

ISSUE

Winter
2019

Amberlea at South Riding Newsletter

Newsletters Act as Official Notice

In order to help keep costs down and be compliant with our By-Laws, important notices and communication with all units are frequently incorporated in the newsletter. It is your responsibility to read the newsletters and familiarize yourself with any new policies or changes involving the community. From time to time, management will also email or mail information directly to your home.

Resident Contact Information

Not receiving email blasts? Have you rented your property or have another offsite address? In order to ensure you receive important community information, please make SFMC has your updated contact information. To update your information or provide an email address for future correspondence, please email property management at:

Amberlea@sfmtcinc.com.



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2020 Dues Increase

Effective January 1, 2020, the Association's monthly assessment will increase to \$275.00 per month. Please be sure to update your payment information with the new assessment amount prior to January 1, 2020 to avoid late fee charges.

The Board of Directors recognizes that another increase in dues for 2020 is not ideal. Please understand that continued increases in the cost of water, an increase in SRP dues and the Board's priority to ensure that reserves are appropriately funded to plan for future projects and repairs in an aging community necessitated this increase.

A copy of the 2020 budget was mailed to each home in November. If you have questions, please contact management or join us at the next Board meeting on January 22, 2020.

Please be sure to update your payment information effective January 1, 2020. If you have questions regarding the budget, please do not hesitate to contact property management at amberlea@sfmtcinc.com or (703) 392-6006, x260.

Christmas Tree Pickup

Republic Services Trash will remove and recycle Christmas trees on Monday, January 13th & 20th. Please ensure your tree is placed curbside with all the trimmings removed. Trees in excess of 8 feet in length need to be cut in half in order to be removed by the AAA crews. After Monday, January 20th trees will be removed with the regular trash.

For your added convenience, dumpsters for tree collection and recycling thru Loudoun County, will be located at the Town Hall parking lot from December 26 thru January 20th.

As a reminder, holiday lights and decorations should be taken down by January 22, 2020 to avoid violation notices.

Next Board of Directors Meeting

Wednesday
January 22, 2020
6:30 PM
South Riding Center
42420 Unicorn Drive
South Riding, VA 20152

Other Upcoming South Riding Events

- Jan 16th & March 10th – 7pm
Bingo Night
- Jan 30th – Green Homes Contest
- Jan 30th – Focus Group
- Feb 7th 7pm Adult Comedy Show

For more information, visit www.southriding.net.



Winterizing Your Home

The temps are dropping, and winter is here. Now is the best time to start winterizing your unit. Properly winterizing will help prevent hose bibs from freezing, pipes from bursting, potential flooding and water damage to your home, and other unnecessary expenses for which you may be responsible.

To winterize your hose bibs, follow these steps:

- Shut off the front and rear water valves located in the downstairs utility closet (near the water heater).
- Remove all exterior hoses from the hose bibs.

- Open the exterior hose bibs to drain any water left in the pipes.
- If your hose bib has a black plastic O-ring, it should be pulled upward to release trapped water.
- Leave your hose bibs open all winter.

Please contact SFMC if you have any questions or concerns.



Architectural Modification Requirements

With the popularity of Ring and Nest doorbells, security systems, storm doors, and keypad door locks, it is important to note that per the Association bylaws, all exterior modifications must be approved by the Board prior to installation. Owners must submit an Architectural Modification Request Form which outlines the desired change and includes signatures of neighboring

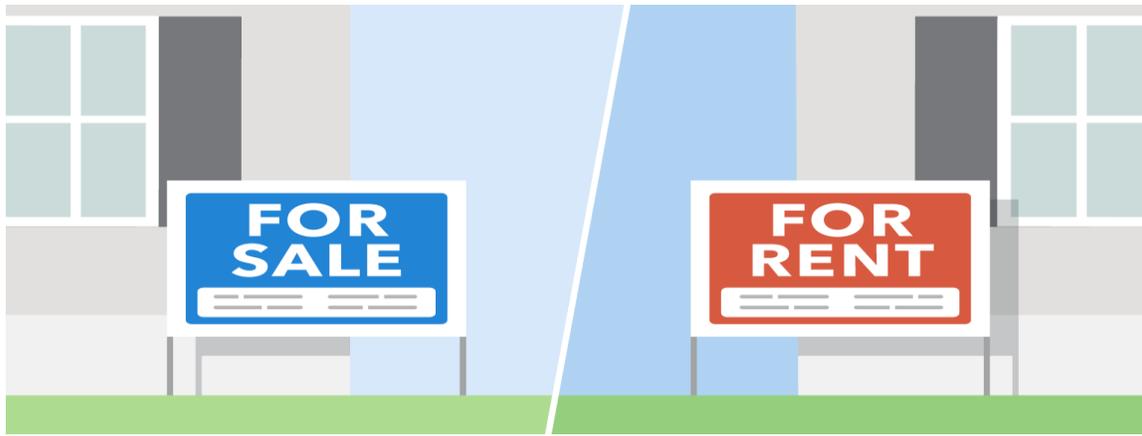
units. The Application should also include pictures of any items being installed or replaced and the install location.

