



YOUR COMMUNITY
OUR PROFESSIONALS

GREENFIELD CROSSING HOMEOWNERS ASSOCIATION

Board of Directors Meeting

October 30, 2017 at 7:00 p.m.

25190 Crested Wheat Drive

AGENDA

- I. CALL TO ORDER
 - II. APPROVAL OF MINUTES
 - III. FINANCIAL MANAGEMENT
 - IV. CONTRACT SERVICES
 - V. OLD BUSINESS
 - VI. NEW BUSINESS
 - VII. RESIDENT AND MISCELLANEOUS MATTERS (Resident violations, concerns
and emails will be discussed in Executive Session)
 - VIII. OPEN FORUM (*Please limit Homeowner time to 3-5 minutes per owner*)
 - IX. EXECUTIVE SESSION
 - X. ADJOURN
- Next Scheduled Meeting – TBD, 2018
Time: 7:00 PM
Location: TBD



YOUR COMMUNITY
OUR PROFESSIONALS

Greenfield Crossing Homeowners Association
Management Report

Monday, October 308, 2017

Prepared by: *Larry Gilbert, CMCA, AMS, PCAM – Community Manager*

- I. CALL TO ORDER** – Presiding Officer to open the meeting with verification of Quorum.
- II. GUEST SPEAKER** – The Association’s attorney will be in attendance to speak to a number of issues recently raised by management and the board.
- III. MINUTES** – The draft minutes from the August 28, 2017 Board meeting are included for the Board’s review. ***ATTACHMENTS 1-3. ACTION REQUIRED.***
- IV. FINANCIAL MANAGEMENT**
 - A.** The September 30, 2017 financial statements and supporting schedules are included for review. ***ATTACHMENTS 4-20. Review and comment.***
 - B. FY2018 Draft Budget** – Attached are two drafts for the board’s consideration. ***ATTACHMENTS 76-81 Review and comment. DEFER TO END OF MEETING***
- V. CONTRACT SERVICES**
 - A. Snow Management Agreement** – HLS has provided a proposal for snow management services, the terms and conditions of which are identical to last year’s agreement. ***ATTACHMENTS 21-25. ACTION REQUIRED.***
 - B. Grounds Maintenance** – Nothing specific to report from HLS. Management and Mr. Sidhu obtained two bids for asphalt repair work within the community. ***ATTACHMENTS 26-31. Review and comment.***
 - C. Pond Maintenance Agreement** – The current agreement with Solitude expires at the end of the year (with 30 day notice), otherwise it will automatically renew January 1. The renewal rate for 2018 reflects a 3% increase. Please refer to draft budget for specifics.

D. Trash Removal – SFMC learned last week that CSI had been purchased by EnviroSolutions Inc. (ESI). The Association is currently under contract with CSI thru 2021. In order for ESI to continue service in accordance with the current agreement, the board must consent to assignment of CSI's contract to ESI. A *Consent to Assignment* is attached for the board's consideration. ***ATTACHMENTS 32-34. ACTION REQUIRED.***

VI.

OLD BUSINESS

A. Community Web Site – See HOA Communications Team below.

VII.

NEW BUSINESS

A. Community signs – A request was made of management to obtain costs for "Private Road – No Trespassing" signs as well as a sandwich sign for use by the Association to communicate upcoming events.

ATTACHMENTS 35-37. Review and comment.

B. Speed bumps – It's been suggested that speed bumps be installed as a deterrent to those choosing to exceed the posted speed limit. Management reached out to the Association's insurance carrier regarding this matter as well as the installation of additional signage to help deter speeding. The agent's response is attached. ***ATTACHMENTS 38-41. Review and comment***

VIII. RESIDENT AND MISCELLANEOUS MATTERS

A. HOA Communications Team. Appnet has provided an agreement for web design and development. ***ATTACHMENTS 42-44. Review and comment.***

B. Grounds – Consideration of speed bump installation (see above under Contract Services).

C. HOA representation – Management to provide an overview of duties and responsibilities of SFMC to the Association.

D. Covenants review – The ARB has drafted revisions to the design guidelines for the Association. ***ATTACHMENTS 45-72. Review and comment.***

E. Inspection proposals – Requested proposals for inspection services performed by SFMC. ***ATTACHMENTS 73-75. Review and comment.***

IX.

OPEN FORUM – Discussion of resident's concerns.

X. EXECUTIVE SESSION – All matters concerning Legal, Collections, Homeowner Violations, Accounts, Account Delinquencies, and Homeowner Correspondence will be discussed in executive session.

XI. ADJOURN – Presiding Officer to close the meeting.

Greenfield Crossing Homeowners Association
Board of Directors Meeting
25190 Crested Wheat Drive, Aldie, Va.
August 28 at 7:00 PM

DRAFT MINUTES

I. Call to Order

Michael Nuckols, President, called the meeting to order at 7:05 PM.

II. Roll Call

In accordance with Roberts Rules of Order, President Nuckols called the roll and established that Board members present constituted a quorum. There being a quorum, the Board continued with the order of business as outlined in the meeting agenda.

