

# CARISBROOKE

## Homeowner's Association

Fall 2009

### BOARD OF DIRECTORS

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

Meeting dates and times are posted on the community website:  
[www.carisbrookehoa.com](http://www.carisbrookehoa.com)

### ARCHITECTURAL REVIEW COMMITTEE

**Bob McComas** – Chair  
**Jeremy Wilcox**  
**Chandra Walters**

Meeting dates: 2<sup>nd</sup> Tuesday of each month  
7 PM – Carisbrooke clubhouse

### MANAGEMENT INFORMATION

**PMP, Inc.**  
101 Blue Seal Drive, Suite 100  
Leesburg, Virginia 20175  
Phone: (703) 771-9355  
Fax: (703) 771-9366  
[www.pmpbiz.com](http://www.pmpbiz.com)

### COMMUNITY MANAGER

Audra J. Wallace, CMCA®  
[audra.jw@pmpbiz.com](mailto:audra.jw@pmpbiz.com)

### Reminder

Violations continue to increase in our community and are starting to negatively impact the appearance of our community. Residents need to take a look at their properties and do regular yard maintenance such as weeding, grass cutting and trimming trees, especially the ones that hang over sidewalks. Remember that trash cans and recycling containers must be stored out of view of the street or adjoining properties at all times, except on scheduled pickup days. ■



The Broad Run Band Members will be coming on Saturday, 11/7 for their Annual Tag Day. This is a major fundraiser for the band program, which is desperate need of new instruments. Your donations are greatly appreciated. Impromptu concerts will be held at neighborhood entrances and area stores.

### Carisbrooke HOA 2009 Annual Meeting



The Carisbrooke Homeowners Association 2009 Annual Meeting will be held on **Thursday, October 15, 2009**. The meeting will be held at the Carisbrooke clubhouse located at 21691 Knolls Hill Square. **Registration will commence at 6:45 PM and the meeting will begin at 7:00 PM.**

The purpose of this meeting shall be to elect one (1) person to the Board of Directors for a three (3) year term and take such actions as may be necessary to officially conduct the business of the Association.

The By-Laws for Carisbrooke require 10% of owners be represented in person or by proxy (or 25 lot owners) to achieve quorum. If quorum is not obtained, the meeting will be adjourned without notice until a quorum is present. Therefore, if you cannot attend or are unsure if you can attend, please mail in a proxy to help us achieve quorum.

Please plan to attend this very important meeting as topics of discussion will include:

- Steatite tot lot – should it stay or should it go?
- 2010 annual budget
- Landscape maintenance plan
- Covenant violations and revised enforcement guidelines
- Revised assessment collections policy
- Other topics of homeowner concern

Please contact Property Management People, Inc. at (703) 771-9355 if you have any questions about the annual meeting process or if you are interested in volunteering on a Board/committee. ■

## Paying Your Assessments

**Homeowner assessments will not be accepted at the Leesburg satellite office.** Property Management People offers 4 ways to pay your assessments:

### 1) ACH (RECURRING AUTOMATIC DEBIT)

Your assessment will automatically be debited from your checking account on the 5th business day of each month that an assessment is due. This option automatically renews itself each year at the new assessment amount. If you wish to use this service, please request an authorization form (call 1-800-336-8009 x1010) and mail the completed form and a canceled check to Property Management People, 92 Thomas Johnson Dr, Suite 170, Frederick, MD 21702.

### 2) ONLINE PAYMENT SERVICE BY CHECK OR CREDIT CARD (ONE TIME AND RECURRING OPTIONS ARE AVAILABLE)

You may pay:

- a. By "E-Check" (a self-initiated, one time or recurring debit from your checking account) at no cost to you.
- b. By MasterCard, American Express or Discover (this can be a one time or recurring payment option). There is a fee to use this option.
- c. Begin by going to [www.smartstreet.com](http://www.smartstreet.com) and select "pay assessments," choose either one-time assessment for credit card or e-Check, or login to Recurring Assessment Payment.
- d. Recurring Assessment Payment option logins can be obtained by clicking on "Register" and completing the form. This process will expire every 12 months; you will need to re-register and submit for your payment to continue.