All exterior trim must match. For example, if you have a brass door handle, the keypad lock must also be in a brass finish. Storm door hardware must match that of the main door (handle, lock, and kick plate). Storm doors

Please **slow down** and be mindful of children at play, owners walking their pets, and neighbors out and about. The speed limit throughout the Amberlea is 25 MPH.



Parents, please take a moment to discuss safety with your children and remind them not to play in the streets, alleyways, and other residents' driveways and lawns.



Selling or Leasing Your Home?

With property values on the rise and summer approaching, more units are being listed for sale or for rent. As a condominium, there are certain restrictions and procedures that must be followed when selling or leasing your unit.

Selling Your Unit

Please contact SRP for HOA documents and SFMC to order the resale packet. These items are also available on the respective websites. All units must undergo a resale inspection prior to settlement. This ensures any architectural modifications are documented and that no outstanding violations exist prior to new ownership. If you plan to sell your home and have questions regarding the resale process, please contact management at amberlea@sfmtcinc.com.

Leasing Your Unit

All unit owners who wish to lease their unit **must receive approval from the Board prior to leasing** the unit. This applies to all leases: new requests, re-leasing to new tenants, and/or extensions of current leases. Applications should be submitted at least **45 days** prior to the leasing of a Unit or extension of a current lease for Board review. All lease requests must be made in writing and must include a copy of the intended lease to be used. Leasing approvals are at the sole discretion of the Board.

If at any time the current number of leases **exceeds 35%** of all units, the **Board shall deny** the request to lease. In the case of a hardship, the Board may make special exceptions if certain conditions are met.

General Lease Reminders

- No unit shall be used for transient or hotel purposes or for a period of less than six months (Airbnb, VRBO, short term rental).
- No portion of a unit, other than the entire unit, shall be leased for any period.
- Unit owners are responsible for providing copies of all Condominium Instruments to tenants before the tenant moves in. Unit owners are responsible for ensuring that tenants abide by these Instruments and are jointly responsible for any damage to Common Elements.
- Unit owners must provide their off-site address, email and phone number for any period in which they are not occupying the unit.
- Unit owners are responsible for notifying management when a Unit is no longer being leased and/or upon the termination of a lease.

Getting To Know Your Neighbors

Do you know your neighbors? How long have you lived next door? Part of living in a neighborhood is a sense of community. Take a few minutes to say hello or give a wave when you pass a fellow neighbor. Introduce yourself to new neighbors as they move in. Pull up their trash can from the curb as your grab your own. Help them shovel out during the next snow storm. A little kindness goes a long way and could make someone's day. Getting to know your neighbors is also a great way to provide an extra level of security to our community.

Lights on for Safety

With the shorter days and less daylight, please consider leaving your front and rear lights on. This better illuminates the neighborhood, makes it easier to get your door unlocked and opened at night in the dark, helps your home be more easily identified by emergency responders and delivery drivers, and may deter theft.



UTILITY CLOSET ACCESS

The utility closets at the end of each row of homes contains the Verizon box and Novec electric meter for each unit. These closets are locked at all times for the safety of residents and the equipment housed in them. At times, vendors may need access to the closets. If you have an appointment scheduled with Verizon or Novec in which they will need access to the closets, **please notify management the day before access is needed** and they will be happy to assist with unlocking the door. You can reach SFMC at 703-392-6006 x260 between the hours of 9am - 5pm Monday – Friday or by email at amberlea@sfmtcinc.com.

Trash / Recycling

As a reminder, trash pickup takes place on Mondays and Thursdays. Recycling is picked up only on Thursdays. All trash must be secured in the provided receptacles and placed curbside. No trash bags should be placed directly at the curb or left outside. Receptacles must be brought in the same day as pickup.

For larger items, please contact AAA or other removal service companies to schedule a special pickup and removal. All large items must be placed in the rear of units. No one wants to see a couch in front of their homes.

Car Towed? Know Your Rights

While having your car towed is a dreadful situation for anyone, you should be aware of VA state laws that tow operators must adhere to. Loudoun County does not have a tow ordinance so operators must follow VA state guidelines, including:

- They must accept credit card payment.
- They cannot charge excess fees for vehicles over a certain weight.
- The standard tow fee shall not exceed \$150, additional fee of \$25 applies if a vehicle is towed between 7 PM – 8 AM, and/or \$25 if towed on Sat, Sun, or holiday. No more than two of those fees shall apply. (Ex. Sat tow at midnight = \$150 +\$25+\$25 = \$200.
- No additional storage fees for first 24 hours.



