

CARISBROOKE

Homeowners Association

www.carisbrookehoa.com

Fall 2010

NEW COMMUNITY WEBSITE

www.carisbrookehoa.com

Check out the new and improved Carisbrooke website at www.carisbrookehoa.com! Here you will find lots of useful information such as upcoming events, how to make assessment payments, information on community amenities, trash pick up info, and more! Sign up to join Carisbrooke's listserv and receive important community information and updates via email. We hope you enjoy the new site and welcome your comments and suggestions. ☺

WHAT IS AN HOA, REALLY?

Have you ever really wondered, "What exactly is an HOA?" If not, have you ever asked, "Why am I paying HOA assessments?" The two questions are closely related. An HOA is (generally) created by a real estate developer when a community is first built. They are legal entities that are the primary means by which the common areas of a community are maintained. HOAs also serve to ensure that the look and feel of a community is maintained, which directly affects property values, through the proper enforcement of covenants, conditions and restrictions (CCRs).

Many homeowners confuse the role of a community's property manager and the HOA itself. Property managers are hired by the HOA to help manage the community. Property management companies do not create HOA CCRs, approve contracts, nor directly benefit from the enforcement of CCRs. For example, the property management company's fees are not directly tied to increases in HOA assessments or enforcement of CCRs.

HOA assessments exist to ensure the HOA has the funds necessary to pay for mandatory community services, such as common area grounds maintenance, lawyer & accountant fees, pool management, and maintenance of common areas and buildings (i.e., the clubhouse, pool house, tennis courts, basketball courts & tot lots, streets, lighting, snow removal, etc.). HOA assessments rise primarily due to increases in the costs

for paying for these services, but they also rise for individual homeowners who *do* pay their assessments as the number of residents who *do not* pay their assessments increases. The need to reduce the number of homeowners who fall behind in their assessment payments is critical, since it impacts other homeowners within the community and puts the financial stability of the community at risk. Did you know that HOAs are required to make reserve payments (deposits to a savings account), and if they begin to miss reserve payments mortgage lenders can start to view the community as less than desirable, making it harder to buy and sell homes in the community? HOAs serve a critical purpose in helping to maintain our property values. As a result, it is essential that homeowners understand why and how they function. ☺

BOARD OF DIRECTORS

Kim McComas-President
Aaron Dudek-Vice President
Michael Schimmel-Secretary
Carol Joseph -Treasurer
Michael Simmons-Member at Large

ARCHITECTURAL REVIEW COMMITTEE

Chandra Walters
Jeremy Wilcox
Bill Hatchett
Jordan Greene

Meeting dates and times are posted on the community website: www.carisbrookehoa.com

MANAGEMENT INFORMATION

Property Management People, Inc. (PMP)
101 Blue Seal Drive, Suite 100
Leesburg, Virginia 20175
Phone: (703) 771-9355
Fax: (703) 771-9366
www.pmpbiz.com

Community Manager: Audra Wallace, CMCA®, AMS®
audra.jw@pmpbiz.com

GEARING UP FOR WINTER: A MESSAGE FROM AMERICAN DISPOSAL SERVICES



Christmas trees will be collected on your regular yard debris collection day. We ask that all tinsel and decorations are removed. Please do not place trees in plastic bags.

Yard debris collection will end effective December 29th. If you have yard debris to be collected after this date, please place your items at curbside on your 2nd collection day until the yard debris season resumes the 1st week of March 2011.

Safety in your community is our primary concern. Roads and/or areas which are deemed unsafe due to snow or ice will be suspended for collection. If suspension occurs, services will resume on the next regularly scheduled collection day. ☺

PARKING REMINDERS

We would like to reiterate some of the major highlights of the Vehicle Parking Policy (Policy Resolution Number 2007-01) for Carisbrooke Homeowners Association. The complete policy can be viewed and downloaded at www.carisbrookehoa.com. The list below includes only a portion of the policy and shall in no way be construed to be the policy in its entirety. Many of the regulations apply only to the townhome/privately owned streets.

