

Dear New Homeowner,

Welcome to our neighborhood and congratulations on the purchase of your home!

On behalf of the Amberlea at South Riding Condominium Association Board of Directors, we would like to welcome you to your new home and our community. Over the coming months we look forward to meeting you whether it be walking down the streets, at one of the parks, pools or a South Riding Activity.

Amberlea at South Riding is a Condominium Community of 621 townhouse style condos situated in South Riding, Virginia. Amberlea is surrounded by walking trails, ponds, parks, shopping centers, neighboring schools and the Dulles South Rec Center.

As your Community Management Firm, we at Service First Management & Consulting, Inc., wish you well, and look forward to a successful and rewarding relationship with you and other members of your community.

Service First Management & Consulting, Inc., as Managing Agent for Amberlea at South Riding Condominium Association, is responsible for the collection of assessments, developing financial statements and budgets, and advising the Board of Directors in the financial and physical management of Association activities. We are pleased to serve in this capacity. The quality of life in your community depends entirely on the active participation of all members. The purpose of the Association, of which you automatically become a member, is to maintain the common elements, provide service to all residents and oversee Association operations.

The operation of your Condo Association is governed by a Board of volunteer directors. The Board of Directors is elected by the community to oversee the daily functions and financial responsibilities of the Association. The Board is also responsible for maintaining members compliance with the established covenants and bylaws of the Association. Please take the time to read the Bylaws and Covenants documents you received during the home purchase process. Copies are also available through the management agent.

Information on some the questions many new homeowners have is included on the back of this letter to get you off to a smooth start.

Again, welcome to Amberlea at South Riding community! We hope you fall in love with this neighborhood as much as we have. We know you'll find that our neighborhood is a great place to live.

Should you have any questions, or comments regarding the Amberlea at South Riding Condominium Association after reading the enclosures, please contact any representative of Service First Management & Consulting, Inc., at (703) 392-6006.

Sincerely,

**SFMC**

Attachments

## AMBERLEA AT SOUTH RIDING CONDOMINIUM ASSOCIATION, INC.

The assessment you pay to your Association provides services in the following areas:

### Assessment Collection

Upon settlement on your home you are obligated to pay a monthly assessment which represents your share of common expenses for Amberlea at South Riding Condominium Association as well as a share of the Master HOA amenities. The assessment is due on the FIRST day of each month following the settlement on your home. The 2021 Monthly Assessment is \$288.50

The assessment should be prorated at settlement and collected as part of your settlement charges. The next month's assessment may also be collected. Please note that accounts not paid in full within ten (10) days after the due date shall accrue a late charge in the amount of \$20.00 or such other amount as may be established by the Board of Directors.

Should you wish to have your dues automatically debited from your bank account, please complete and return the attached authorization form to SFMC using the instructions on the form.

### Communications

Periodic email blasts, and/or newsletters from the Board will be forwarded to you to keep you informed of Association issues and activities. To be included on these emails and to receive the latest information, please make sure we continually have your updated contact information. Please complete and return the attached owner information sheet.

### Emergency Calls

After hours emergency calls should be directed to (888) 980-8958 for a prompt response. This number is for after hours and weekends **only** in extreme emergencies for situations affecting your unit.

### Exterior Modification

***The Declaration of Covenants, Conditions and Restrictions require any exterior change to a home in your community be approved by the Covenant Committee (CC) prior to start of such change.*** Examples of changes include, but are not limited to: storm doors, satellite dishes, windows, door bells, door locks, and/or painting.

Changes must be architecturally compatible with existing architecture of your community. Please read and become familiar with the Exterior Maintenance and Modification Guidelines enclosed in this booklet. If you would like to submit an application to the Board, it is important that your application is complete to avoid disposition by the Covenants Department. An application and instruction's sheet are enclosed in this booklet, for your convenience.

### Grounds Maintenance

Full-service grounds care will be provided on most common areas, and will generally include regular mowing, trimming, edging, mulching, fertilizing, seeding, and weeding common shrub

beds, as needed. Each unit is responsible for watering of the landscaping around their unit; failure to do so could result in replacement at the unit owner's cost.

