

# CARISBROOKE

## Homeowners Association

*Community Newsletter 2020 Fall/Winter*



### 2020 Annual Meeting Recap

Thank you to all who sent in proxies and those who were able to attend virtually, quorum was achieved and the 2020 Annual meeting of Carisbrooke Members was held on Thursday, October 15<sup>th</sup>, 2020.

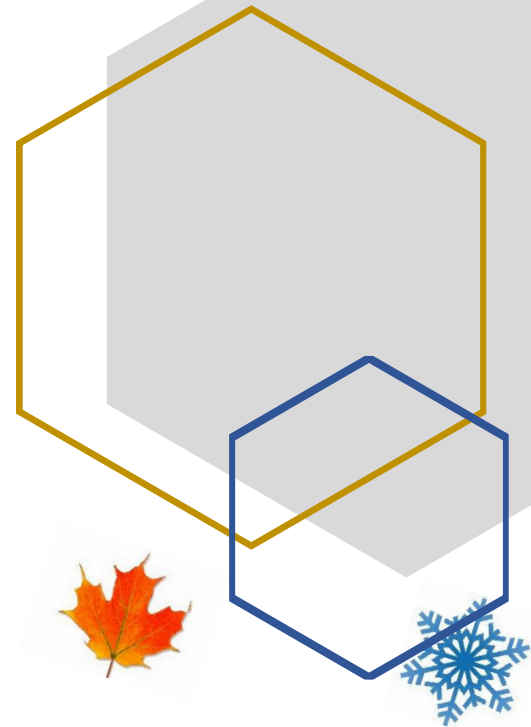
The 2019 Annual Meeting minutes were approved and are now posted on the Carisbrooke website.

#### Meeting Highlights:

- The BOD is soliciting proposals for removing 69 dead or dying trees in the neighborhood.
- The BOD approved a proposal to repave the upper basketball court and will reopen that court once the repaving is completed. Stay tuned for more info on when Dominion Paving is scheduled to perform that work.
- The BOD approved the proposal to replace both walking bridges that cross Beaverdam Run. This work is tentatively expected to begin in January.
- Congratulations to Mark Long & Carol Joseph for being re-elected to serve 3-year terms on the Board.

For any community concerns, please contact our new Community Manager, Kelly Bernard. Kelly joined our community early August 2020.

Kelly Bernard  
Community Manager  
Leesburg, Virginia 20176  
[kelly.bernard@pmpbiz.com](mailto:kelly.bernard@pmpbiz.com)  
703-771-9355



### CARISBROOKE HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS

Mark Long, President  
Kim McComas, Vice President  
Carol Joseph, Treasurer  
Bill Hatchett, Secretary  
Umar Malik, Director

Meetings: 3rd Thursday of the month  
7 PM –Virtually

ARCHITECTURAL COMMITTEE  
Meetings: 2nd Tuesday of the month  
7 PM-Virtually

MANAGEMENT INFORMATION  
Kelly Bernard  
Community Manager  
Property Management People, Inc.  
(PMP)  
552 Fort Evans Road, Suite 202  
Leesburg, Virginia 20176  
[kelly.bernard@pmpbiz.com](mailto:kelly.bernard@pmpbiz.com)  
703-771-9355

**The 2021  
Operating Budget  
was approved on  
11.19.2020**



## Important Phone Numbers

**Loudoun Co. Sheriff  
Non-Emergency**  
703-771-4500

**Animal Services**  
703-777-0406

**Trash/Recycling**  
American Disposal  
703-932-7834

**Loudoun County**  
[www.loudoun.gov](http://www.loudoun.gov)  
703-777-2420

**Fire & Rescue  
Non-Emergency**  
703-777-0637

Enjoy the cooler weather &  
Remember...



## Winter Preparation Steps for Your Home

*Staying inside is no guarantee of safety. Take these steps to keep your home safe and warm during the winter months.*

- Winterize your home.
  - Install weather stripping, insulation, and storm windows.
  - Insulate water lines that run along exterior walls.
  - Clean out gutters and repair roof leaks.
- Check your heating systems.
  - Have your heating system serviced professionally to make sure it is clean, working properly, and ventilated to the outside.
  - Inspect and clean fireplaces and chimneys.
  - If you do not have a working smoke detector, install one. Test batteries monthly and replace them twice a year.
  - Have a safe alternate heating source and alternate fuels available.
  - Prevent carbon monoxide (CO) emergencies.
    - Install a CO detector to alert you of the presence of the deadly, odorless, colorless gas. Check batteries when you change your clocks in the fall and spring.
    - Learn symptoms of CO poisoning: headache, dizziness, weakness, upset stomach, vomiting, chest pain, and confusion.

## Don't Forget to Prepare Your Car for Winter

Get your car ready for cold weather use before winter arrives.