Directors Present:

Michael Nuckols	President
Gerrod Fullilove	Vice President
Karamjit Sidhu	Secretary
Lewis Carlisle	Treasurer
Jasmeet Singh	Director

Others Present:

Larry Gilbert	Community Manager
---------------	-------------------

Seven (7) residents

III. Review and Acceptance of the Meeting Agenda for August 28, 2017

Mr. Nuckols moved the approval of the meeting agenda for the January 30, 2017 meeting of the Greenfield Crossing HOA Board of Directors meeting. Mr. Fullilove seconded the motion. The motion carried unanimously.

IV. Review and Adoption of Board Meeting Minutes, from the January 30, 2017 meeting

There being no additions, deletions, or corrections to the minutes for January 30, 2017, Mr. Nuckols moved and Mr. Fullilove seconded the motion. The motion carried unanimously

V. Financial Management Report

Mr. Gilbert, Community Manager, presented and discussed the financial management report for July 31, 2017.

A. Summary:

1. Operating cash was \$5,850 against liabilities of \$23,554. Within the liability amount, \$5,923 represents prepaid Owner assessments.

2. Homeowner Assessment receivables total \$6,226. The Association has posted an Allowance for Bad Debt of (\$1,899).
3. Association Investments total \$173,003 with Reserves booked at \$176,757.
4. Total Operating Expenses year to date are \$698 under budget. Significant variances exist in:
 - Legal Fees (\$1,309) over budget.
5. Total Operating Income is \$592 over budget.
6. As of July 31, 2017, the Association has an unaudited surplus of \$907 compared to budgeted deficit of \$383.

- B. **FY 2018 Draft Budget.** Two drafts were provided to the board for their consideration. The primary variable being the inclusion of deficit funding within one draft. Final decision deferred to October meeting.

VI. Old Business

- A. **Police Enforcement Letter.** The Board asked Management earlier to draft a letter to the Loudoun County Sheriff's Office (LCSO) regarding its policy regarding enforcement of all county, state, and federal codes and laws on the Associations private property including common grounds and roads. Mr. Nuckols reiterated that such authorization had been provided to the local authorities.
- B. **Contract Services** – There were no specific concerns raised related to existing contract services. Management was tasked with obtaining a renewal bid for snow removal. Management communicated that there would be a 3% increase for pond maintenance in 2018.

VII. New Business

- A. **Turf renovation** – Management provided a proposal from HLS for turf renovation. Tabled for discussion during a future meeting.
- B. **HOA Communications** – Gerrod accepted the task of investigating web site options. It is anticipated he will report his finding during the October meeting.
- C. **Covenants** – Gerrod suggested a full review of the ARB guidelines. The covenants team was tasked with updating the guidelines. It is anticipated they will have an updated template for board review during the October meeting.
- D. **Grounds** – The need for asphalt repairs was discussed. Management was asked to provide proposals.

IX. Owner Comment Period

- A. Concerns raised by residents in attendance included:
- 1) Discussion of budget for snow.
 - 2) HLS turf maintenance and the possibility of having an irrigation system.
 - 3) Tot lot mulch.
 - 4) The conversion of grass areas into parking lots.
 - 5) Tree damage at power line hill.
 - 6) Pet waste not being picked up.

X. Executive Session

Mr. Fullilove moved that the Board adjourn into Executive Session to discuss matters regarding delinquent Homeowner Accounts. The motion was seconded by Mr. Nuckols. The Board adjourned into executive session at 8:15 pm. Executive session adjourned at 8:30 PM and The Board returned to its regular session.

XI. Adjournment

There being no further business, Mr. Nuckols moved for the regular meeting at 8:35p.m., motion was seconded by Mr. Fullilove, and carried unanimously.

MEMORANDUM

TO: Board of Directors, Greenfield Crossing HOA, Inc

FROM: Larry Gilbert, Community Manager

SUBJECT: Financial Statements – September 30, 2017

DATE: October 13, 2017

Enclosed please find Financial Statements for September 30, 2017. Below are some notes relative to this statement:

1. Total Operating Cash was \$7,595 against liabilities of \$16,625. Within the liability amount, \$5,786 represents Prepaid Owner Assessments.
2. Homeowner Assessment Receivables total \$7,209. The Allowance for Bad Debt was adjusted as of 12/31/16 to <\$1,899>.
3. Association Investments total \$179,932 with Reserves booked at \$189,743.
4. Total Operating Expenses year to date are \$508 over budget.
6. Total Operating Income is \$1,812 over budget.
7. As of September 30, 2017, the Association has an unaudited surplus of \$525 compared to the budgeted deficit of \$779.

If you have any questions concerning the enclosed statements, please do not hesitate to contact me at (703) 392-6006.

Thank you.

