

Dear Fair Woods Homeowner,

Congratulations on the purchase of your new home and Welcome to Fair Woods! As your Community Management Firm, we at Service First Management & Consulting, Inc. wish you well, and look forward to a successful and rewarding relationship with you and other members of your community.

Service First Management & Consulting, Inc. as Managing Agent for Fair Woods Homeowners Association is responsible for the collection of assessments, developing financial statements and budgets and advising the Board of Trustees in the financial and physical management of Association activities. We are pleased to serve in this capacity. The quality of life in your community depends entirely on the active participation of all members. The purpose of the Association, of which you automatically become a member, is to maintain the common elements, provide service to all residents and oversee Association operations. The Board is responsible for setting policy and overseeing the day-to-day operations for Fair Woods community.

In accordance with association documents, all owners are required to pay an annual assessment. These assessments are used to provide the services outlined in the attachments and are currently paid in monthly installments. However, you may pay assessments in advance, if you wish. Assessments are due on the FIRST day of each month and are assessed from the date of settlement.

It is your responsibility to pay the monthly assessment. If you sell your home, or do not plan to reside there, please notify Management so the records may be adjusted properly.

Should you relocate but not sell your home, please notify us of your new address. In case of any change, whether selling or leasing, we urge you to inform us at the earliest possible date prior to the change, to avoid missing important Association information.

You were given a set of governing documents (Declaration of Covenants, Conditions and Restrictions, By-Laws and Articles of Incorporation) prior to settlement. We urge you to read and become familiar with these documents as they will be adhered to strictly. These documents should be consulted before you begin any modifications to the exterior of your home. The Architectural Review Board (ARB), as outlined in the documents, must approve changes. In essence, these documents are the constitution for your community.

Should you have any questions, comments, or suggestions regarding services of the Fair Woods Community Association after reading the enclosures, please contact any representative of Service First Management & Consulting, Inc., at (703) 392-6006.

Sincerely,

**SFMC**

**FAIR WOODS HOMEOWNERS ASSOCIATION, INC.**

The assessment you pay to your Association provides services in the following areas:

#### Assessment Collection

Upon settlement on your home you are obligated to pay a monthly assessment which represents your share of common expenses for Fair Woods Homeowners Association, Inc. The assessment is due on the FIRST day of each month from the date of settlement.

The assessment should be prorated at settlement and collected as part of your settlement charges. The next month's fee may also be collected. Please note: Accounts not paid in full within thirty (30) days after the due date shall accrue a late charge in the amount of **\$15.00** or such other amounts that may be established by the Board of Trustees.

#### Communications

Periodic bulletins and/or newsletters from the Board will be forwarded to you to keep you informed of Association issues and activities. Should you be interested in working with a Committee, please call Service First Management & Consulting, Inc., at (703) 392-6006. Also, you may check the Fair Woods Web Site at [www.Fair Woods.com](http://www.Fair Woods.com) for Association information and updates.

#### Emergency Calls

After hours emergency calls should be directed to (800) 309-4709 for a prompt response. This number is for ***after hours and weekends ONLY*** in extreme emergencies for situations affecting **COMMON AREAS ONLY**. If the emergency affects only your home, i.e., no heat or a plumbing problem, you must arrange your own repairs.

#### Exterior Modification

***The Declaration of Covenants, Conditions and Restrictions require any exterior change to a home in your community be approved by the Architectural Review Board (ARB) prior to the start of such change.*** Examples of changes include, but are not limited to decks, fence extensions and enclosures, and extensive landscaping, painting and/or removal of existing structures.

Generally speaking, changes must be architecturally compatible with existing architecture of your community. Please read and become familiar with the Design Guidelines enclosed with this booklet, as these guidelines are very important. If you would like to submit an application to the ARB, it is important that your application is complete to avoid disposition by the Architectural Review Board. An application and instructions sheet is enclosed with this booklet, for your convenience. In most cases, concurrence of neighboring homeowners will be sought by the ARB.

