

Resident Conduct

As Summer is in full swing, we are all home more than ever, and children and families are spending more time outside, please be mindful of your neighbors. Parents, remind children that streets and alleyways are not for playing and that they should also be mindful of traffic, parked vehicles, and refrain from playing in trees, bushes, driveways and other limited common elements of adjacent units.

Adults are reminded to obey all speed limits, comply with all parking regulations (see Page 3), and that fire pits, loud music, and alcohol consumption in alleyways, streets, and common elements is strictly prohibited.

The Association and management do not engage in regulating most civil disputes among neighbors. Relying on one owner's allegations over another's creates a difficult and unreliable enforcement process. If you have reasonable fear for personal safety, property damage, and/or criminal activity, please contact the Loudoun County Sheriff's Department, 703-771-1021, or 911 if an emergency.

The Association asks that all residents be mindful of social distancing guidelines as well. Now more than ever we should show kindness and respect to our neighbors and peers.



Annual Inspections

Once a year, the Association's management agent conducts an annual inspection of every unit, front and back. This establishes a baseline for future inspections and helps to ensure that homes are well maintained, notes items needing repair and problem areas that need to be addressed, and/or violations of the governing bylaws and resolutions. Units in violation of these rules, regulations, and governing documents will be issued violation notices. Violations that go unremedied will result in hearing opportunities and/or fines.

Last October, the Board passed Resolution 2019-03, Maintenance and Repair Obligation Resolution. This resolution outlines who is responsible for the general maintenance and upkeep of various components of the Condominium. Annual inspections seek to ensure that each party is properly maintaining the property in accordance with this resolution and the Association's Bylaws. Please review the following owner maintenance responsibilities in order to avoid violations:

- Keep driveways, garage doors, front stoops, sidewalk leading to house, and yards in clean, sanitary condition, free of mold, mildew, trash, debris, pet waste, and toys.
- All decks and balconies should be kept in clean, sanitary condition. Unit owners should scrub these surfaces with a soft brush and mild cleaning agent at least annually.

- Screens on all windows and sliding glass doors shall be free of rips, holes, and tears. Blinds and curtains must also be in well-kept condition.
- Routine watering of landscaping adjacent to unit, including shrubs, grass, and trees.

For a full copy of this resolution, please contact amberlea@sfmccinc.com.

Other items that often lead to violations include:

- Any modification to the exterior of the home requires preapproval by the Board via an Architectural Modification Request Form. Make sure you have submitted this form before making changes to your unit. See page 2 for more information.
- Window mounted AC units that protrude past the exterior of the home are prohibited by the Association and SRP.
- All personal items should be kept indoors or in garages, not in yards or driveways.

This year's inspections will be conducted mid-September. To avoid violations, please ensure your unit complies with all rules, regulations, and governing documents.

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Next Board of Directors Meeting

Annual Meeting
Thursday
September 10, 2020
6:30 PM
South Riding Center
42420 Unicorn Drive
South Riding, VA 20152

*Social distancing restrictions will be in effect.
Masks are required.

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.

Exterior Architectural Modification Requirements

Because Amberlea is a Condominium Association, exterior property is considered limited common elements and are owned by the Association, not the unit owner. As such, any modification to an exterior element, including the landscaping, requires prior approval from the Board. Owners seeking to make a change to exterior elements should submit an Architectural Modification Request Form.

Common violations for exterior modifications that have not been approved include:

- Video doorbells
- Flag poles
- Landscaping changes
- Keypad door locks
- Security cameras
- Mismatched door hardware (all locks, handles, and kickplates must match in color).
- Storm doors (must be full-view glass with no etching).

If you have already installed one of these items and have not submitted an Architectural Modification form, please do so immediately to avoid receiving a violation. Applications should be specific and include color pictures or drawings of the requested changes.

Please contact management with any questions or

Deck/Balcony Inspections and Repairs

After numerous setbacks, contract negotiations, legal review, and trial-basis work, contractors have been selected and work has begun on the deck and balcony repairs and replacements. Based on reviews from jobs of similar scope and overall const-benefit analysis, the Board has selected LCS Services to perform work on the decks and NV Roofing to complete work on the balconies.

