our community clean and looking its best by picking up trash lying around your home and parking areas.

TOWING ENFORCEMENT



During this time of year, many guests come to visit for the holidays. Please utilize your designated parking spaces (garage and driveway) to make the common parking available for our guests. Please help ensure your guests have a pleasant visit by making sure they park in accordance with the parking regulations. Road Runner does patrol the community regularly and will tow any vehicle found in violation of the parking regulations. The most common towing violations are vehicles parked in no parking zones (typically marked by yellow curbs), parked obstructing traffic (parking in alleys or not having two tires within 2 feet of the curb), parking facing opposite of traffic and not parked wholly within the parking spaces. No part of a vehicle should cross the plane of any yellow marked curb or white parking line.

Most other parking violations will receive a warning before towing is implemented, but a warning is not required. Driveways are limited common element, within public view and vehicles in violation of parking regulations can be towed from them. Revoking a unit's amenity rights typically also includes the privilege of being allowed to park on common element (street) parking. Losing these rights is due to remaining in violation of the governing rules and regulations. Your designated parking spots (garage and driveway) are the only allowed parking spots you may utilize if your amenity rights have been revoked. Take the extra time to ensure that your parking is within regulation and avoid the unnecessary costs and inconveniences of being towed or receiving a violation.

VIOLATION REPRIEVE

It was recently noted that there are many violations around the community. During the transition period of management, the Board will be waiving most of the violation fees associated with Rules and Regulation infractions. For those residents with violations, now is your chance to fix the issues without incurring associated fees.

Modifications to the door hardware	Modifications to the doorbell	Modifications to the exterior light fixtures
Installing storm doors	Installing security cameras	Installing flag poles
Installing an extra lock or combo lock	Installing satellite dishes	Planting landscaping over 2' or rose bushes

You can submit your architectural modification request form, fully filled out including neighbor signatures, prior to the deadline and avoid the \$30-\$50 fee. Typical violations include, but are not limited to: ****Mint, vine type plants and invasive plantings are not permitted in yard areas and must be removed.**** For a full list of what changes need Board approval, please refer to Resolution R2015-3.

You can submit your architectural modification requests to the Board at ASRBoard@gmail.com. If you need a copy of the resolution or have any questions, please feel free to email the Board. **DO NOT SUBMIT REQUESTS TO FSR** as it may not get processed and you may be subject to the associated fees.

After 1 January 2018, SFMC will resume regular unit inspections, and related fees for covenants violations may be issued.

KIDS WILL BE KIDS

Management has been receiving complaints from residents about children in the community. The alleyways are not safe areas for children to play. Please respect others and their property in the community. Stay off of other resident's property. Be cautious of moving vehicles. Ensure your kids are supervised while playing outside. These are serious safety issues which require the attention of their parents. Parents, please take a moment to sit down and discuss with your children the dangers and consequences their actions can cause.

HOLIDAY THEFT SEASON

As we enter the holiday season, the Loudoun County Sheriff's Office wants to highlight information about possible criminal activity and what we can do to limit crimes of opportunity in the community.

Loudoun County has the lowest crime rate in the DC Metropolitan area, but that does not make us immune from those seeking to make an easy profit. As the holiday season approaches, and packages are sent to your homes, there is an increase of package larcenies from door steps. By planning ahead, you can limit thefts from occurring. Listed below are some alternative delivery methods:

- Request that your package be delivered to the Post Office
- Utilize package delivery points (example: Amazon Locker)
- Track your package and have someone home the day of delivery
- Request a friend to collect your package if you will not be at home

The LSCO has joined a national campaign #9PMROUTINE. The focus is to include the securing of your vehicles and house, just as you would brush your teeth before bed. A major trend in the region is larcenies from vehicles, which can include people gaining access to your home by using your garage door opener. It is imperative to remove all valuables from your vehicle, lock it, maybe remove your garage door opener and lock your house up to include the door leading to the garage. If you happen to notice that someone gained entry to your vehicle and do not believe that anything of value was stolen, we still want you to report the incident to Loudoun County Sheriff's Office. You can also report the incident to the Board. Usually, if one car was broken into, there will be several others in the area as well.

Loudoun County Sheriff's Office provides many outlets to report a crime, suspicious incident and or leads to help us better serve you. You can report issues by going online to sheriff.loudoun.gov. There you will find an online feature to make your report. You can also call the non-emergency line 24/7 at (703) 777-1021.