Be sure you select the correct homeowner's association and follow the instructions on the screen.

### 3) LOCKBOX SERVICE

Mail your check and coupon to the PO box listed on the coupon (P.O. Box 105007, Atlanta, GA 30348).

**4) DROP OFF** your payment at the PMP Frederick Office at 92 Thomas Johnson Drive, Suite 170, Frederick, MD. **Homeowner assessments will not be accepted at the Leesburg satellite office.**

Be sure and make the check payable to your homeowner's association and include your homeowner account number on the check.

If you have any questions about making assessment payments, please contact Property Management People at 1-800-336-8009 x1010. ■

## Are You A Lazy Neighbor?

Written by: Michael Schimmel, Board Vice President



As you drive around neighborhoods at night in this state and look at the houses, all you see are closed curtains. You rarely see people sitting out on their porches nor do you see them talking to other neighbors. We have lived here for over three years and the amount of hellos and neighborly conversations can be counted on two hands. Why do we not say hello, smile. Ask yourself, do you know the neighbors names? Not just the next door neighbor but the one two doors down and across the street or are you too lazy to know?

Since when has it become objectionable behavior to have pride in home ownership and being neat and clean? Most people take showers and wash their hands, so why don't they keep their property neat and clean? I have never seen so many expensive homes built next to trash-laden properties.

With all the closed doors and curtains and no one knowing their neighbors, it is a paradise for the vandal. No one sees the vandal steal yard lights, trash containers, vehicles and even children, nor, it seems, do they care.

Whatever happened to neighbors watching out for neighbors? The old statement of "don't rock the boat" seems to be the standing order of the day. Who cares whether strangers roam our neighborhood? It's not my concern.

So I guess it is OK to steal from your neighbors, pile trash and junk on your property, have obnoxious dogs and be ignorant to the presence of strangers that vandalize your neighbors! It's our First and Second Amendment Rights to be ignorant, to vandalize and shoot people that object to our obnoxious behavior, right? I think not.

It is our duty to be good neighbors and to watch out for each other at all times. It is about time we practice the so-called level of intelligence we think we have. Do we really need web sites like YOURLAWNSUCKS.com to let our neighbors know that the yard needs some tender love and care? We all bought or are living in a house that requires some work and effort on the outside. Cut your grass weekly, pluck the weeds, put your children's toys inside or in the back yard, and put your trash out on trash days only!! **Please do not be that lazy neighbor!** ■

## Volunteer s Needed



Committees are an important part of our association operations, help keep our community vibrant; and, by augmenting paid staff, they save the association thousands of dollars each year.

However, to be successful, our association needs to cultivate fresh ideas and encourage additional resident involvement in our committees; so, we'd like your help on one of our committees.

Committees give the Board a way to gather information, offer new ideas and opinions and provide a training ground for future Board members. All committees are advisory to the Board unless given specific decision-making authority by the Board or CC&Rs.

The Board provides each committee with a job description, goal and mission statement to help it succeed as a community resource. Our association has three types of committees:

- **Administrative committees**, like our Architectural Review Committee, are set out in our association's bylaws and CC&Rs. They are ongoing, permanent and often have clearly defined power and authority.
- **Standing committees**, such as finance or grounds committees, are established by the Board for an ongoing and specific purpose. These committees generally make recommendations to and act under the supervision of the Board.

- **Ad-hoc committees**, such as a community picnic or yard sale committee, are established by the Board as needed for specific projects and tasks. When the task is complete, the committee is disbanded.

We would be thrilled to talk to you about our committees and how you might be able to help. Contact any member of the Board or call the manager at (703) 771-9355 for more information.