Please be reminded that your outside hose bibs must be winterized to prevent frozen or burst pipes. 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 vales. If your house bib has a black plastic O-ring, it must be pulled upward to release the trapped water. These steps will prevent your hose bib from freezing and bursting. An annual inspection of the winterization is conducted by management.

### Maintenance Reporting

Common element maintenance matters should be referred to Service First Management & Consulting, Inc., (SFMC) at (703) 392-6006 x260.

Generally, the association is responsible for maintenance and repair of common elements, including common grounds, common sidewalks, common fencing, parking spaces and streetlights. Please review the legal documents to familiarize yourself with various maintenance items.

### Parking

The parking policy adopted by the Board is included in your packet. Common parking violations include parking more than one car per unit on common element; parking in no-parking areas, including alleys; parking facing the wrong direction; parking over painted lines or more than two feet from the curb. These violations may result in a vehicle being towed at the owner's expense. Please review the Regulatory Resolution #2018-04.

### Pets

No animals, livestock or poultry of any kind shall be raised, bred or kept or maintained on any Lot; however, except that dogs and cats or other household pets may be kept provided that they are not raised, bred or kept for any commercial purpose. No more than 1 pet per unit unless approved by the Board of Directors. Pet owners will be responsible for cleaning up the waste created by their pets in the Common Area. Pets must be leashed at all times per Loudoun County ordinance.

### Restrictive Covenants

Association Documents outline initial restrictions regarding homes in your community. They also give authority to the Board of Directors to establish, amend and enforce (within limitations) additional rules and regulations.

### Trash Removal

Trash and recycling services is provided through Republic Services and can be contacted at (703) 818-8222 or [southriding@republicservices.com](mailto:southriding@republicservices.com).

Trash pickup occurs on Mondays and Thursdays. Recycling is picked up on Thursdays only. All trash must be kept in proper receptacles, no lose bags or trash items are permitted to be

placed at the curb. Receptacles should not be placed curbside earlier than dusk on the day prior to pick up and must be brought in on the same day that pickup occurs.

### Leasing

All Unit owners who wish to lease their unit must receive approval from the Board of Directors prior to leasing the unit. This applies to all leases: new requests, releasing to new tenants and/or extension of current leases. Applications should be submitted at least 45 days prior to the leasing of a unit or extension of a current lease to [Amberlea@sfmtcinc.com](mailto:Amberlea@sfmtcinc.com) for Board review. Resolution 2018-03 regarding leasing is included in packet. Please review and contact SFMC if you have any questions.

### Utility Closets

Verizon and NOVEC utility boxes are housed in the utility closets attached to each row of units. These doors are kept locked at all times for the safety of residents and the equipment. If a resident has scheduled an appointment with Verizon or NOVEC and the vendor will need access to the equipment in one of the closets, please contact management the day before access is needed. Management 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).

### **Community Connections**

|                         |              |  |
|-------------------------|--------------|--|
| AAA/Republic Services:  | 703-818-8222 |  |
| Animal Control:         | 703-777-0406 |  |
| Sheriff's Office:       | 703-777-1021 |  |
| South Riding Town Hall: | 703-327-4390 | <a href="mailto:townhall@southriding.net">townhall@southriding.net</a> |
| JDR Towing:             | 703-856-0270 |  |
| SFMC, Inc.:             | 703-392-6000 | <a href="mailto:amberlea@sfmtcinc.com">amberlea@sfmtcinc.com</a>       |

### **Onsite Manager:**

Mary Frank  
703-392-6006 x260  
[amberlea@sfmtcinc.com](mailto:amberlea@sfmtcinc.com)

### **Exterior Modifications:**

ARC Department  
703-392-6006 x210  
[arcapplications@sfmtcinc.com](mailto:arcapplications@sfmtcinc.com)

### **Accounting Representative:**

Ty Tyson  
703-392-6006 x206  
[tyson@sfmtcinc.com](mailto:tyson@sfmtcinc.com)