HOLIDAY LIGHTS & DECORATIONS

Prior approval is not required for holiday lights and decorations. All decorations must be within the boundaries of the limited common element yard. Decorations and lights may be displayed thirty (30) days prior to the holiday (if visible from outside) and removed no later than twenty-one (21) days after the holiday.

FIDO FAUX PAWS



To all of the responsible pet owners, THANK YOU for cleaning up after your pets. Not all residents are courteous pet owners. Have you considered that not all people share your love for dogs? You live in a community with different types of people and being a good neighbor to them means picking up after your canine friend. Winter seems to be the worst time of the year for pet waste violations. Even in the cold, you must pick up your pet's waste immediately. For your convenience, there are pet stations located throughout the community for pet waste disposal. Failure to pick up your pet's waste every time is not only inconsiderate of your neighbors and disconcerting to the landscapers, it is also a Class IV misdemeanor and a violation of our governing documents. If you see a resident not pick up after their pet, report it to Animal Control at 703-777-0406 and management at 703-385.1133.

ASR HONEY DO-ER

We're starting a new section in the newsletter to promote our homeowners!

This section is dedicated to residents promoting themselves and helping out fellow neighbors. They are not contracted with the Association. Submitted businesses will be picked at random to be posted in newsletters as space permits.

Would you like the opportunity to promote your business? You can submit your business information by emailing the Board of Directors.

Need to fix or replace your garage door, garage windows, garage opens?

Sorce Garage Doors

"For all your garage door needs"

Contact Chris Sorce
571-502-5416

Bicsi, CTS Premier Technology Integration

Contact David Conner
703-405-4878

We offer TV mounting, wire concealment and any home theater needs.

SOUTH RIDING EVENTS

South Riding holds many events throughout the year for our residents and winter time is no different. Be sure to check out the south Riding website for a full list and details including the Jingle Dash, Wreath Making Party, Selfies with Santa, Wine & Paint and more.

Vegetarian Butternut Squash Soup

2Tbsp Butter

1 onion, diced

4 Carrots, diced

1 20oz pkg Butternut squash,
cleaned and cut into chunks

1 32oz container Vegetable
Stock/Broth

1/2 Tbsp Vegetable Bouillon

Raw pumpkin seeds for garnish

1. Melt butter in stockpot on LOW. Add onions; cook, stirring occasionally, about 5 min, until soft but not browned. Add carrots; cook, stirring occasionally, about 5 min.
2. Increase heat to HIGH. Add butternut squash and broth; bring to boil, about 7 mins. Reduce heat to MED-HIGH. Simmer, about 30 min, until squash is tender. Add bouillon base; stir to dissolve.
3. Remove from heat; cool slightly. Add mixture to blender in two batches; puree until smooth. Season with salt and pepper. Garnish with pumpkin seeds.

WINTER TRAVEL SAFETY

We all have friends and family we want to visit during the holidays. Driving during the winter months has its own set of challenges, in addition to our DC area traffic. Even small amounts of snow and ice can make traveling on roads extremely dangerous. If you must drive, here are some tips from the Virginia Department of Emergency Management to help you stay safe.

Know your route and keep abreast of weather conditions. Stay on main roads and highways.

Slow down. A good rule of thumb is to reduce speed by 50 percent in snowy conditions. Blasting through snowdrifts may look cool in TV advertisements, but it's way too hard on your vehicle to be worth it. Equally important: Don't go too slow. Your car needs momentum to keep moving through snow on grades.

Drink plenty of water. Carry (and drink) five to six 16-ounce bottles of water per day. Keep them with you in the passenger compartment, as they might freeze in the trunk.

Eat enough food. Your body needs more nourishment in cold weather than it does on a balmy summer day. Avoid candy bars and other quick-sugar-release snacks. Sandwiches, fruit or a thermos of hearty stew are much better choices. Carry a day's worth of high-energy food and water in a warm area of your vehicle in case you are stranded for a few hours.

Make frequent rest stops. Winter travel is much more fatiguing than summer cruising, so stop every hour or so. Get out, stretch — maybe even make a few snow angels! It takes only five minutes to significantly improve your level of alertness.

Pack a winter travel safety kit. Include a cell phone, an ice scraper and brush, a tow rope, cat litter (for use as a traction aid), blankets, a good flashlight, a candle, matches, a good book, a portable weather radio and a can of lock de-icer. (Never use hot water on glass or locks — it will refreeze and create a bigger problem.)