**Currently, we are looking for Architectural Review Committee Members for just a 30-60 minute commitment per month!** *We also would like a coordinator for "Pix by the Pond," –a quarterly family or teen movie night (do you have a projector to share? We have the PA system and screen!)* **Also looking for a coordinator for bike parades and children's events.** ■

## Complaint Department



Complaints...we all have them once in awhile. Since most of us can acknowledge that life is not always perfect, even in Carisbrooke, we'd like to provide you with a few "profound rules" for filing complaints when it comes to Association issues. While we love to hear from residents, complaints should be made in writing via fax, email, or postal service mail. Please note it is important that you provide your name, address, phone number and/or email address when filing a complaint, as without them we will be unable to provide feedback or request further information. Anonymous complaints will not be addressed; nevertheless, confidentiality will be protected to the fullest extent allowed by law.

The HOA will pursue all valid complaints, and will enforce the covenants of the Association fairly and equally. Whenever possible, we encourage neighbors to discuss problems that may occur amongst themselves, and use the Association's enforcement procedures as a last resort. And when some situations may call for some understanding and patience, remember that you may need the understanding of your neighbors at some point as well. ■

## Fall/ Winter Checklist



In the late fall nobody wants to be doing chores around the house. It's time to snuggle in by the fire and stay out of the cold. But...there are a few items that should really be taken care of before the weather gets too cold and brutal.

### Indoors:

- Change furnace filters
- **Change all smoke detector batteries!**
- Clean and turn on humidifier
- Wash windows
- Have chimney and flue cleaned
- Have furnace professionally checked, cleaned, and tested
- Turn off and drain garden hose spigots inside
- Check weather stripping around doors and windows (replace as needed)
- Have furniture and carpets cleaned to help cut down indoor pollution

### Outdoors:

- Put away patio furniture
- Drain and store garden hoses
- Check around doors and windows for gaps, caulk as needed
- Wash windows
- Put up storm windows
- Put away or cover grill (make sure gas is turned off)
- Clean gutters and downspouts (important to keep ice build-ups minimal)
- Trim trees and shrubs away from house
- Seal driveway

### Garage:

- Winterize lawn equipment
- Seal concrete floor to keep salt damage minimal
- Set rodent traps if you have an attached garage
- Get snow blower running and ready

### Yard:

- Apply winter fertilizer to lawn
- Mow lawn for last time to keep matting of grass to a minimum
- Rake leaves

### Garden:

- Remove dead plants
- Cover perennial plants with a thick layer of mulch
- Wrap or protect shrubs from winter winds
- Turn soil for next year
- Harvest late crops before first heavy freeze

## HOA Expenditures

Wondering what your monthly HOA assessment dues paid for this year? Here is a short list of some of the improvements made in Carisbrooke in 2009.

- Main and wading pools white-coated and re-tiled
- Asphalt trails overlaid
- Dead trees removed and bare areas seeded
- Improvements to signage in townhome section
- Townhome light poles painted
- Entrance landscaping on Trask Place
- Seeding and powerseeding to portions of common area

The HOA also experienced some unexpected expenses this year. Repair to the clubhouse entrance was necessary due to vandalism in the early summer. One of the pool chlorinators as well as one pool pump needed immediate replacement. The second pump will need to be replaced prior to the opening of the pool next year. ■

## Coming Soon to an HOA Near You.....

Below is a list of planned policy changes that are currently under review by the Carisbrooke Board of Directors. A copy of all policy resolutions will be mailed to all owners of record once approved by the Board. If interested in learning more, please attend a Board of Directors meeting.