Greenfield Crossing HOA

Balance Sheet

As of 09/30/17

		ASSETS	
1010	CAB-OPERATING	\$	7,594.80
	Total Operating Accounts	\$	7,594.80
1070	CAB-MMF	\$	179,932.28
	Total Investments Accounts	\$	179,932.28
1310	Assessments Receivable	\$	4,678.80
1350	Legal Fees Receivable		1,760.00
1360	Misc. Owner Receivables		596.75
1390	Owner Interest Receiv.		173.35
	Total Owner Receivables	\$	7,208.90
1311	Allowance for Bad Debt	\$	(1,899.00)
1510	A/R Other		8,800.00
1520	Accrued Transfers to Reserves		8,029.29
1610	Prepaid Insurance		1,112.17
	Total Other Assets	\$	16,042.46
	TOTAL ASSETS	\$	210,778.44

		LIABILITIES & EQUITY	
3020	CURRENT LIABILITIES:		
	Accrued Expenses	\$	2,809.85
3030	Accrued Transfer to Reserves		8,029.29
3310	Prepaid Owner Assessments		5,785.59
	Total Current Liabilities	\$	16,624.73
5010	RESERVES:		
	Replacement Reserves	\$	187,477.60
5030	Operating Reserve		2,265.00
	Total Reserves	\$	189,742.60
5510	EQUITY:		
	Unappropriated Members Equity	\$	434.15
5520	Contrib. Capital - Owners		3,451.69
	Current Year Net Income/(Loss)		525.27
	Total Equity	\$	4,411.11
	TOTAL LIABILITIES & EQUITY	\$	210,778.44

Greenfield Crossing HOA
Income/Expense Statement
Period: 09/01/17 to 09/30/17

Description	Actual	Current Period Budget	Variance	Actual	Year-To-Date Budget	Variance	Yearly Budget
INCOME:							
06310 Assessment Income	10,272.00	10,272.35	(.35)	92,448.00	92,451.15	(3.15)	123,268.22
06340 Late Fee Income	.00	15.00	(15.00)	.00	135.00	(135.00)	180.00
06350 Legal Fees Reimbursement	968.00	.00	968.00	1,760.00	.00	1,760.00	.00
06390 Owner Interest Income	80.20	.00	80.20	173.35	.00	173.35	.00
06910 Interest Income	26.72	22.92	3.80	223.14	206.28	16.86	275.00
TOTAL INCOME	11,346.92	10,310.27	1,036.65	94,604.49	92,792.43	1,812.06	123,723.22
EXPENSES							
General & Administrative							
07010 Management Fees	926.10	926.10	.00	8,334.90	8,290.80	(44.10)	11,069.10
07020 Checks and Coupons	.00	.00	.00	.00	.00	.00	365.00
07140 Audit Fees	2,000.00	1,900.00	(100.00)	2,000.00	1,900.00	(100.00)	1,900.00
07160 Legal Fees	1,832.60	208.33	(1,624.27)	4,599.39	1,874.97	(2,724.42)	2,500.00
07260 Postage & Mail	71.73	33.33	(38.40)	300.01	299.97	(.04)	400.00
07280 Insurance	419.33	429.80	10.47	3,773.97	3,668.20	94.23	5,157.60
07400 Printing & Reproduction	64.00	75.00	11.00	724.50	675.00	(49.50)	900.00
07440 License, Permits & Fees	.00	25.00	25.00	93.42	95.00	1.58	95.00
07890 Misc. G & A	80.00	50.00	(30.00)	389.62	450.00	60.38	600.00
General & Administrative	5,393.76	3,647.56	(1,746.20)	20,215.81	17,453.94	(2,761.87)	22,986.70
Utilities							
08910 Electricity	351.43	410.00	58.57	3,473.40	3,690.00	216.60	4,920.00
Utilities	351.43	410.00	58.57	3,473.40	3,690.00	216.60	4,920.00
Maintenance							
09020 Grounds Improvements	.00	.00	.00	1,000.00	1,000.00	.00	1,000.00
09110 Gen. Maint. & Repair	.00	33.33	33.33	.00	299.97	299.97	400.00
09150 Pet Waste Stations	232.00	208.33	(23.67)	2,094.50	1,874.97	(219.53)	2,500.00
09190 Electrical Repairs	.00	41.67	41.67	.00	375.03	375.03	500.00
09580 Misc. Maintenance	.00	.00	.00	150.00	.00	(150.00)	.00
Maintenance	232.00	283.33	51.33	3,244.50	3,549.97	305.47	4,400.00
Contract Services							
09610 Grounds Maintenance	2,150.67	2,150.67	.00	19,356.03	19,356.03	.00	25,808.04
09700 Trash Removal	1,297.91	1,309.04	11.13	11,621.48	11,781.36	159.88	15,708.48
09750 Extermination	.00	.00	.00	.00	100.00	100.00	250.00
09760 Pond Management	239.00	232.00	(7.00)	2,548.00	2,700.00	152.00	3,396.00
09800 Snow Removal	.00	.00	.00	2,680.00	4,000.00	1,320.00	5,000.00
Contract Services	3,687.58	3,691.71	4.13	36,205.51	37,937.39	1,731.88	50,162.52
Reserve Contributions							
09910 Monthly Reserves Contribution	3,438.00	3,438.00	.00	30,940.00	30,940.00	.00	41,254.00
Reserve Contributions	3,438.00	3,438.00	.00	30,940.00	30,940.00	.00	41,254.00