If you get stuck, stay in your vehicle. Stay warm and wait for assistance. Make sure that your exhaust pipe is clear of any obstructions, including snow and ice; if you don't, carbon monoxide gas can build up inside the vehicle. If a snowstorm or blizzard forces you to stop, pull off the highway and turn on your hazard lights. If you have a distress flag, hang it from your radio antenna. Remain in your car, where rescuers are most likely to find you. If you're stranded for an extended period of time, run your engine for about 10 minutes every hour to stay warm. Open a window slightly for ventilation while the car is running, to prevent any carbon monoxide buildup. If you have to spend the night in your car, turn on the interior overhead light so rescuers or work crews can see you.

CONNECTING WITH OUR COMMUNITY

SFMC, our new managing company, will start 1 January 2018. Our new website will be up soon. Don't forget to update your banking information to the new monthly dues amount and new payment source. You should be receiving an introduction letter with the contact information for new management and fee payment portal shortly.

Monthly HOA fees are due by the first (1st) of each month.

SFMC, Inc.
9464 Innovation Drive
Manassas, VA 20110
Office Hours 9am-5pm

Onsite Manager: Cameron Browder
(703) 392-6006 x260 amberlea@sfmtcinc.com

Exterior Modifications: Cheri Thacker
(703) 392-6006 x210 cthacker@sfmtcinc.com

Accounting Representative: Ty Tyson
(703) 392-6006 x206 ttyson@sfmtcinc.com

**AFTER HOURS COMMON AREA EMERGENCY
ONLY (888)-980-8958**

CONTACTS

FSR 703.385.1133
AAA 703-818-8222
Animal Control 703-777-0406
Sheriff's Office 703-777-1021
South Riding Town Hall
703-327-4390
townhall@southriding.net
Road Runner Towing
703-450-7555
Board of Directors
ASRBoard@gmail.com

2018 BOARD MEETNGS

10 January 2018
14 March 2018
9 May 2018
11 July 2018
12 Sept 2018
14 Nov 2018



PLACE
STAMP
HERE

**Amberlea at South Riding Operation Budget
January 01, 2018 - December 31, 2018**

**2018 APPROVED
BUDGET**

INCOME:	
ASSESSMENT INCOME	1,199,772
MASTER ASSOC CHGS	514,188
INTEREST INTEREST	20,787
LATE CHG INCOME	9,000
MISC INC RESALE DISCL CHGS	9,500
TOTAL INCOME	1,753,247
EXPENSES:	
ADMINISTRATIVE:	
MANAGEMENT FEES	120,000
INSURANCE	90,086
LEGAL	20,000
AUDIT/TAX PREP	6,850
BAD DEBT EXPENSE	3,300
BANK CHARGES	240
COUPON BOOKS	3,432
MISC ADMIN OTHER	10,000
MISC ADMIN RESALE DISCLOSURES	9,500
TOTAL ADMINISTRATIVE	263,408
UTILITIES:	
ELECTRICITY	50,000
WATER & SEWER	450,489
TOTAL UTILITIES	500,489
OPERATING:	
LANDSCAPING	10,000
COMMON AREA MNT	30,000
BLDG REPAIRS & MNT	50,000
PAINTING	41,210
TOTAL OPERATING	131,210
CONTRACTED SERVICES:	
SNOW REMOVAL	51,887
GROUNDS MAINTENANCE	82,188
TOTAL CONTRACTED SERVICES	134,075
TAXES AND RELATED:	
INCOME TAXES	3,118
TOTAL TAXES AND RELATED	3,118
AMENITIES/COMMUNITY PROGRAMS:	
MASTER REC FEES	514,188
TOTAL AMENITIES/COMMUNITY PROGRAMS	514,188
RESERVES:	
RESERVES REPLACEMENT RESERVES	206,759
TOTAL RESERVES	206,759
TOTAL EXPENSES AND RESERVES	1,753,247
NET EXCESS(DEFICIT)	0

November 29, 2017

Dear Unit owner:

On behalf of SFMC, Inc. I am pleased to introduce our company as the new Management Agent for Amberlea at South Riding effective January 1, 2018. The opportunity to provide management services to the owners and residents of your community is both an honor and a pleasure, and a responsibility that we do not take lightly. The entire SFMC team is very excited about our new relationship and we look forward to providing excellent service to your community.