1. **Covenant violation enforcement procedures** – to address major and minor violations, *repeat violations*, and hearing processes
2. **New collections policy** – to address collection of assessments procedures
3. **Trash and recycling policy** – to address types of trash receptacles and when/where to place your trash for pickup

## Parking



Recently some vehicles within the townhome sections of Carisbrooke were ticketed with a warning by the Loudoun County Sheriff's Office. The reason is because the vehicles were blocking the entrance to a driveway or access to a sidewalk. It is against the Loudoun County Ordinance to park in such a manner, *even if you are blocking your own driveway*. The Sheriff's Office has been given

permission to enter on Carisbrooke property and enforce all Loudoun County laws. While we realize parking is limited, please be advised that if you choose to park in this manner, you are doing so at your own risk. ■

### **Storm Drain System Not a Skate Park**

It has come to our attention that children and/or young adults are using the storm drain system behind Kings Crossing Terrace as a skate park. This type of activity will not be tolerated. Parents, please talk to your children about this important subject. Instances of misuse will be reported to the Loudoun County Sheriff's Office. ■



### **Attention Dog Owners**

It is very evident when strolling around the community that some pet owners are STILL not picking up after their dog. It is becoming such a big problem that residents are not able to enjoy our open space and tot lots. Also some pet owners are allowing their dogs to defecate on other residents lots! *How inconsiderate is that?!*

The HOA provides several pet waste stations with bags throughout the community – this is at a cost to the HOA. However, many dog owners are still not using the bags to clean up after their dogs.

The proper disposal of pet waste is a Loudoun County Law. When a pet defecates within the boundaries of Loudoun County, it is the owner's responsibility to clean up the solid waste immediately. A person who violates the Loudoun County Animal Ordinance is guilty of a Class 4 misdemeanor and could be fined up to \$250.00 for each offense.

Not only does it not look or smell nice, but how would you like your child to walk or roll in dog feces? Additionally, dog feces left on the ground, especially near street and sidewalks, gets washed into storm drains and drainage ditches which flow to your local waterway....without being treated! Bacteria, parasites, and viruses found in pet waste can be harmful to water quality and human health.

If none of these points cause you concern, how about **canine parvovirus** being a highly contagious and serious disease caused by a virus that attacks the gastrointestinal tract? Dogs usually become infected when they ingest the virus that is passed in the feces of an infected dog. Canine parvovirus is resistant to changes in environmental conditions and can survive for long periods of time. So, not only can this disease negatively affect your wallet, but it also can cause serious illness or even death to your beloved dog.

It may not be the ideal task, but along with accepting the responsibility to feed and house a dog comes the responsibility of its hygiene. Cleaning up pet waste is good for your health, your dog's health, and the environment!

If a resident is seen not picking up after their pet, please report them directly to the county Animal Care & Control Department (703-777-0406) or the Sheriff's Office using the non-emergency line (703-771-1021).

It should be noted that the vast majority of dog owners do pick up after their dogs; it is just the inconsiderate few that do not. The Association sincerely commends and appreciates those people who consistently clean up after their pets. A big thank you goes out to Mr. and Mrs. Buona who replenish the supply of "Mutt Mitts" on a volunteer basis.

Let's all make an effort to keep our community safe and enjoyable. Thank you for your cooperation. ■

### **Records Update**

The Association is requesting updated contact information for all homeowners and residents of the community. Even if you think we already have the most up to date information, please complete the enclosed form and return it to PMP via fax (703-771-9366), email ([audra.jw@pmpbiz.com](mailto:audra.jw@pmpbiz.com)), or mail. Why are we requesting your vehicle make, model, color, and tag #? Although the HOA is not required to call you if your vehicle is improperly parked on Carisbrooke's private property and subject to towing, we would like to attempt to contact you in such event. ■

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Owner Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Is your property leased? (Circle one) YES or NO

If yes, Tenant Name(s): \_\_\_\_\_

Tenant Contact Info: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Check here if same as above

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail Address(es): \_\_\_\_\_

Vehicle Information: \_\_\_\_\_

please provide make, model, color, and tag # for all vehicles

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

*In the future, if you need to make changes to your contact information, please submit the changes to PMP **in writing** (fax, email, mail). Verbal requests to change contact information on an account cannot be granted.*

Please return this form as soon as possible via fax (703-771-9366), e-mail ([audra.jw@pmpbiz.com](mailto:audra.jw@pmpbiz.com)) or mail (Property Management People, 101 Blue Seal Drive, Suite 100, Leesburg, VA 20175).