Greenfield Crossing HOA

Income/Expense Statement

Period: 09/01/17 to 09/30/17

Description	Actual	Current Period Budget	Variance	Actual	Year-To-Date Budget	Variance	Yearly Budget
TOTAL EXPENSES	13,102.77	11,470.60	(1,632.17)	94,079.22	93,571.30	(507.92)	123,723.22
CURRENT YEAR NET INCOME/ (LOSS)	(1,755.85)	(1,160.33)	(595.52)	525.27	(778.87)	1,304.14	.00

G E N E R A L L E D G E R T R I A L B A L A N C E

Starting account #: "First"
Ending account #: "Last"

Starting date: 09/01/17
Ending date: 09/30/17

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance	
1010	CAB-OPERATING	6,468.03	11,406.54	10,279.77	1,126.77	7,594.80	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	09/01/17	AR0147	AR-147	346.00		Owner Cash Receipts	
	09/01/17	AR1726	AR04	1,920.00		Owner Cash Receipts	
	09/05/17	AR3702	AR04	2,880.00		Owner Cash Receipts	
	09/05/17	AR5193	AR04	1,238.00		Owner Cash Receipts	
	09/06/17	AP0098	200031		1,154.19	SFMC, INC.	9/2017 Mgmt 8/17 Bill
	09/06/17	AR1488	AR04	96.00		Owner Cash Receipts	
	09/08/17	AR5415	AR04	192.00		Owner Cash Receipts	
	09/11/17	AP0098	100193		2,150.67	HERITAGE LANDSCAPE SERVIC	9/17 Grounds Maint.
	09/11/17	AP0098	100194		2,000.00	MAIVIN, RIGGINS & COMPANY	2016 Audit
	09/11/17	AP0098	100195		239.00	SOLITUDE LAKE MANAGEMENT	9/17 Pond Maint.
	09/11/17	AR2256	AR04	413.20		Owner Cash Receipts	
	09/12/17	AR0148	AR-148	250.00		Owner Cash Receipts	
	09/12/17	AR0268	AR04	96.00		Owner Cash Receipts	
	09/13/17	AP0098	100196		1,297.91	CON-SERV INDUSTRIES, INC.	9/17 Trash Removal
	09/13/17	AR0435	AR04	342.00		Owner Cash Receipts	
	09/14/17	AR4711	AR04	96.00		Owner Cash Receipts	
	09/15/17	AR0178	AR04	379.00		Owner Cash Receipts	
	09/15/17	RJ0003	RES DEP		3,438.00	Reserve Deposit	
	09/18/17	AR0181	AR04	288.00		Owner Cash Receipts	
	09/21/17	AR0600	AR04	288.00		Owner Cash Receipts	
	09/22/17	AR0544	AR04	192.00		Owner Cash Receipts	
	09/25/17	AR8945	AR04	469.00		Owner Cash Receipts	
	09/26/17	AR0296	AR04	576.00		Owner Cash Receipts	
	09/27/17	AR0794	AR04	96.00		Owner Cash Receipts	
	09/28/17	AR1100	AR04	193.00		Owner Cash Receipts	
	09/29/17	AR9814	AR04	1,056.00		Owner Cash Receipts	
	09/30/17	CR0000	ADJUST	.34		9/30 Interest	
1070	CAB-WMF	176,467.90		3,464.38	.00	3,464.38	179,932.28
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	09/15/17	RJ0003	RES DEP	3,438.00		Reserve Deposit	
	09/30/17	CR0000	ADJUST	26.38		9/30 Interest	
1310	Assessments Receivable	5,308.80		10,272.00	10,902.00	630.00CR	4,678.80
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	09/01/17	AR0147	AR-147		346.00	Owner Cash Receipts	
	09/01/17	AR1522	AR01	10,272.00		Apply Asmt/Opt Charges	
	09/01/17	AR1726	AR04		1,920.00	Owner Cash Receipts	
	09/05/17	AR3702	AR04		2,880.00	Owner Cash Receipts	
	09/05/17	AR5193	AR04		1,138.00	Owner Cash Receipts	
	09/06/17	AR1488	AR04		96.00	Owner Cash Receipts	
	09/07/17	AR1524	AR08		1,973.39	Prepaid Application	
	09/08/17	AR5415	AR04		192.00	Owner Cash Receipts	