As work is approaching, unit owners whose deck or balcony is being repaired or replaced, as well as the neighboring units, are being informed of the scheduled work. If you are notified of upcoming work to your unit, please be sure to removal ALL personal items from the deck or balcony before the scheduled start date.

My neighbor got a new deck, why aren't I? At the start of this process, an engineer conducted a thorough inspection of every

single deck/balcony. Based on this inspection, each deck was rated and the findings were presented to the Association. Because not all units can be replaced at one time without the need for a significant special assessment to unit owners, a phased approach was established much like other maintenance cycles in the community. Those with the most prevalent issues or structural concerns are being replaced first. The remainder will be addressed according to this phased plan.

Owner Maintenance

As a reminder, unit owners are responsible for the day-to-day maintenance of decks/balconies and ensuring they stay in clean, sanitary condition. Avoid storing items, including pots, planters and rugs that prohibit proper drainage. When water collects, it facilitates wood rot and accelerates deterioration. Units that do not complete proper maintenance may be



held responsible for any damage, repairs, or replacement.

It is also the responsibility of unit owners to report damage to management on a timely basis. Failure to notify management of an issue that leads to further damage beyond that of routine deck/balcony repair may be deemed negligence and may result in the unit owner being held responsible for costly repairs.

If you have questions or concerns regarding this process or your individual deck or balcony, please contact management.



Parking Enforcement

As more and more residents are staying home because of COVID, you've likely seen an influx in the number of cars throughout the community making common element parking even more difficult. Please be courteous of your neighbors and the limited parking and be sure to comply with all parking regulations outlined in the Bylaws and Resolution R2018-04. Highlights of this resolution include:

- **No unit shall park more than one vehicle on any common element** or parking space (with exception of driveway).
- No garage shall be used in a manner which would prevent the parking of then number of vehicles that such garage is designated to accommodate.
- No vehicle shall park in areas designated as NO PARKING, either by sign or painted curb.
- **All vehicles must conform to Virginia and Loudoun county codes, ordinances, and statutes.** All vehicles must display current license plates, registrations, inspections, and certifications required by Virginia and Loudoun County. Out of state residents must register tags within 30 days.
- Vehicles must be **parked with wheels no more than two feet from curb** with right side of vehicle adjacent to curb.
- A vehicle shall be deemed to be a junk or derelict vehicle if it does not display current state license/registration or inspection sticker or if it is missing any necessary parts, such as, but not limited to tires, wheels, engines, doors, truck hood, wrecked or smashed body parts, etc. that are necessary for the operation of the vehicle on the public or private streets.
- Residents are advised to **utilize garages and driveways before parking on common elements.**

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 governing documents are subject to being towed at the owner's risk and expense.

Earlier this year, the Association contracted with a new contractor, JDR Towing, to enforce the parking rules and regulations of the community. There is no monetary exchange between the Association and the tow contractor. They are simply given permission to enforce the rules enacted. If you suspect your vehicle has been towed, please contact:

JDR Towing
2875 Towerview Road
Herndon, VA 20171
(703) 856-0270

Pet Reminders



As a general reminder, pet owners have an obligation to clean up after their pets. The Association contracts with Doody Calls to provide pet waste stations throughout the community. Doody Calls empties waste containers and replenishes waste bags at these stations frequently. Please properly dispose of your pet waste in these containers or in your own trash cans. Pet waste bags should not be stored or collected in front of units.



Per Loudoun County ordinance, all dogs are required to be leashed when not on their own property (in our case, inside the unit). Those in violation of this ordinance may be reported to Animal Control.

In addition, all dogs must be licensed with the County and up to date on vaccinations. For more information, visit www.loudoun.gov/4118/Animal-Services

New to the Neighborhood?

