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## Resident Conduct

The Association continually receives complaints about the behavior of children throughout the community. 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.

In addition, there have been complaints about damaged mailboxes, rocks being placed in package bins, and children climbing and tampering with these units. It is a federal crime to damage or alter these mailboxes as they are considered federal property. Please report this activity to the Loudoun County Sheriff's Office and management.

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.

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.

## 2021 Monthly Assessments

Effective January 1, 2021, the Association's monthly dues will increase to \$288.50 per month. If you have enrolled in the direct debit program, the new amount will automatically be withheld from your account, starting with the January withdrawal. If you pay by check, online, or via any other payment method, please be sure to update your payment information starting with the amount due on January 1<sup>st</sup> in order to avoid any late fee assessments. A copy of the 2021 budget and assessment information was mailed to every unit.

### Where do my dues go?

Amount	Source	Purpose
\$72.95	South Riding Proprietary	Community amenities to include trash service, parks, pools, other recreation areas, and common area maintenance throughout South Riding. The Board of Directors has no control over this cost.
\$215.55	Amberlea at South Riding Condominium Unit Owners' Association	Association's reserves and the annual operating budget which includes common area maintenance and repairs, landscaping, snow removal, property insurance, water, and management services.

### Why are dues increasing?

The increase is based on several factors:

- **Increased SRP Dues** – South Riding Proprietary increased dues for all South Riding residents from \$69.45 to \$72.95. This increase of \$3.50 is passed on to all Amberlea residents as well. Without doing so, Amberlea would have to significantly decrease operating expenses/services or underfund reserves to cover the increased cost. Neither of those are sound financial options for an aging community.
- **Cost of Living Increases** - Many operating expenses increase an average of at least 3% annually. Loudoun Water rates increase by 3.5%. Water costs alone equate to \$3-4 increases per month, per unit. Utility rates are outside of the control of the Association.
- **Funding Reserves** - Additional increases will fund reserves in accordance with the reserve study. Several large projects have recently used reserve funds which will need to be replenished.
- **Community Maintenance** - Painting, routine landscaping, tree removal and replacements, and common area maintenance and repairs are all examples of routine expenses that come with maintaining the community.

## Parking Reminders

All unit owners and their tenants or guests must adhere to the Association's Bylaws and Resolutions R2018-04 regarding parking. Highlights include:

- No unit may park more than one car on common elements.
- Use your driveway before common spaces.
- Must be parked left wheels against curb, wholly within lines, and note more than 2 ft from curb.
- No parking in alley ways, behind driveways, or any other area designated as No Parking via sign or painted curb.
- All vehicles must display valid, current registration and VA safety inspection stickers.

Vehicles in violation of the resolution and governing documents are subject to being towed at the owner's risk and expense. If towed, contact: **JDR Towing**, 703.856.0270.

## 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.

## IT'S TIME TO WINTERIZE

The temps are dropping, and winter is fast approaching. Now is the best time to winterize your unit. Properly winterizing will help prevent hose bibs from freezing, pipes from bursting, potential flooding and water damage to your home, and other costly, 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 management if you have any questions or concerns.



## Snow Removal

The Association has contracted with Premier once again this year for snow removal services.

Snow removal will begin when snow fall exceeds 2 inches of accumulation. Sidewalks may be treated with solutions including Snow Melt that can be harmful if ingested. Please keep an eye on your pets and do not allow them to eat the snow and ice treatment solutions.

Premier is responsible for treating roads, alleys, and main walkways owned by the Association. Unit owners are responsible for cleaning their front stoops, sidewalks leading up to front steps, and driveways.

As a reminder, the Association is not responsible for Nations St., Center St., and Crossfield Drive. These streets are the responsibility of VDOT and SRP.

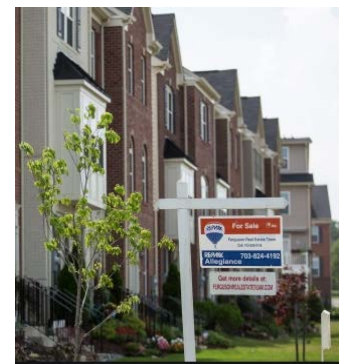
## Selling or Renting Your Unit?

### Selling Your Unit

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@sfmtcinc.com](mailto:amberlea@sfmtcinc.com).

### Renting Your Unit

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. 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.