G E N E R A L L E D G E R T R I A L B A L A N C E

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance		
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION A/P REFERENCE		
1311	09/11/17	AR2256	AR04		321.61	Owner Cash Receipts		
	09/12/17	AR0148	AR-148		250.00	Owner Cash Receipts		
	09/12/17	AR0268	AR04		96.00	Owner Cash Receipts		
	09/13/17	AR0435	AR04		246.00	Owner Cash Receipts		
	09/14/17	AR4711	AR04		96.00	Owner Cash Receipts		
	09/15/17	AR0178	AR04		369.00	Owner Cash Receipts		
	09/18/17	AR0181	AR04		96.00	Owner Cash Receipts		
	09/25/17	AR8945	AR04		373.00	Owner Cash Receipts		
	09/26/17	AR0296	AR04		288.00	Owner Cash Receipts		
	09/27/17	AR0794	AR04		96.00	Owner Cash Receipts		
1311	09/28/17	AR1100	AR04		9.00	Owner Cash Receipts		
	09/29/17	AR9814	AR04		116.00	Owner Cash Receipts		
	Allowance for Bad Debt			1,899.00CR	.00	.00	1,899.00CR	
1350	Legal Fees Receivable			792.00	1,438.00	470.00	968.00	1,760.00
1350	09/07/17	AR0000	AR06	968.00		Owner Expense Adjust.		
	09/26/17	AR0000	AR06	235.00		Owner Expense Adjust.		
	09/26/17	AR0000	AR06	235.00		Owner Expense Adjust.		
	09/26/17	AR0000	AR06		235.00	Owner Expense Adjust.		
	09/26/17	AR0000	AR06		235.00	Owner Expense Adjust.		
	Misc. Owner Receivables			596.75	.00	.00	.00	596.75
1380	Owner Admin. Fees Receiv.			.00	.00	.00	.00	.00
1390	Owner Interest Receiv.			93.15	118.42	38.22	80.20	173.35
1390	09/07/17	AR0000	AR06	80.20		Owner Expense Adjust.		
	09/26/17	AR0000	AR06	19.11		Owner Expense Adjust.		
	09/26/17	AR0000	AR06	19.11		Owner Expense Adjust.		
	09/26/17	AR0000	AR06		19.11	Owner Expense Adjust.		
	09/26/17	AR0000	AR06		19.11	Owner Expense Adjust.		
	A/R other			8,800.00	.00	.00	.00	8,800.00
1520	Accrued Transfers to Reserves			8,029.29	.00	.00	.00	8,029.29
1610	Prepaid Insurance			1,531.50	.00	419.33	419.33CR	1,112.17
1610	09/30/17	RJ0001	FID BD		55.67	FID BD 12/23/16-12/23/17		
	09/30/17	RJ0002	D&O		142.58	D&O 12/23/16 - 12/23/17		
	09/30/17	RJ0005	PKG		157.25	PKG 12/20/16-12/20/17		
	09/30/17	RJ0006	UMB		63.83	UMB 12/20/16 - 12/20/17		

G E N E R A L L E D G E R T R I A L B A L A N C E

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance		
2560	Clearing Account	.00	.00	.00	.00	.00		
3010	Accounts Payable	.00	6,841.77	6,841.77	.00	.00		
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/01/17	AP0099	VH551		2,150.67	HERITAGE LANDSCAPE SERVIC	9/17 Grounds Maint.	
	09/01/17	AP0099	VH553		1,000.00	MALVIN, RIGGINS & COMPANY	2016 Audit & Tax Prep	
	09/05/17	AP0099	VH549		1,154.19	SFMC, INC.	9/2017 Mgmt 8/17 Bill	
	09/05/17	AP0099	VH550		239.00	SOLITUDE LAKE MANAGEMENT	9/17 Pond Maint.	
	09/06/17	AP0098	200031	1,154.19		SFMC, INC.	9/2017 Mgmt 8/17 Bill	
	09/07/17	AP0099	VH552		1,000.00	MALVIN, RIGGINS & COMPANY	2016 Audit	
	09/10/17	AP0099	VH554		1,297.91	CON-SERV INDUSTRIES, INC.	9/17 Trash Removal	
	09/11/17	AP0098	100193	2,150.67		HERITAGE LANDSCAPE SERVIC	9/17 Grounds Maint.	
	09/11/17	AP0098	100194	2,000.00		MALVIN, RIGGINS & COMPANY	2016 Audit	
	09/11/17	AP0098	100195	239.00		SOLITUDE LAKE MANAGEMENT	9/17 Pond Maint.	
	09/13/17	AP0098	100196	1,297.91		CON-SERV INDUSTRIES, INC.	9/17 Trash Removal	
3020	Accrued Expenses		406.18CR	406.18	2,809.85	2,403.67CR	2,809.85CR	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/01/17	GJ0131	ACCR EXP	406.18		Acqr Exp 8/31		
	09/30/17	GJ0135	ACCR EXP		2,809.85	Acqr Exp 9/30		
3030	Accrued Transfer to Reserves			8,029.29CR	.00	.00	8,029.29CR	
3040	Advance Developer Funding			.00	.00	.00	.00	
3310	Prepaid Owner Assessments			5,281.39CR	1,973.39	2,477.59	504.20CR	5,785.59CR
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/05/17	AR5193	AR04		100.00	Owner Cash Receipts		
	09/07/17	AR1524	AR08	1,973.39		Prepaid Application		
	09/11/17	AR2256	AR04		91.59	Owner Cash Receipts		
	09/13/17	AR0435	AR04		96.00	Owner Cash Receipts		
	09/15/17	AR0178	AR04		10.00	Owner Cash Receipts		
	09/18/17	AR0181	AR04		192.00	Owner Cash Receipts		
	09/21/17	AR0600	AR04		288.00	Owner Cash Receipts		
	09/22/17	AR0544	AR04		192.00	Owner Cash Receipts		
	09/25/17	AR8945	AR04		96.00	Owner Cash Receipts		
	09/26/17	AR0296	AR04		288.00	Owner Cash Receipts		
	09/28/17	AR1100	AR04		184.00	Owner Cash Receipts		
	09/29/17	AR9814	AR04		940.00	Owner Cash Receipts		
5010	Replacement Reserves			184,039.60CR	.00	3,438.00	3,438.00CR	187,477.60CR
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/15/17	RJ0003	RES DEP		3,438.00	Reserve Deposit		