- Service the radiator and maintain antifreeze level.
- Check tire tread or, if necessary, replace tires with all-weather or snow tires.
- Keep gas tank full to avoid ice in the tank and fuel lines.
- Use a wintertime formula in your windshield washer.
- Prepare a winter emergency kit to keep in your car in case you become stranded. The kit should include:
  - cell phone, portable charger, and extra batteries;
  - blankets;
  - food and water;
  - booster cables, flares, tire pump, and a bag of sand or cat litter (for traction);
  - compass and maps;
  - flashlight, battery-powered radio, and extra batteries;
  - first-aid kit; and
  - plastic bags (for sanitation).

**Battlefield Towing will provide the following 24/7 courtesy services to Carisbrooke residents, free of charge, while parked in the community.**

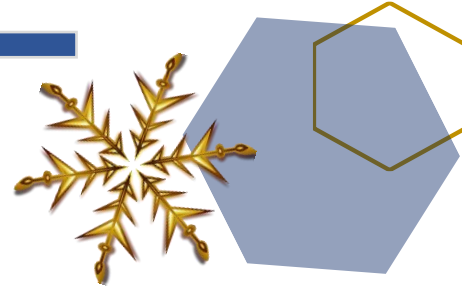
**Lockouts**

**Jumpstarts**

**Tire Changes**



## 2021 Approved Operating Budget



Dear Carisbrooke Homeowners:

Season's Greetings!

After careful review of the past year's expenses and to ensure sufficient funds to support operations to successfully maintain the Carisbrooke community in the upcoming year, on November 19<sup>th</sup>, 2020, the Board of Directors approved the fiscal year 2021 operating budget.

The 2021 assessments will remain unchanged and are as follows (per unit per month):

**\$120.35 - single family homes**

**\$128.50 - townhomes**

A copy of the **2021** Approved Operating Budget will be mail out. Payment coupons have been ordered and will be sent to homeowners that use them.

If you are enrolled in PMP's Direct Debit payment program you will not receive a coupon book and do not need to make any changes as the 2020 rate will be adjusted as of January 1st, 2021.

As always, if you have any questions, please feel free to contact PMP at (703) 771-9355, or email [Kelly.bernard@pmpbiz.com](mailto:Kelly.bernard@pmpbiz.com).

On Behalf of Carisbrooke HOA Board of Directors

### CAPITAL AND RESERVE BALANCE INFORMATION FOR DECEMBER 31, 2020

Projected Capital Reserve Balance as of December 31, 2020 based on Reserve Advisors 2020 Report:

**\$136,363**

Estimated Capital Reserve and Contingency Reserve Fund Balance as December 31, 2020

**\$173,325**

Projected Townhouse Reserve Balance as of December 31, 2020 in Study prepared by Reserve Advisors 2020 Report:

**\$128,966**

Estimated Townhouse Reserve AND Snow Contingency Reserve Fund Balance as December 31, 2020

**\$142,888**

**Note:** The Projected Reserve Fund balances at 12/31/20 may vary from Estimated Balance at 12/31/20, as certain components may have been replaced prior to the anticipated schedule, certain components may have exceeded their estimated useful life expectancy or actual reserve projects performed since the Study was conducted could have cost more or less than projected in the study.



## Holiday Schedule

### TRASH & RECYCLING

As we enter the busy Holiday season, we remind you of the upcoming collection schedule and inclement weather policies for American Disposal Services.

**Yard Debris:** During heavier leaf periods, American will exercise their 10 bag / 10 bundle rule, if needed. Grass clippings and leaves need to be placed in compostable yard waste bags. Personal cans may be used; HOWEVER, they need to be marked clearly as “YARD DEBRIS”. Tree limbs and brush must be no longer than 4-5 feet in length and 3 inches in diameter. These items must be tied with rope or twine in arm length bundles. American Disposal will collect a maximum of 10 bags of grass clippings and / or leaves, and 10 bundles of brush per pickup. Additional charges will apply if you would like to schedule an additional removal of these items. Please call American Disposal directly for pricing and to schedule a pick up 703-368-0500. Items that are bagged and bundled are not to exceed 50lbs. Concrete; rocks, mulch, sod and dirt are not accepted. Yard Debris will be collected on your second pick up day (Friday).

**Christmas Day & New Year’s Day:** Both fall on a Friday. Carisbrooke’s Tuesday pick-up day will not be affected. December 25/January NO Pick up; it will resume on the Tuesday pick up day.

**\*\*\*During holiday weeks, crews may come or later than normal.\*\*\***

**Christmas Tree Collection:** Christmas trees will be collected with your regular trash on FRIDAYS. They do ask that all tinsel and decorations be removed and that trees **not** be placed in plastic bags.

**Inclement Weather:** 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 day.



For more information visit [www.americandisposal.com](http://www.americandisposal.com)



From the  
Carisbrooke Board of Directors  
&  
Everyone here at  
Property Management People

*We wish you a very  
Happy Holiday Season  
&  
All the Best in the New Year!*