# Phase 1 Deck & Balcony Repairs Nearly Complete

Earlier this summer, work began on the repair and replacement of Phase 1 of the deck and balcony repair and replacement project. 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. Those with the most prevalent issues or structural concerns were assigned to Phase 1. We are pleased to announce that we are near completion of Phase I. 63 decks and 35 balconies were completely replaced during Phase I. The Board will begin the planning for Phase II in 2021.

### 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.
- Clean surfaces with mild soap and soft brush.
- Do not move or store items on balconies that

cause a rips or tears in the outer membrane.

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.

# Fall Inspections Completed

Annual inspections were completed in October for both sections of the Amberlea. Some of you may have received violation notices. Common citations include:

- Failure to keep front stoops, driveways, and walkways in sanitary condition free of mold, mildew, and personal items.
- Screens with rips, holes, or missing completely.

- Exterior modifications made without prior approval to include landscaping, security cameras, video doorbells, new or mismatched door hardware.

If you received a violation notice, please perform the proper steps required to remedy the citation. Failure to do so within 30 days will then result in a hearing

opportunity and/or fines, as appropriate.

Please make sure your unit is in compliance with all governing documents. If you have questions about your responsibilities or about a citation you may have received, please contact management.



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](http://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](mailto:amberlea@sfmtcinc.com).

# Landscaping Updates

## 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.

## Turn On Outside Lights for Safety

Have you ever noticed how dark it can get throughout certain areas of the neighborhood? Turning on your front and back exterior lights after dark makes a huge difference. Not only does it help illuminate sidewalks, entry ways, and alleys making walking in the dark safer, but it also helps deter against potential crime.



Over the past few months, the property manager, Board members, and the landscaping vendor have walked the property numerous times to note the landscaping needs at each unit. Much like the decks and balconies, not all work can be performed at one time without further significant increases in dues. Each unit was rated on a scale of 1-3, with 1 being the worst and having no live shrubs and some completely empty. This year the Board approved a landscape proposal that would replace the shrubs in front of nearly 150 units rated 1 - 1.5. It was our hope that the work would have begun around late fall. Unfortunately, the vendor would not have been able to receive that quantity of shrubs until the first week of December. Because we are approaching near freezing temperatures, hose bibs require winterization, and the potential for heavy snow over the winter could damage new shrubs, the Board decided to postpone the planting until early Spring. The costs have already been approved and the vendor has locked in that price for us. We understand the frustration with bare landscaping and are excited to get this project underway in the Spring.

Reminder, unit owners are responsible for properly irrigating all landscaping elements adjacent to their unit. Watering of these newly planted shrubs in the Spring will be imperative. Units owners who do not properly irrigate will be held responsible for replacement costs, if required.

Leaf blowing and collection started at the end of November. The next round is scheduled to occur before the end of the year.

Tree trimming has been taking place throughout the community over the past month. If you notice trees that are touching a building, covering a sign or lamp post, please notify management.

### Landscaping Reminders:

- 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. Any unapproved flowers, plants, shrubs or landscape elements will be dug up, removed and discarded. If you wish to keep these items, you must submit an Architectural Modification or relocate these items immediately. If submitted a request, any shrubs or plants must match the general aesthetic of the Amberlea community. If approved, the unit owner is responsible for the upkeep of modified items.

- 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 (mint, ivy, etc.) are strictly prohibited. If you notice one of these items growing, please remove immediately to stop them from 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.

Please contact management with any questions regarding your unit's landscaping.



## 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](mailto: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 1<sup>st</sup> 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 [tytyson@sfmtcinc.com](mailto:tytyson@sfmtcinc.com)

### Management Contacts

- **Property Manager**  
Mary Frank                      703-392-6006 x 260      [amberlea@sfmtcinc.com](mailto:amberlea@sfmtcinc.com)
- **Exterior Modifications**      703-392-6006 x 216      [arcapplications@sfmtcinc.com](mailto:arcapplications@sfmtcinc.com)
- **Accounting Representative**  
Ty Tyson                              703-392-6006 x 206      [tytyson@sfmtcinc.com](mailto:tytyson@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](mailto: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*

## 2021 Board Meetings

January 13, 2021  
March 10, 2021  
May 12, 2021 (Annual Meeting)  
July 14, 2021  
September 8, 2021  
November 10, 2021

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

**South Riding Center**  
42420 Unicorn Drive  
South Riding, VA 20152