G E N E R A L L E D G E R T R I A L B A L A N C E

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance	
5030	Operating Reserve	2,265.00CR	.00	.00	.00	2,265.00CR	
5510	Unappropriated Members Equity	434.15CR	.00	.00	.00	434.15CR	
5520	Contrib. Capital - Owners	3,451.69CR	.00	.00	.00	3,451.69CR	
6310	Assessment Income	82,176.00CR	.00	10,272.00	10,272.00CR	92,448.00CR	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	09/01/17	AR1522	AR01	10,272.00	Apply Assmt/Opt Charges		
6350	Legal Fees Reimbursement	792.00CR	470.00	1,438.00	968.00CR	1,760.00CR	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	09/07/17	AR0000	AR06	968.00	Owner Expense Adjust.		
	09/26/17	AR0000	AR06	235.00	Owner Expense Adjust.		
	09/26/17	AR0000	AR06	235.00	Owner Expense Adjust.		
	09/26/17	AR0000	AR06	235.00	Owner Expense Adjust.		
	09/26/17	AR0000	AR06	235.00	Owner Expense Adjust.		
6390	Owner Interest Income	93.15CR	38.22	118.42	80.20CR	173.35CR	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	09/07/17	AR0000	AR06	80.20	Owner Expense Adjust.		
	09/26/17	AR0000	AR06	19.11	Owner Expense Adjust.		
	09/26/17	AR0000	AR06	19.11	Owner Expense Adjust.		
	09/26/17	AR0000	AR06	19.11	Owner Expense Adjust.		
	09/26/17	AR0000	AR06	19.11	Owner Expense Adjust.		
6910	Interest Income	196.42CR	.00	26.72	26.72CR	223.14CR	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	09/30/17	CR0000	ADJUST	.34	9/30 Interest		
	09/30/17	CR0000	ADJUST	26.38	9/30 Interest		
7010	Management Fees	7,408.80	926.10	.00	926.10	8,334.90	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	09/05/17	AP0099	VH549	926.10	SFMC, INC.		9/2017 Mgmt 8/17 Bill
7140	Audit Fees	.00	2,000.00	.00	2,000.00	2,000.00	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	09/01/17	AP0099	VH553	1,000.00	MALVIN, RIGGINS & COMPANY		2016 Audit & Tax Prep
	09/07/17	AP0099	VH552	1,000.00	MALVIN, RIGGINS & COMPANY		2016 Audit
7160	Legal Fees	2,766.79	1,832.60	.00	1,832.60	4,599.39	
	DATE	SOURCE	REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE
	09/30/17	GJ0135	ACCR EXP	1,832.60	Accr Exp 9/30		

GENERAL LEDGER TRIAL BALANCE

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance
7260	Postage & Mail	228.28	130.82	59.09	71.73	300.01
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/01/17 GJ0131 ACCR EXP		59.09	Accr Exp 8/31		
	09/05/17 AP0099 VH549	59.09		SFMC, INC.	9/2017 Mgmt 8/17 Bill	
	09/30/17 GJ0135 ACCR EXP	71.73		Accr Exp 9/30		
7280	Insurance	3,354.64	419.33	.00	419.33	3,773.97
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/30/17 RJ0001 FID BD	55.67		FID BD 12/23/16-12/23/17		
	09/30/17 RJ0002 D&O	142.58		D&O 12/23/16 - 12/23/17		
	09/30/17 RJ0005 PKG	157.25		PKG 12/20/16-12/20/17		
	09/30/17 RJ0006 UMB	63.83		UMB 12/20/16 - 12/20/17		
7400	Printing & Reproduction	660.50	173.00	109.00	64.00	724.50
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/01/17 GJ0131 ACCR EXP		109.00	Accr Exp 8/31		
	09/05/17 AP0099 VH549	109.00		SFMC, INC.	9/2017 Mgmt 8/17 Bill	
	09/30/17 GJ0135 ACCR EXP	64.00		Accr Exp 9/30		
7440	License, Permits & Fees	93.42	.00	.00	.00	93.42
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/01/17 GJ0131 ACCR EXP		109.00	Accr Exp 8/31		
	09/05/17 AP0099 VH549	109.00		SFMC, INC.	9/2017 Mgmt 8/17 Bill	
	09/30/17 GJ0135 ACCR EXP	64.00		Accr Exp 9/30		
7890	Misc. G & A	309.62	140.00	60.00	80.00	389.62
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/01/17 GJ0131 ACCR EXP		60.00	Accr Exp 8/31		
	09/05/17 AP0099 VH549	60.00		SFMC, INC.	9/2017 Mgmt 8/17 Bill	
	09/30/17 GJ0135 ACCR EXP	80.00		Accr Exp 9/30		
8910	Electricity	3,121.97	529.52	178.09	351.43	3,473.40
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/01/17 GJ0131 ACCR EXP		178.09	Accr Exp 8/31		
	09/30/17 GJ0135 ACCR EXP	529.52		Accr Exp 9/30		
9020	Grounds Improvements	1,000.00	.00	.00	.00	1,000.00
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/01/17 GJ0131 ACCR EXP		178.09	Accr Exp 8/31		
	09/30/17 GJ0135 ACCR EXP	529.52		Accr Exp 9/30		
9150	Pet Waste Stations	1,862.50	232.00	.00	232.00	2,094.50
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/30/17 GJ0135 ACCR EXP	232.00		Accr Exp 9/30		
9580	Misc. Maintenance	150.00	.00	.00	.00	150.00
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/30/17 GJ0135 ACCR EXP	232.00		Accr Exp 9/30		
9610	Grounds Maintenance	17,205.36	2,150.67	.00	2,150.67	19,356.03
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/01/17 AP0099 VH551	2,150.67		HERITAGE LANDSCAPE SERVIC	9/17 Grounds Maint.	

