



3900 Jermantown Road, Suite 470, Fairfax Virginia 22030
Phone: (703)778-4480 Fax: 703-536-8105

June 14, 2021

Dear Fair Woods HOA Owner(s):

I am very pleased to inform you that effective July 1, 2021 your Board of Directors has selected Rosewood Management & Consulting Services LLC as your community's new management company. Rosewood is based in Fairfax, Virginia.

To ensure a smooth transition from your Association, we will be working to update information regarding your community and owners. If there has been a problem with your contact or account information in the past, please send us a note or email, so we can ensure the information we have is as accurate as possible. As with any such change, there are numerous details that we will need to review, so please take a moment to complete the enclosed **Resident Form** in order to update information about yourselves, your tenants or your home.

Management will be sending new payment statements for July 1, 2021. The statements will include your account number, which should be noted on the memo line of your assessment checks. Effective July 1, 2021 please mail your payments to the following address:

**Fair Woods HOA
c/o Rosewood Management
P.O. Box 11996
Newark, NJ 07101-4987**

We also offer electronic and automatic debit options for payment of homeowner assessment fees and have included additional information for your review. Please give serious consideration to these options since they will ensure you do not have to write a check and will save on postage.

Your Association Manager is Kathy Gately, CMCA®, AMS®, PCAM®, Executive Vice President. Kathy may be reached at 703-778-4480, ext. 109, or via email at kgately@rosewoodmcs.com. Amanda Taylor is her Executive Assistant; she can be reached at 703-778-4480, ext. 111 or via email at ataylor@rosewoodmcs.com.

Rosewood has a 24/7 emergency system in place. If you need to report an association emergency that requires the assistance of an Association Manager, please call 703-778-4480 and follow the voice prompts to reach the on-call service. Call 911 if you have a fire, police or medical emergency.

We look forward to working with your Board of Directors and to serving your community.

Respectfully,

Rose Bailey, CMCA®, AMS®, PCAM®
President