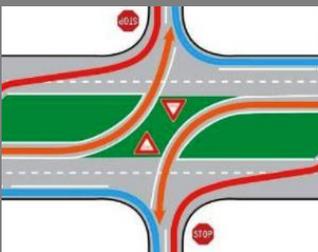
The Board welcomes you to the Amberlea at South Riding. As a reminder, the Amberlea community is a Condominium Association and is subject to additional rules and restrictions as a condo community. Both new owners and new tenants are expected to familiarize themselves and abide by all governing documents. To facilitate settling into your new home, we would like to provide a welcome packet that addresses some common FAQs and provides general information about the community. If you are new to the neighborhood and have not received this information, please contact management at amberlea@sfmtcinc.com.

Newsletters Act as Official Notice

In order to help keep costs down and be compliant with our Bylaws, 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.

Tall Cedars Parkway/Nations Street Intersection

You may have read that the intersection at Nations Street and Tall Cedars Parkway will soon restrict cross traffic and left-hand turns. Once this project is completed, you will no longer be able to cross Tall Cedars or make left turns from Nations Street. Restrictions will be similar to those at the Center Street and Loudoun County Parkway intersection. The Association had no control or no input on this decision. To stay informed on area roadwork and other Dulles District updates, you may want to sign up for the newsletters sent out by Supervisor Matt Letourneau.



Landscaping Updates

Bare and dying landscapes have been a continued problem throughout the community. The Board is aware of many residents' concerns. For safety reasons, the Board prioritized the deck and balcony repairs above landscaping. That does not mean the need for revamping community landscapes are being forgotten. We have inventoried units and are working with our grounds contractor to devise a plan to improve the front landscaping of many units. This includes determining the best timing of such work, what types and how many of each plant will thrive in the area and ensuring that over time they do not outgrow the space. Please bear with us as this takes time amid other large concurrent projects and while working within the budget constraints of the community.

In addition, we are reviewing a proposal to trim trees throughout the community.



Again, certain trees must be trimmed at specific times of the year to keep from damaging the trees.

Landscape Reminders:

- It is the responsibility of unit owners to routinely water all trees, plants, shrubs, and grass adjacent to their unit.
- Owners may replace landscaping at their own expense only with prior approval from the Board. You must submit an Architectural Modification form beforehand. This includes the addition or removal of any landscape element.
- Composting or disposal of any form of waste in front/rear yards or any common element is strictly prohibited.

- Vine-like, fruit, vegetable, or other invasive plants are prohibited. If you notice one of these growing, please remove immediately to stop them possibly spreading. It is extremely difficult to control invasive plants and weeds, even for landscape professionals.
- Each unit may have no more than two planters in front of unit.
- Bikes, toys, and any other personal items should not be stored in yards or common elements. Do not leave items out that may interfere with lawnmowers or other landscaping tools.

Selling/Leasing Unit Requirements

The market is booming and many units have sold over the past few months at record speed. If you are planning to sell your unit, please contact SRP for HOA documents and SFMC for the Amberlea resale packet. Resale inspections are required prior to settlement. If you plan to sell or have questions about the resale process, please contact amberlea@sfmccinc.com.

Are you planning on renting your home? Per condo bylaws and the leasing resolution, owners must receive approval from the Board prior to leasing their unit. Applications should be submitted at least 45 days prior to leasing. Please contact management for all leasing requirements or for a copy of the leasing resolution. Owners are responsible for making sure

tenants comply with all governing documents, rules, and regulations of the Association.



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 these 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.

Residents, including children, should not attempt to open or tamper with these closets or the equipment inside for any reason. Those who attempt to do so will be held accountable for any damages incurred.

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** 703-392-6006 x 216 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
- **JDR Towing** 703-856-0270
- **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*
Daniel Vargas, *Treasurer*
Andrea Lupton, *Secretary*
Jay Lawing, *Director*

Upcoming Board Meetings

September 10, 2020
(Rescheduled Annual Meeting)

November 11, 2020

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

South Riding Center
42420 Unicorn Drive
South Riding, VA 20152