G E N E R A L L E D G E R T R I A L B A L A N C E

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance
9700	Trash Removal	10,323.57	1,297.91	.00	1,297.91	11,621.48
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/10/17 AP0099 VH554	1,297.91		CON-SERV INDUSTRIES, INC.	9/17 Trash Removal	
9760	Pond Management	2,309.00	239.00	.00	239.00	2,548.00
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/05/17 AP0099 VH550	239.00		SOLITUDE LAKE MANAGEMENT	9/17 Pond Maint.	
9800	Snow Removal	2,680.00	.00	.00	.00	2,680.00
9910	Monthly Reserves Contribution	27,502.00	3,438.00	.00	3,438.00	30,940.00
	DATE SOURCE REFERENCE	DR-AMOUNT	CR-AMOUNT	DESCRIPTION	A/P REFERENCE	
	09/15/17 RJ0003 RES DEP	3,438.00		Reserve Deposit		
Grand totals:		.00	49,937.85	49,937.85	.00	.00

-- End of report --

A/P OPEN ITEM DETAIL

Starting vendor: "First"
Cut off date: 09/30/17

Ending vendor: "Last"

Vendor	Ychr #	Invoice	Reference	Date	Amount
--------	--------	---------	-----------	------	--------

Grand total: 0.00

CASH DISBURSEMENTS

Starting Check Date: 9/01/17 Cash account #: 1010

Ending Check Date: 9/30/17

Check date	Check #	Vend #	Vendor Name	Check amount	Reference
9/06/17	200031	SFMC	SFMC, INC.	1,154.19	9/2017 Mgmt 8/17 Bill
9/11/17	100193	HERITA	HERITAGE LANDSCAPE SERVICES	2,150.67	9/17 Grounds Maint
9/11/17	100194	MALV	MALVIN, RIGGINS & COMPANY, P.C	2,000.00	2016 Audit
9/11/17	100195	SOLI	SOLITUDE LAKE MANAGEMENT	239.00	9/17 Pond Maint.
9/13/17	100196	CON	CON-SERV INDUSTRIES, INC.	1,297.91	9/17 Trash Removal
Totals:				6,841.77	

RECONCILIATION

Bank #: 01 CAB-OPERATING
G/L Acct Bal: 7,594.80
Bank Balance: 7,594.80
Statement date: 09/30/17

1010

CAB-OPERATING

Chk #	Date	Reference	Clr-date	Uncleared Checks	Uncleared Deposits
-------	------	-----------	----------	---------------------	-----------------------

OUTSTANDING ITEMS:

Total Outstanding .00 .00

Bank Reconciliation Summary

=====

Checkbook Balance	7,594.80	Reconciling Balance	7,594.80
Uncleared Checks, Credits	0.00 +	Bank Stmt. Balance	7,594.80
Uncleared Deposits, Debits	0.00	Difference	0.00

Community Association Banc
A Division of Mutual of Omaha Bank
Main Office
P.O. Box 64084
Phoenix, AZ 85082
(866) 800-4656



9-30-17
275543535

SFMC INC AGENT FOR
GREENFIELD CROSSING HOA INC
12084 CADET CT
MANASSAS VA 20109-7897

27554 353 5 NOW ACCOUNT

Previous Balance	8-31-17	6,468.03
+Deposits/Credits	20	11,406.20
-Checks/Debits	6	10,279.77
-Service Charge		.00
+Interest Paid		.34
Current Balance		7,594.80
Days in Statement Period	30	

* - - - - - - - - - - INTEREST SUMMARY - - - - - *
Interest Earned From 9/01/17 To 9/30/17
Days in Period 30
Interest Earned .34
Annual Percentage Yield Earned .05
Interest Paid this Year 2.86
Interest Withheld this Year .00

| Date | Description | Amount |
|------|--------------------------|----------|
| 9-01 | Lockbox Deposit | 1920.00 |
| 9-01 | Image Deposit | 346.00 |
| 9-05 | Lockbox Deposit | 1238.00 |
| 9-06 | Lockbox Deposit | 96.00 |
| 9-08 | Lockbox Deposit | 192.00 |
| 9-11 | Lockbox Deposit | 413.20 |
| 9-12 | Image Deposit | 250.00 |
| 9-12 | Lockbox Deposit | 96.00 |
| 9-13 | Lockbox Deposit | 342.00 |
| 9-14 | Lockbox Deposit | 96.00 |
| 9-15 | WEB TXFR TO 000275825816 | 3438.00- |
| | TRFR RESERVES | |
| | 050418005696 | |
| 9-15 | Lockbox Deposit | 379.00 |
| 9-18 | Lockbox Deposit | 288.00 |
| 9-21 | Lockbox Deposit | 288.00 |
| 9-22 | Lockbox Deposit | 192.00 |
| 9-25 | Lockbox Deposit | 469.00 |
| 9-26 | Lockbox Deposit | 576.00 |
| 9-27 | Lockbox Deposit | 96.00 |
| 9-28 | Lockbox Deposit | 193.00 |
| 9-29 | Lockbox Deposit | 1056.00 |
| 9-29 | Interest Pymt | .34 |

