



Annual Inspections

Annual Inspections will begin in March and last until November/December depending on the weather. Reminder letters will be sent to properties which require maintenance and/or appear to have unapproved or unacceptable exterior changes. We would appreciate everyone's understanding of why such inspections are necessary in a homeowner's association, and we ask for your prompt compliance with any issues that are brought to your attention.

Types of things that we will be looking for are as follows: trim that has peeling paint, rotten wood, pressure washing, missing or damaged roof shingles, and other standard maintenance items. Generally if you see peeling paint or wood exposed, it is time to paint. Secure your contractors early as they start to book up in March as other communities are also conducting their annual inspections.

Architectural changes that have not been approved by the Architectural Review Committee will require an application to be filed. Any new exterior modification or addition requires an application. We appreciate owners who submit their applications before making a change! If you receive a letter about a change, please fill out an application and return it with a copy of your property plat, a description of the change and a picture, diagram or drawing. The more information you provide the better!

Again, we appreciate your understanding of the importance of these annual inspections. The rules and regulations that you signed when you purchased your house were put in place to help you, your neighbors and the community as a whole prosper from your investment. We are all in this together! So, please do your part and help keep your property looking great!

If you should have any questions during this process please contact the PMP at 703-771-9355. Thank you in advance for your cooperation and understanding! ■

Billing Questions?

If you have questions concerning HOA dues, address or name changes, billing issues or would like to sign up for direct debit for HOA dues, please contact PMP's Finance Administrator, Christina Mamone, in the Maryland Corporate Office at 1-800-366-8009 ext. 1010. ■



BOARD OF DIRECTORS

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

Meeting dates: 3rd Thursday of each month
7:00 PM – Community Clubhouse

ARCHITECTURAL REVIEW COMMITTEE

Bob McComas – Chair
Sue Eroh
Jeremy Wilcox

Meeting dates: 2nd Tuesday of each month
7:00 PM – Community Clubhouse

MANAGEMENT INFORMATION

PMP, Inc.

741-K Miller Drive SE
Leesburg, Virginia 20175
Phone: (703) 771-9355
Fax: (703) 771-9366
www.pmpbiz.com

COMMUNITY MANAGER

Audra J. Wallace
audra.jw@pmpbiz.com

USEFUL INFORMATION

Police Non-Emergency: 703-771-1021
Loudoun County Sheriff's Office website:
www.co.loudoun.va.us/sheriff
Loudoun County Public Schools: 571-252-1000
Loudoun County Government: 703-777-0100
Loudoun County website: www.loudoun.gov
LCSA: 703-771-1095
Dominion Virginia Power: 1-888-667-3000

Help Make Your Community Better: Volunteer!

We want YOU! The Carisbrooke community is in need of volunteers to help with the Architectural Review Board, Pool, Communications (newsletter), Neighborhood Watch, and other committees. Tell us what your interests are and we will find a spot for you! Interested volunteers should e-mail audra.jw@pmpbiz.com or attend a BOD meeting to express their interest. Donate your expertise and time to help make a great community even better by getting involved! ■



Pool Opening

We are pleased to announce that the Carisbrooke pool will open on Saturday May 24, 2008. US Aquatics will manage the pool for your summer swimming enjoyment. The regular hours of pool operation will be 11 AM to 8 PM daily through Labor Day, except on school days when the hours will be 4 PM to 8 PM. Pool registration forms will be mailed to all owners by the end of March. ■

Please Report Problems

Please report any community street lamp outages to PMP by calling 703-771-9355 or send an e-mail to the Community Manager at audra.jw@pmpbiz.com. Likewise, please contact PMP with any other concerns or questions that you have about the community. The residents are the voice of the community and we need that input/feedback in order to make improvements or changes.

Notice from American Disposal Services

As a reminder, please be advised that removal of ferrous metals/white goods such as stoves, washers, dryers, hot water tanks and other bulky metallic items will need to be called into the office of American Disposal Services (ADS) 24 hours in advance for scheduling. Refrigerators, freezers and air conditioning units must have refrigerants removed and tagged by a certified technician before they are collected. There is an additional charge to the homeowner for removal of these items. Special pickups such as furniture, mattresses and other non-metallic household items are collected on the second pickup day of the week (Friday).

White goods are taken to a separate disposal site where they are recycled. Keep in mind recycling white goods is environmentally friendly. Recycling these items conserves energy, natural resources and reduces air and water pollution.

If you have any questions or would like to schedule a white good/appliance pickup, please contact ADS Customer Service Department at 703-368-0500 Monday through Friday from 8:00 AM to 4:30 PM. ■

Garage Sale

Some residents have expressed an interest in putting together a community-wide garage sale this spring. If you are interested in participating or would like to volunteer to spearhead this event, please e-mail the Community Manager at audra.jw@pmpbiz.com. ■

Trash and Fire Hydrants

Please DO NOT place trash cans or bags next to or around the fire hydrants! In the case of an emergency, the fire & rescue squads should not have to move garbage in order to access the fire hydrants. Garbage should be put in secure receptacles and then placed out at curbside in front of your home either very early in the morning on pick up days (Tuesdays & Fridays) or after dark the evening before. ■

Please Help to Sweep the Street

After all of the ice and snow events we experienced this winter, we are left with quite a bit of sand on the streets and sidewalks. Please, in your spare time, we ask that you take the time to sweep away any sand or debris that has been left on the streets and sidewalks near your house. Our neighborhood kids that will soon be out riding bikes after school will thank you! ■



Children at Play!

Please drive safely through our neighborhood. Spring will be here soon and children will be outside playing and enjoying the nice weather. Observe the community speed limit. Remember to stop behind school buses loading or unloading children. Be mindful of children playing, especially when going around corners where visibility is limited. Parents, please do not let your children play in the streets! ■



Security is Everyone's Business! If you see suspicious activities in our neighborhood, immediately contact the Loudoun County Sheriff's office at 703-777-1021.