

Welcome To Newberry Condominium Unit Owner's Association

The Newberry Office, Clubhouse and Swimming Pool



The Board of Directors of Newberry takes great pleasure in welcoming you to our community. As a homeowner in this community, you are automatically a member of Newberry. This membership entitles you to both privileges and responsibilities. Most of the relevant information you will need regarding your Association and community services can be found in this "Welcome Package". We trust that the information provided herein is informative and helpful to you.

Welcome To Newberry

The office staff here at Newberry would like to take this time to welcome you and your family to our beautiful community. In this welcome pack we hope you will find the information helpful to you and your family.

We want to remind you that it is the homeowner's responsibility to provide the Association Office with a copy of your settlement papers within ten (10) days of closing.

The management office is located directly behind the swimming pool, at the Clubhouse. Our office hours are M-F 8:00 am to 4:30 pm, closed for lunch from 12:00 to 1:00 daily.

Office Phone #	703-430-3099
Fax #	703-430-1175
Emergency Pager	703-282-8859

The Association is governed by the Board of Directors, which is composed of five (5) members who are elected owners that serve staggered three (3) year terms. Meetings are held monthly on the third Tuesday, @ 7:00 pm, at the clubhouse. Among the duties of the Board is the administration of the community, care and upkeep of the common elements, preparation of an annual budget and the adoption of rules and regulations. All owners are encouraged to attend the monthly meetings that include an open forum session for members to address community concerns.

Community Newsletter

A community newsletter is issued quarterly and advises residents on topics of interest, planned activities, and general information.

Architectural Rules and Regulations

Unit owners that would like to perform exterior or structural alterations must first get prior approval from the Board of Directors before any work can begin. Request for Exterior Alteration forms are available at the office or on line @ newberrycondominium.com.

Satellite Dishes

Satellite dishes may be installed but require approval and strict adherence to installation guidelines. No dishes may be mounted on the roof's or siding.

Homeowner Fees, Rules, and Regulations

Assessments (fees) are due on the 1st of every month and can be mailed to 1707 W. Greenthorn Ave. Sterling, VA 20164, hand delivered to the office or dropped off at the depository outside the parking lot entrance (no cash is accepted at the depository). Payments must include coupon stubs that are mailed to all owners in December. A \$25.00 fee is charged for any returned check and owners with two (2) returned checks in a year are required to pay by cash or certified funds such as certified checks or money orders. Please be advised that accounts that become delinquent more than sixty (60) days may be subject to additional legal fees and possible suspension of privileges such as pool passes and parking spots.

General Property Rules And Regulations

A summary of Associations rules and regulations are attached in this resale package, available at the office and may also be requested by email at ncaass@aol.com

Maintenance requests for units may be initiated electronically on our website (newberrycondominium.com), sent thru our email, or phoned directly into the office.

Trash & Recycling

Loudoun County requires all residents separate recyclable materials (cans, plastic containers, bottles, paper and cardboard) from their household waste. Recycling placed curbside must be in a closed container (available at the office for a \$25 fee) or in clear plastic bags. Securing all recycling is very important to insure debris doesn't end up scattered throughout the community on windy days. Recycling pick-up is only on Mondays and household trash (50lbs or less) is picked up Mondays & Thursdays. County ordinance requires that all trash be stored in a sealed container with a lid.

Parking Rules

Each unit owner has two (2) assigned reserved parking spaces. Reserved parking is enforced by the owner and violators may be towed by contacting Road Runner towing @ 703-450- 7555. Additional guest and overflow parking is also available with valid passes issued by the office. (all vehicles parking in overflow must be registered to your Newberry address). Guest parking may only be used by bonafide guests/visitors and passes are good for 72 hours. Overflow parking areas provide temporary accommodation for residents with up to two (2) extra vehicles and require office issued passes that are valid for ninety (90) days. (see new parking regulations) Guest and Overflow parking areas are enforced by Road Runner towing during the hours of 1-6 am.

Master Insurance Policy Information

Nationwide Insurance Company holds the Master Insurance Policy for Newberry. Certificates of Insurance can be obtained by faxing:

Brent Lucas
17-A Fort Evans Road
Leesburg VA. 20176
Fax 703-779-0561

Every owner is strongly encouraged to obtain an individual (H06) insurance policy. Insurance rules require that all owners pay the \$2,500.00 deductible when a claim results from a problem that originated in their unit. H06 policies often provide coverage for deductibles, personal belongings, upgrades and improvements, liability and loss of use during prolonged restoration. Please consult with your insurance agent or our nationwide broker for policy coverage and exclusions.

