



Carisbrooke

Homeowners Association

www.carisbrookehoa.com

Winter 2015

2016 BUDGET APPROVED

The 2016 HOA budget was approved by the Carisbrooke Board of Directors at the November 19, 2015 Board meeting. In accordance with the Governing Documents of the Association, the Board set the 2016 assessments at \$118.57 per unit/per month for single family detached homes and \$126.60 per unit/per month for townhomes. A copy of the approved budget is being mailed to all homeowners with this newsletter and can also be downloaded online at www.carisbrookehoa.com.

For Carisbrooke members who do not pay their assessments by recurring ACH/Direct Debit through PMP each month, new payment coupons will be printed and mailed in December. To sign up for your monthly HOA dues to be paid by ACH/Direct Debit from your checking account each month, please download a Direct Debit Authorization form (www.pmpbiz.com and click on Association Management). 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 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.

On behalf of the Carisbrooke Homeowners Association Board of Directors and the PMP staff, we wish each of you a healthy, safe and joyous holiday season. ❄️

BOARD OF DIRECTORS

President – Aaron Dudek
Vice President – Michael Schimmel
Secretary – Michael Simmons
Treasurer – Jordan Greene
Member at Large – Kim McComas

Third Thursday of each month at 7:00pm at the clubhouse (Next BOD meeting 1/21/16). The Board does not meet in August and December.

ARCHITECTURAL REVIEW COMMITTEE (ARC)

Mark Long
JoAnn Pettinato
(Open Position) ← Need Volunteers
Second Tuesday of each month at 7pm at the clubhouse

MANAGEMENT INFORMATION

PMP, Inc.
Jen Ann Santiago, CMCA®, AMS®, Community
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ANNUAL MEETING RESULTS

The Carisbrooke HOA Annual Meeting was held on October 15, 2015. Kim McComas was re-elected to the Board of Directors by acclamation. We are glad to have her back on the Board. Thank you to the members who attended the meeting and turned in proxies! ✨



NEW RESIDENTS!

There are some new residents in our community. We welcome everyone. If you are new to living in a planned community, please take a few minutes to become familiar with the rules of the Association. They are in place to protect you, your children, your guests and the property values.

Virginia law requires the person that sold you your home provide you, the purchaser, a copy of the governing documents for the Association. If the person you purchased your home from did not do so and you need a copy, please contact them, their selling agent, or PMP to obtain a copy. If you rent your Carisbrooke home, please provide a copy of the community rules to your tenant(s), as well as a copy of this newsletter. ✨



COMMUNITY WEBSITE

The new website is up and running! Please make sure to

go to the website and sign up for a log-in so you can get access to lots of important information! We post things such as meeting schedules, postponements, contractor work and community events. You are also able to find soft copies of the governing documents that you are able to refer to whenever you like. Please make sure to sign up for the email notifications, as we will be sending important information through the website.

WWW.CARISBROOKEHOA.COM ✨



VOLUNTEERS

We are currently seeking volunteers for the community. We need more members for the ARC, three members for a social events committee, two more members for a landscape committee and three members for a pool committee.

The Architectural Review Committee meets once a month for 30 minutes to an hour to review applications from owners for changes to their unit. They also oversee the inspections by management and preside over all hearings, extension requests and appeals. The ARC is crucial to maintaining a standard appearance for the community and ensuring that homeowners abide by the guidelines.

A social committee would organize events such as a community yard sale, holiday events, and neighborhood clean-up day. It is important for the community, which is already separated into sections, to join together and really have a sense of neighboring. This committee could meet once a quarter or once a month. If we are able to create this committee then they would be able to set a meeting schedule.

The landscape committee would meet once a month for about 30 minutes or an hour to discuss the current condition of the landscaping, work with the landscape contractor for current and future planning of enhancements and maintenance.

The pool committee would meet once a month for about thirty minutes to an hour to discuss the pool needs for the

current and upcoming seasons. They would provide recommendations to the board based for repairs/maintenance and enhancements.

If you are interested in joining any committee please contact Jen Ann Santiago, the community manager, at jenann.santiago@pmpbiz.com. ❄️



LET IT SNOW, LET IT SNOW!

Below please find some reminders regarding snow removal in Carisbrooke:



TRASH AND RECYCLING REMINDERS

As we all enter the busy holiday season, American Disposal Services (ADS) would like to remind you of the upcoming collection schedule and inclement weather policies.

Yard debris collection ends the last week of December. If you have yard debris to be collected after this date, place your items curbside on your 2nd collection day (Friday) until the yard debris season resumes the 1st week of March 2015. After the holiday season, Christmas trees will be collected on Fridays. We ask that all tinsel and decorations are removed. Please do not place trees in plastic bags.

Safety in your community is ADS's 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.

We thank you for the opportunity to serve you and your community. If you have any questions, please call our customer service department at 1-703-368-0500, Monday through Friday, from 8 AM to 4:30 PM. ❄️

- Please be considerate to your neighbors. If you have multiple cars please park your additional cars in the pool house parking lot to free the spaces by the townhouses so that everyone has a change to park near their unit.
- Open spaces are on a come first come serve basis. There is no "reserving" or claiming a spot by the use of objects like trash cans, chairs or cones.
- Public roads in the single-family home areas are plowed by VDOT. For questions or comments regarding snow plowing in the single family sections, please contact VDOT's road maintenance division in Leesburg at 703-737-2010.
- Streets in the townhome and clubhouse areas are plowed by a private contractor hired by the HOA. Carisbrooke's current snow removal contractor is Ricky Horseman Companies.
- During heavier snowfalls, making roads passable is the contractor's first priority. This does not mean that roads will be cleared from curb to curb.
- Homeowners and renters are responsible for clearing the sidewalks in front of their home.