- Reserved parking applies to Townhouse Lots in Section One only. It shall be the Owner's responsibility to initiate towing of an unauthorized vehicle parked in a reserved space. The Association and Management will not be responsible for enforcing reserved parking assignments.
- Un-reserved parking spaces will be utilized on a first-come, first served basis. Parking will be permitted in marked spaces only. Overflow parking is available at the clubhouse.
- Cars parked in non-reserved spaces shall not be parked in these spaces longer than 48 hours. A vehicle left in excess of 48 hours is considered storage. Residents needing to leave vehicles in non-reserved clubhouse spaces for a period longer than 48 hours (e.g., going on vacation or entertaining a house guest) should report such instances to the office of Property Management People at (703) 771-9355.
- Parking is not permitted in fire lanes or next to mail

boxes. Vehicles parked in this manner are subject to immediate towing without notice.

- No trailer or truck (other than a non-commercial van or "pick up" truck with current and valid license plates affixed thereto), boat, boat trailer, camper, recreational bus or any similar item, or automobile (unless current and valid license plates are affixed thereto), shall be temporarily or permanently parked or stored in the open of any Lot or on any street or parking area within, or other portion of, the Commons.
- Commercial vehicles are prohibited from parking within the Community of Carisbrooke. A commercial vehicle is a vehicle that has commercial signs, lettering, advertising and/or commercial equipment visible from or on the exterior.
- Any vehicle deemed to be in violation of Carisbrooke's General Parking Regulations as described in Policy Resolution No. 2007-01 is subject to towing forty-eight (48) hours from the hour such vehicle is served with a warning notice.
- Any vehicle deemed to be parked in such a manner as to obstruct ingress or ingress into or out of another parking space, parking in a posted designated fire lane or within 15 feet of a fire hydrant, blocking access to sidewalks or mailboxes, or any other manner constituting a safety hazard is subject to immediate removal by towing. ☺

RECYCLING/TRASH TOTERS FOR TOWNHOMES



In late June American Disposal Services (ADS) delivered one 64 gallon trash and one 64 gallon recycle toter to each townhome residence. There was no additional charge for this initial delivery of toters.

Several of the townhome residents contacted PMP and requested to return the toters because they did not need them or they had no place to store them. After discussion with the Board of Directors, we have made arrangements with ADS to collect any unwanted trash or recycling toters. If you do not wish to keep your 64 gallon trash and/or recycle toter that was provided to you by ADS, please call ADS directly at 1-703-368-0500 to arrange for the toter(s) to be returned. If your 16 gallon recycling container was taken when this delivery was made in June and you would like one returned to you, please make this request in conjunction with your

return/pick up request.

Please be advised that if at any time in the future you (or any future resident of your address) request a re-delivery of a trash and/or recycling toter, the unit owner will be charged a fee of \$75 per toter. Please also note that the original intention of using the larger bins was to reduce the amount of blowing trash/recycling in the community due to torn plastic bags or uncovered containers. All residents must abide by Resolution No. 2009-03 Trash, Recycling, and Refuse Policy (view and download complete document at www.carisbrookehoa.com).

Trash and recycle receptacles must be stored out of sight unless it's a pick up day. Remember to label your toters with your address (use stickers not spray paint). As always, there will be a replacement fee charged by ADS for any toters or containers that are lost or stolen. ☺

STORM DRAIN IS NOT A SKATE PARK



The storm drain system behind Kings Crossing Terrace is unfortunately still being used as a skate park. The area was also vandalized with graffiti over the summer. This type of activity is not tolerated. Parents, please talk to your children about this important subject. The Association will not be liable for any accidents or injuries resulting from these prohibited acts. Instances of misuse will be reported to the Loudoun County Sheriff's Office. ☺

BILLING QUESTIONS?

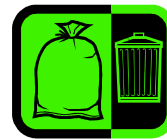


If you have questions concerning HOA dues, address and/or name changes, or billing issues, please contact the PMP Corporate Office at 1-800-336-8009 ext. 1004 for Sara Droneburg.

To sign up for your monthly HOA dues to be paid by auto debit from your checking account each month, please download a Direct Debit Authorization form (www.pmpbiz.com) and click on Association Management) and return to PMP. When you sign up for Automatic Bank Draft, PMP will automatically withdraw your monthly payment from your checking or savings account. Auto-debit allows you to make your scheduled monthly payments on time, with less hassle.