### Grounds Maintenance

Full service grounds care will be provided on most common areas, and will generally include regular mowing, trimming, edging, insect control, mulching, fertilizing, seeding, and weeding common shrub beds, as needed.

***In many areas of the community there are no common water hook-ups, therefore the association encourages all residents to contribute to a healthy landscape by regularly watering common areas, as you water your own property. The cost of water will be minimal compared to either having tank truck deliver water during the summer months, or replacing dead nursery stock. Your assistance is greatly appreciated.***

Please be reminded your outside hose bibs must be winterized so you do not experience frozen or burst pipes. Information to accomplish this procedure should have been provided by your Builder.

### Maintenance Reporting

Common element maintenance matters should be referred to Service First Management & Consulting, Inc., at (703) 392-6006. Should you have a problem with your plumbing, electrical or other matters, you must call a service person. Please refer to warranty information provided by the Builder.

### Maintenance Responsibilities

Fair Woods Documents outline maintenance responsibilities of the Association and the individual lot owner. The homeowner is responsible for maintenance and repair of his home, including steps and sidewalks leading from the house to the common sidewalks.

Generally the association is responsible for maintenance and repair of common elements, including common grounds, common sidewalks, common fencing, parking lots and entrance signs, etc. Please review the legal documents to familiarize yourself with various maintenance items.

### Moving-In

When moving into your new home, please exercise caution regarding the grounds. Moving trucks or other vehicles should not be driven onto common grounds. Park your vehicle as close to your home as possible without driving on the grounds. Cartons and other moving materials you wish to dispose of must be broken down flat and may be left for regular trash pick-up.

### Parking

All members shall keep the parking spaces assigned to such Member in good order and repair, and shall keep such space(s) free of debris and excessive dirt, rocks and mud.

No campers, boats, recreational vehicles, vehicles upon which commercial lettering or equipment is visible, motorcycles, over-sized trucks or other large vehicles shall be parked on any portion of any Lot or the Common Area.

### Pets

No animals, livestock or poultry of any kind shall be raised, bred or kept or maintained on any Lot; however, except that dogs and cats or other household pets may be kept provided that they are not raised, bred or kept for any commercial purpose. Pet owners will be responsible for cleaning up the waste created by their pets in the Common Area. Owners shall be permitted to walk their pets within the Common Area only on a leash.

#### Restrictive Covenants

Association Documents outline initial restrictions regarding homes in your community. They also give authority to the Board of Trustees to establish, amend and enforce (within limitations) additional rules and regulations.

#### Snow Removal

Snow removal in the private streets and parking areas is the responsibility of the Association and is normally done when there is an accumulation of two or more inches of snow. Sanding and de-icing is done as necessary. Snow removal on sidewalks is not currently included in the assessment and owners are requested to clear main walks between their property lines. Snow removal and de-icing of your sidewalk is a homeowner responsibility. We suggest not using rock salt, table salt or any product containing sodium on your walks or drives, as this will harm concrete, turf and shrubbery.

#### Trash Removal

Household trash must be bundled securely in plastic bags or containers placed by the curb before 6:00 a.m., as collection will be made during the morning. Please do not use paper bags or leave loose trash in the common area. Leaf and grass clippings may be left at a maximum of four (4) bags per pick-up. Packing boxes may be left if broken down flat. American Disposal Services will provide trash removal services and they can be reached at 703-368-0500. Pick-up days are Mondays and Thursdays for regular trash and Thursdays for recycling. Special pickups (within reason) will be collected only on the 2<sup>nd</sup> pick-up day, by appointment only, at no additional charge to the resident as long as Fairfax County continues to accept at the landfill.

There will be trash service on holidays with the exception of Thanksgiving, Christmas and New Years Days. There will be no make up day following the holiday.

#### Warranties

Information concerning appliance warranties and where to call for service may be found in the warranty package provided to you by the Builder. Questions regarding other warranties in your home should be directed, in writing, in accordance with instructions previously provided by the Builder.