Towing Enforcement

The Board of Directors will be hiring a new Towing Company in January 2020.

You may see a new towing company in the community. The Board is contracting a new towing company to enforce the parking resolution in our community. The Association asks that residents be mindful and respectful of others when parking in the community. Residents are advised that garages and driveways should be utilized before parking on Common Elements. Unit owners are responsible for ensuring that their tenants and/or guests comply with all the parking restrictions.

Residents should familiarize themselves with the current Parking Resolution, R-2018-04.

Key Highlights:

- No unit shall park more than one (1) vehicle on any common element or parking space (with the exception of driveways) without prior written consent from the Board.
- No garage shall be used in any manner which would prevent the parking of the number of vehicles that such garage is designated to accommodate.

- All vehicles must conform to Commonwealth of Virginia and Loudoun County codes, ordinances, and statutes. All vehicles must bear current license plates, registrations, and sticker and certifications as required by the Commonwealth of Virginia and Loudoun County.
 - Vehicles must be parked wholly within the space lines.
 - Vehicles must be parked within two feet of the curb and with the right side of the vehicle adjacent to the curb.
 - No Vehicle should be parked in an area designated as a No Parking area, either by sign, painted curb or other means.
 - No vehicle shall remain parked on common elements or parking space (except driveways or garages) for more than 7 days. Any vehicle left idle in excess of 10 days will be considered abandoned.
- A vehicle shall be deemed to be a junk or derelict vehicle if it does not display valid state license/registration or inspection sticker or if it is missing any necessary parts, such as, but not limited to, tires, wheels, engines, door, truck, hood, wrecked or smashed body parts, etc. that are necessary for the operation of the vehicle on the public or private streets.
 - The Association shall have the authority, but not the obligation to issue a warning notice to vehicles in violation of the parking policy. Vehicles in violation of the resolution and Condominium Instruments are subject to being towed at the owner's risk and expense.

Please note, the Association pays no money to the tow operator for their services and receives no portion of any fees collected by the tow operator for any cars towed.

Residents will be provided with the new tow operator contact information once the contract is finalized.

Pet Owners

We thank all of the responsible pet owners for cleaning up after their pets. Unfortunately, we still have a few who are not.

The Association and Loudoun County have specific guidelines regarding pet waste removal. Loudoun County laws require pet waste to be cleaned up immediately. For your convenience, pet stations are located throughout the community for pet waste disposal. Please utilize these stations. When these stations are not used, the Association is forced to spend additional money to have a contractor clean up after pets.

Residents are also advised that all dogs must be on a leash at all times when not on the owner's property.

Any resident who sees these rules being violated can contact Animal Control at 703-777-0406. We also encourage residents who know of a specific pet owner not adhering to the rules to inform management by calling 703-392-6006 x260 or by emailing amberlea@sfmtcinc.com.



Monthly HOA assessments are due on the 1st of each month.

If paying by check, please mail to:

SFMC, Inc. PO Box 66571, Phoenix AZ 85082-6571

Want to enroll in direct debit? Contact Ty Tyson at ttyson@sfmtcinc.com

Management Contacts

- **Property Manager**
Mary Frank 703-392-6006 x 260 amberlea@sfmtcinc.com
- **Exterior Modifications**
ARC Department 703-392-6006 arcapplications@sfmtcinc.com
- **Accounting Representative**
Ty Tyson 703-392-6006 x 206 ttyson@sfmtcinc.com

SFMC, Inc. • 9464 Innovation Drive, Manassas, VA 20110 • 9 AM – 5 PM



Community Contacts

- **AAA (trash and recycling)** 703-818-8222
- **Novec (electricity)** 888-335-0500
- **Washington Gas** 844-927-4427
- **Animal Control** 703-777-0406
- **Sheriff's Office** 703-777-1021
- **SR Town Hall** 703-327-4390
- **Board of Directors** Amberlea@sfmtcinc.com

Online Account Access

If you haven't already, sign up to access your account via the SFMC portal. See a current statement of your account, view open violations, update contact information, and access Association documents online.

To get started, visit

<https://www.sfmtcinc.com/login/>

Board of Directors

Amanda Curran, *President*
Catherine Lunsford, *Vice President*
Andrea Lupton, *Secretary*
Daniel Vargas, *Treasurer*
Jay Lawing, *Director*

2020 Board Meetings

Jan 22, 2020
March 11, 2020
May 13, 2020 (Annual Meeting)
July 8, 2020
September 9, 2020
November 11, 2020

Meetings begin at 6:30 PM
and are held at:

South Riding Center
42420 Unicorn Drive
South Riding, VA 20152