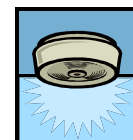
Mail your completed authorization form to: PMP at 92 Thomas Johnson Drive, Suite 170, Frederick, MD 21702. Please be sure to attach a voided check or deposit slip that corresponds to the account in which you would like debited. Your monthly dues amount will be automatically debited from your account on the 5th business day of each month. ☺

TRASH REMINDERS



Please remember that trash shall not be kept, stored or allowed to accumulate on any Lot. Containers containing the same may be placed in the open on any day on which a collection is to be made (and not prior thereto). Trash is collected by American Disposal Services on **Tuesdays and Fridays**. At all other times trash containers shall be stored so that they are not visible from elsewhere in the Community. Storage in front of or alongside garages or homes is inappropriate. Please put all household trash in a securely tied, heavy-duty trash bag and place it in a tightly covered trash can. Alternatively, if a covered trash can is not used, all household trash must be placed in a black heavy-duty plastic bag, at least 3.0 mil thickness, and securely tied. Trash bags that break or cans that spill over and deposit trash into the common areas creates an added trash removal expense to the community and the cost to pay for this service comes out of everyone's pocket. Please be mindful and secure your trash and only place it out for pick up on designated pick up days! ☺

SMOKE DETECTORS: HAVE YOU CHECKED YOURS LATELY?



Each year approximately 500,000 home fires occur in the U. S., resulting in 6,000 deaths and over 100,000 serious injuries. Most of these tragedies could be avoided if smoke detectors were maintained properly. The main problem is missing or dead batteries. As we go into the high fire season, when you change your clock, we want you to make another change, a change that could save your life.... the battery in your smoke detector. A working smoke detector alerts you and your family during the early stages of a fire while you have time to make a safe exit. So mark your calendars to change your smoke detector battery when you change the clock for daylight savings time. All smoke detectors need to be checked at least once a month, both electric and battery operated types. ☺

REMEMBER TO "FALL BACK" ON NOVEMBER 7TH



On Sunday, November 7, 2010 at 2 a.m., Daylight Saving Time ends in the United States.

SCHOOL IN SESSION



Please drive safely through our neighborhood! Remember to stop safely behind school buses picking up children in our neighborhood. Passing a school bus with flashing lights is unlawful and can lead to a senseless tragedy.

Observe the community speed limit of nine (9) miles per hour (view Policy Resolution No. 2007-01 at www.carisbrookehoa.com). Take extra caution around corners and near bus stops. ☺

SELLING YOUR HOME? YOU NEED TO PURCHASE A POA DISCLOSURE PACKAGE



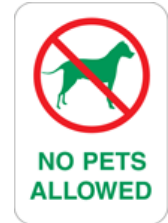
The Virginia Property Owners Association (POA) Act requires the seller of any unit located within a Homeowners Association to obtain from the unit owners' association a resale certificate and documents and provide it to the contract purchaser. Did you know that the purchaser may cancel the contract (for any or no reason) within three days after receiving the resale certificate? That is why it is in the seller's best interest to order the resale certificate and documents and deliver it to the potential purchaser as soon as a contract is signed. The right to receive the resale certificate and the right to cancel the contract are waived conclusively if not exercised before settlement.

The cost of resale certificate and documents ranges from \$200-\$275 depending on the type of medium ordered (hard copy or electronic version) and the requested delivery time (14 days for regular processing,

7 days for expedited orders). To order a resale certificate and documents, go to www.pmpbiz.com and click on Association Forms. ☺

UPCOMING TENNIS COURT RENOVATION

Carisbrooke HOA has entered an agreement with Bishops Tennis for resurfacing the tennis courts. The work will be done in the spring 2011.



You may have noticed that the above two signs have been posted on the tennis court gate. The tennis courts are not to be used for anything but playing tennis! Skateboards, bicycles, rollerblades, scooters, and pets are prohibited on the tennis courts at all times.

The total cost of renovating the tennis courts will be \$59,730. Any abuse or misuse of the courts will result in a void in the manufacturer and contractor warranties. We appreciate everyone's cooperation in helping to preserve and extend the useful life of the community's assets. ☺

2010 ANNUAL MEETING



Thank you to all Association members for your attendance and assistance in obtaining quorum for the 2010 Carisbrooke Homeowners Association Annual Meeting. The meeting was held on Thursday, October 21, 2010 at the community clubhouse.

Congratulations to Michael Schimmel and Michael Simmons who were elected by acclamation to serve on the Board of Directors for 3 year terms.

In October, Architectural Review Committee member Francis Fedor resigned from his position. In November, ARC member Jeremy Wilcox will also step down from his position due to relocation. The Board and PMP greatly appreciate their time and interest in the community. At the 2010 Annual Meeting, Bill Hatchett and Jordan Greene graciously volunteered to fill their shoes as ARC members. Thank you to all for your time and support! ☺