Additional recommendations:

- Move your vehicles from the curb to garages and driveways when possible, so snow plows can clear the roads more effectively.
- Don't move snow from your property into the roads.
- Clear sidewalks adjacent or near your home.
- Clear snow away from mailboxes so the mail trucks can deliver mail. ❄️



ARCHITECTURAL CHANGES

Please remember that virtually any exterior modifications made to your home need to have prior written approval from the Covenants Committee. You must submit a properly completed application form to the managing agent in order for your application to be considered by the committee. Application forms are conveniently located on the Association website <http://www.carisbrookehoa.com/>. Please make sure that you have all the required documents before submitting your applications as they will not be reviewed if they are incomplete. ✨



The ARC is currently in the process of updating the current guidelines and rules. Please keep your eyes on the mail as they will be mailed to each owner. If you rent your unit, please provide your tenant(s) with a copy of the guidelines. If you are a tenant make sure that your owner provides you with a copy of the guidelines. Once they are finalized and approved we will also be posting them on the website for your convenience. ✨



MAINTENANCE STANDARDS

Compliance inspections are ongoing. We have a lot of units which have failed to comply with the notices they received. Over the years, inspections have been minimal and units have been deteriorating. When there are units in disrepair it decreases the property value for every owner. The ARC and Board of Directors are committed to bringing the community back to its original beauty. In order to achieve this task, the ARC has worked with management to inspect the units and issue compliance notices. Owners are required to comply with the notices received based on the Association's governing documents. The intent of the notices is not to target, single out, pick on or offend anyone. They are just a tool that is used to remind homeowners of the maintenance standards of the Association. When making repairs to the exterior of your unit, please make sure to check the guidelines before making any repairs. Just because you see something on another unit does not make it an acceptable repair. The owner may have done it without permission. If after reading the guidelines you are still unsure if you need an application, please contact the managing agent, Jen Ann Santiago, to confirm. She can be reached at jenann.santiago@pmpbiz.com. When planning projects, please make sure to plan ahead if you need approval. Please remember the ARC is a group of volunteers and only meets once a month. Applications that are not for emergencies will not be viewed outside of a meeting. What qualifies as an emergency? An emergency is considered something that must be addressed immediately to stop further property damage or where life or limb is in jeopardy. What is not considered an emergency?

Here are just a few examples: getting a sale price on an item or labor or because you want it done before a party or before you sell your unit. As a general maintenance standard all work should have a professional and cohesive look once the repair is completed. Being able to see the difference in sections of trim or paint after a repair is completed is not acceptable. Painting over wood without replacing or repairing damaged sections is not considered an acceptable repair. All wood that is damaged must be replaced/repaired and properly treated prior to painting.





ATTENTION PET OWNERS

The Carisbrooke Homeowners Association and Property Management People would like to remind you that pet waste is unsanitary and transmits disease. Please clean up after your pet! The bags are provided for owners to use. DO NOT leave your pet waste full bags on common area. You are welcome to use the bag and take it back to your unit and dispose of it there. We do not have a company that comes around and collects pet waste. ❄️

WATER HEATERS & SMOKE DETECTORS

Water heaters typically perform for approximately 10-12 years before they begin to fail. The Board of Directors highly recommends that owners inspect their water heaters regularly. If the water heater is original equipment or is approaching 10-years in age, consideration toward the purchase of a new water heater is highly recommended.

Most homeowners know that smoke detectors need new batteries every year. In fact, you should probably pick two days out of the year that are roughly six months apart and replace the batteries then. Pick January 1 and July 1, or your birthday and six months later, or the longest and shortest day of the year. How do you know when you need to replace the batteries in your smoke detector? Your smoke detector might start beeping – a sign that you need to replace the batteries – or, a green light will go off or turn red.

What some homeowners may NOT know is that smoke detectors themselves – the actual smoke detector units (even hard wired ones) – have a useful life of about 10 years (or less). The same is true for carbon monoxide and propane/gas detectors. Having said that, be sure to check your smoke and other

emergency detectors on a regular basis and replace as necessary. The unit should have a manufacture date listed on the back. If it was manufactured more than 10 years ago (or in some cases as recent as 5 years), replace it. So, if you are an original home owner and have never replaced your smoke detectors in your home, or if you recently purchased your home and you are unsure when the original detectors were installed or replaced, make it a point to check and replace them before too long. You will not want to take the chance of faulty equipment in the case of a true emergency. ❄️



Friendly Reminders

- Holiday ornaments and decorations must be removed within a period of fifteen (15) days after the holiday.
- Now that the election is over, all political signage should be removed.
- Recreation equipment such as bikes, wagons, toys, etc. should not be left on the front or side yards when not in use. The exterior of a building must be maintained in an attractive manner.
- Commercial vehicles are not permitted to be parked within the community.
- Trash cans should be stored out of sight unless on trash days. No trash or recycling containers shall be kept in the front or side yard, porch, or entryway.
- Never attempt to walk or skate on the pond when frozen! Parents, please reiterate this with your children. ❄️