



Carisbrooke

Homeowners Association

www.carisbrookehoa.com

Winter 2013

2014 Budget Approved

The 2014 HOA budget was approved by the Carisbrooke Board of Directors at the November 21, 2013 Board meeting. In accordance with the Governing Documents of the Association, the Board set the 2014 assessments at \$100.74 per unit/per month for single family detached homes and \$107.56 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 – Kim McComas
Member at Large – Carol Joseph

Third Thursday of each month at 7:00pm at the clubhouse (Next BOD meeting 1/16/14)

ARCHITECTURAL REVIEW COMMITTEE (ARC)

Bill Hatchett
Jordan Greene
(Open Position) ← Need Volunteers
Second Tuesday of each month at 7pm at the clubhouse

MANAGEMENT INFORMATION

PMP, Inc.
Maria Serrano, Community Manager
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Leesburg, Virginia 20175
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www.pmpbiz.com
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It's easy to join our mailing list!

Just send your email address by text message:

Text
CARISBROOKEHOA
to **22828** to get started.



Message and data rates may apply.

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 on December 27th. 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 2014. 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. ❄️

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! ❄️



Per the Policy Resolution Number 2007-01 Vehicle Parking Policy:

*“All motor vehicles shall not exceed the speed limit of **nine (9) miles per hour** while operating in Common Areas.”*

Welcome to our new Community Manager!



Maria Serrano is the new Community Manager for Tavistock Farms. She has managed communities in NOVA for the past eight years, holds an active VA Real Estate Sales License, and has RE experience in multi-family housing, condominiums, and HOA's. Prior to working in property management, Maria attended USNA earning her BS in Economics and a minor in Spanish. After military service, she was employed by BAH and EDS. She currently resides in Harpers Ferry, WV, with her husband Jason, and their three dogs, Roscoe, Layla, and Lulu. She can be contacted at maria.serrano@pmpbiz.com or by phone at 703/771-9355. ❄️

Odd Job Directory



We welcome any youngsters or teens interested in offering lawn mowing, dog walking, pet sitting, or babysitting services to place their names and contact information in the Carisbrooke HOA newsletter (with parent's permission). E-mail maria.serrano@pmpbiz.com if interested. ❄️

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. ❄️

Walking at Night

Now that it is getting dark earlier, we want to encourage all pedestrians to do what they need to do to be seen by oncoming vehicles: wear reflective clothing, carry a flashlight, cross in a well-lit area. JUST BECAUSE YOU SEE THEM, DOESN'T MEAN THEY SEE YOU! ❄️

Let it Snow, Let it Snow!



Below please find some reminders regarding snow removal in Carisbrooke:

- 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. ❄️

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. ❄️

Crime Prevention Tips



Don't be a victim – take simple measures to help ensure the safety of your belongings. Members of the Loudoun County Sheriff's Office Crime Prevention Unit are encouraging residents to lock all outside doors and windows before you go to bed or leave the house and utilize your security alarm (if applicable). Residents are also asked to keep their

garage door closed and locked and lock vehicles parked inside and outside of garages. Residents are also encouraged to remove all items of value from the vehicle such as GPS units, cell phones, MP3 players and wallets.

As always, if you see suspicious activities in our neighborhood, immediately contact the Loudoun County Sheriff's office at 703-777-1021. ❄️

Events Around the Area

- **Loudoun Symphony Orchestra:** The whole family can enjoy this holiday season with the Loudoun Symphony Orchestra as they celebrate the holidays with their annual "Holiday Concert." The performance is December 7th, 7:30 p.m. held in *The Concert Hall at The Virginia Academy/Community Church* located on the eastbound side of Route 7, across from the Inova Hospital. The 50 person orchestra will perform a variety of selections from Bach and Tchaikovsky as well as Silvestri's *Polar Express*, Nelson/Rollins' *Frosty the Snowman*, Anderson's *Sleigh Ride*, and much more. To view concert details and to purchase tickets for this production, please visit www.loudounsymphony.org.
- **One Loudoun Holiday Tree Lighting:** The first holiday tree lighting ceremony at Loudoun County's newest retail community, Downtown One Loudoun, is expected to attract hundreds of community residents to a traditional holiday celebration with a modern twist. The event will be held on Saturday, December 7 from 5:00– 8:00 pm and is free to the public. There will be a variety of food and beverage samplings made available by the Downtown One Loudoun merchants, along with kids' photos with the Loudoun Hounds mascot, Fetch, free holiday photos for families and friends, and children's crafts and entertainment. For more information please visit One Loudoun's www.oneloudoun.com. ❄️