Annual Homeowners Meeting

The annual owners meeting is held at the clubhouse on the third or fourth Tuesday in October. A minimum of 149 owners must be present (by proxy or in person) to meet the minimum quorum requirement to have the meeting. The purpose of the Annual meeting is to elect owners to the Board of

Directors and to discuss community issues. Notice of exact dates and times of the meeting are sent to all owners at least 21 days in advance. Everyone is urged to return proxies as soon as possible to insure that the quorum requirement won't delay the meeting.

Dog Owners

Loudon County's pet ordinance requires pet owners to license and vaccinate dogs and cats. Owners are also required to leash and clean-up after their pets whenever walking outside. The association has several conveniently located pet stations throughout the community.

Conserve Water

Approximately ¼ of condo fees go towards water and sewer expense. Please repair leaks promptly, upgrade to newer water saving fixtures and always conserve water whenever possible. Every wasted drop is just money down the drain.

Important Telephone Numbers:

American Disposal	703-368-0500
Road Runner Towing	703-450-7555
Emergency Pager	703-282-8859
Police (non emergency)	703-777-1021
Animal Control	703-777-0406

The Association would like to thank everyone for taking the time to read this brief summary. If you still have any questions, please feel free to check our website or contact our office during normal business hours. We hope your time here at Newberry will be pleasant, enjoyable and a memorable experience.

Recycling in Loudoun County

Recycling Requirements

State law requires jurisdictions to divert a minimum of 25% of the solid waste they generate for recycling. In order to achieve the 25% recycling rate, County Ordinance requires residents and businesses to recycle.

Residents must recycle their newspapers, magazines, cardboard, paperboard, glass bottles and jars, metal and aluminum cans, plastic bottles, and yard waste (i.e. grass clippings, leaves, and brush).

Businesses must recycle at least one Principal Recyclable Material (PRM) generated in the greatest quantity. PRMs include paper, metals, plastics, glass, yard waste, wood and textiles.

Additionally, the "major" solid waste collectors operating in the County are required to provide recycling collection service.

Collection and Drop-Off Services

Curbside recycling services are provided by the town governments, homeowners associations, or through private subscription with waste removal companies.

Recycling Dropoff Centers are located throughout the County where residents and businesses may bring their bottles, cans, and paper for recycling.

Where Does It All Go?

The bottles, cans and paper collected for recycling are taken to a material recovery facility to be sorted by material type (aluminum cans, steel cans, glass bottles, plastic bottles, newspaper, etc). Manufacturers buy the sorted recyclables and use them as raw materials to make new products.

Recycling is Important!

Recycling preserves our environment, saves money and energy, and turns recyclable materials into products we use daily.

Want More Information?

Please visit www.loudoun.gov/oswm for more information, or call the Recycling Hotline at 703-771-5318.

Items Accepted at the Recycling Dropoff Centers

Metal cans



Aluminum cans



Glass bottles & jars



Plastic bottles, jugs, jars, wide-mouth tubs, & trays



Please tightly rinse your bottles & cans.

Items Not Accepted at the Recycling Dropoff Centers

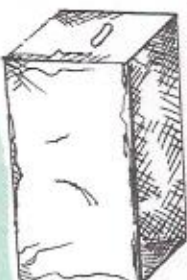
Newspapers, magazines, junk mail, office paper, telephone books, catalogs, paperback and hardcover books, other papers



Paperboard



Cardboard boxes (Please flatten)



- | | |
|------------------------|--------------------|
| Antifreeze bottles | Mirrors |
| Batteries | Motor oil bottles |
| Beverage glasses | Milk |
| Buckets | Needles |
| Carpet | Paint cans |
| Chemicals | Pet litter |
| Chemical bottles | Pizza boxes |
| Clothing | Plastic bags |
| Computers | Plate glass |
| Construction materials | Plumbing, pipes |
| Cookware | Refrigerator |
| Electronics | Refrigerator tanks |
| Flower pots | Recycling bins |
| Food-scrap paper | Shrink wrap |
| Fuel cans, tanks | Synfoam |
| Furniture | Syringes |
| Garbage | Tools |
| Garden hoses | Toys |
| Grass clippings | Trash cans |
| Hazardous materials | Window glass |
| Hubscaaps | Wood |
| Leaves | Yard waste |
| Light bulbs | |

Please call the Recycling Hotline
703-771-5318
or visit
www.loudoun.gov/oswm
for other recycling or disposal options.