Monthly payment coupons for 2018 will be mailed to you in December. We offer direct debit for those homeowners who do not wish to mail in a check for their assessments. To enroll in this free and convenient automatic payment service please fill out the enclosed form and mail it with a voided check to our office at the address listed below.

IMPORTANT NOTES:

- **IF YOU ARE ON DIRECT DEBIT WITH FIRST SERVICE RESIDENTIAL YOU MUST COMPLETE A NEW FORM TO ENROLL WITH SFMC (ENCLOSED).**
- **PAYMENT INFORMATION, INCLUDING LOCKBOX ADDRESS, WILL BE ON THE COUPONS YOU RECEIVE OR CAN BE FOUND ON OUR WEBSITE.**

Office Location/Contact Information

SFMC, Inc.
9464 Innovation Drive
Manassas, VA 20110
Office Hours 9am-5pm
Office (703) 392-6006 Fax (703) 392-5039

Please note the following pertinent emails and phone numbers:

Onsite Manager: Cameron Browder	x260	amberlea@sfmccinc.com
Exterior Modifications: Cheri Thacker	x210	arcapplications@sfmccinc.com
Accounting Representative: Ty Tyson	x206	ttyson@sfmccinc.com

AFTER HOURS COMMON AREA EMERGENCY ONLY (888) 980-8958

Resale Disclosure Packages

Packages can be ordered online at www.sfmccinc.com
(Online help feature available)

Should you require our assistance or if you have any questions regarding services provided by your association, please do not hesitate to contact us at the above noted numbers.

Sincerely,



Kathy A. Simonovich
President

MY INNOVIA PERKS

Exclusive discounts from over 400 retailers.

Start Saving Today!

<https://innovia.savings4members.com/programs/ExternalSuper.spr>

Click on a program that you're interested in and provide your contact information. An Innovia representative will contact you with details.



DIRECT DEBIT PAYMENT AUTHORIZATION AGREEMENT (ACH)

Direct Debit Payment Services Conditions and Terms:

- SFMC will initiate the Direct Debit on the first(1st) business day of the month assessments are due following receipt of this completed and approved application. Enrollment date supersedes date requested as start date.
Community Association Banc/Mutual of Omaha (or other depository determined by SFMC) will be authorized to withdraw funds from the Applicant's bank account for deposit into the Association's bank account by the fifth (5th) business day of the month.
The withdrawal will be no more than the current regular monthly assessment(s) and may include parking or special assessments (if applicable). Amounts may change in accordance with the Association's approved budget. Direct Debit is not guaranteed to bring Applicant's Association account to zero balance. Applicant's Association account must have a zero balance to be initially enrolled in Direct Debit.
Applicant is completely responsible for notifying SFMC in writing by the end of the month preceding the month of any changes that affect Direct Debit withdrawal (i.e., change of bank, account #'s, move out, etc)
Applicant is completely responsible for having sufficient funds in their account. If Direct Debit results in two (2) non-sufficient fund (NSF) returns or is not honored by the applicant's bank, applicant's account will be immediately removed from the Direct Debit payment program. Applicant will be charged for all bank/Association/SFMC charges incurred as a result of a returned/failed Direct Debit.
The application for the Direct Debit program must be accompanied with a VOIDED CHECK. All applications that are received without a voided check will be returned.
Applicant is responsible for payment of their Association Assessments regardless of the status of this application.

I (We) authorize SFMC, Inc. to initiate electronic debit entries to my (our) checking account as indicated below, and if necessary, process any adjustments needed to correct errors or changes in Financial Institution information as informed by Applicant or Financial Institution. This authorization is to remain in full force and effect until SFMC receives written notification of its termination. I (We) acknowledge that the origination of ACH transactions to my(our) account must comply with the provisions of U.S. law.

[] This is a change to an existing application/enrollment

[] New Direct Debit start date: _____ (cannot be prior to current/received date)
(Month/Year)

Financial Institution (Bank) Name: _____

Routing/ACH #: _____ Checking Account #: _____

Print Name: _____ Applicant Print Name: _____ Co-Applicant

Signature: _____ Applicant Signature: _____ Co-Applicant

Home Phone: _____ Work Phone(s): _____

Today's Date: _____ Email Address: _____

Association Name: _____

Owner Account # or Property Address: _____

Please return this completed form with a VOIDED CHECK to:

SFMC
9464 Innovation Drive
Manassas, VA 20110

For Office Use Only
Entered By: _____ Date: _____