* - - - - - - - - - - EFT ACTIVITY - - - - - *
Date Description Amount
9-07 GREENFIELD CROSS HOA FEES 2880.00
451442982
-SETT-A2288FTPS
9-08 SFMC VendorPymt 1154.19-

Continued on Next Page

9-30-17
275543535

SFMC INC AGENT FOR

451442982

-SETT-A228SFTP5

AVIDPAY SERVICE AVIDPAY

Greenfield Crossing HO

9-12

239.00-

CK100195

AVIDPAY SERVICE AVIDPAY

Greenfield Crossing HO

9-12

2000.00-

CK100194

AVIDPAY SERVICE AVIDPAY

Greenfield Crossing HO

9-14

1297.91-

CK100196

* - - - - - No. Date Amount - - - - - CHECKS PAID - - - - - Amount - - - - - *

100193 9-21 2150.67

* - - - - - - - - - - DAILY BALANCE SUMMARY - - - - - *

| Date | Balance | Date | Balance | Date | Balance |
|------|----------|------|----------|------|----------|
| 8-31 | 6468.03 | 9-01 | 8734.03 | 9-05 | 9972.03 |
| 9-06 | 10068.03 | 9-07 | 12948.03 | 9-08 | 11985.84 |
| 9-11 | 12399.04 | 9-12 | 10506.04 | 9-13 | 10848.04 |
| 9-14 | 9646.13 | 9-15 | 6587.13 | 9-18 | 6875.13 |
| 9-21 | 5012.46 | 9-22 | 5204.46 | 9-25 | 5673.46 |
| 9-26 | 6249.46 | 9-27 | 6345.46 | 9-28 | 6538.46 |
| 9-29 | 7594.80 | | | | |

* - - - - - - - - - - OVERDRAFT CHARGES/REFUNDS SUMMARY - - - - - *

| | This Cycle | YTD |
|--------------------------|------------|-----|
| Total returned item fees | .00 | .00 |
| Total overdraft fees | .00 | .00 |

END OF STATEMENT

RECONCILIATION

Bank #: 02 CAB-MMF
G/L Acct Bal: 179,932.28
Bank Balance: 179,932.28
Statement date: 09/30/17

1070 CAB-MMF

| Chk-# | Date | Reference | Clr-date | Uncleared
Checks | Uncleared
Deposits |
|-------|------|-----------|----------|---------------------|-----------------------|
|-------|------|-----------|----------|---------------------|-----------------------|

OUTSTANDING ITEMS:

Total Outstanding .00 .00

Bank Reconciliation Summary

=====

| | | | |
|----------------------------|------------|---------------------|------------|
| Checkbook Balance | 179,932.28 | Reconciling Balance | 179,932.28 |
| Uncleared Checks, Credits | 0.00 + | Bank Stmt. Balance | 179,932.28 |
| Uncleared Deposits, Debits | 0.00 | Difference | 0.00 |

Community Association Banc
A Division of Mutual of Omaha Bank
Main Office
P.O. Box 64084
Phoenix, AZ 85082
(866) 800-4656



9-30-17
275825816

SFMC INC
GREENFIELD CROSSING HOA
RESERVE ACCOUNT
12084 CADET CT
MANASSAS VA 20109-7897

27582 581 6 MONEY MARKET ACCOUNT

| | | |
|--------------------------|---------|------------|
| Previous Balance | 8-31-17 | 176,467.90 |
| +Deposits/Credits | 1 | 3,438.00 |
| -Checks/Debits | | .00 |
| -Service Charge | | .00 |
| +Interest Paid | | 26.38 |
| Current Balance | | 179,932.28 |
| Days in Statement Period | 30 | |

* - - - - - INTEREST SUMMARY - - - - - *

| | |
|---|--------|
| Interest Earned From 9/01/17 To 9/30/17 | |
| Days in Period | 30 |
| Interest Earned | 26.38 |
| Annual Percentage Yield Earned | .18 |
| Interest Paid this Year | 220.28 |
| Interest Withheld this Year | .00 |

| Date | Description | Amount |
|------|----------------------------|---------|
| 9-15 | WEB TXFR FROM 000275543535 | 3438.00 |
| | TRFR RESERVES | |
| | 050418005696 | |
| 9-29 | Interest Pymt | 26.38 |

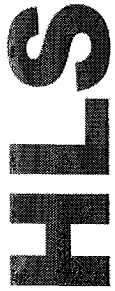
* - - - - - DAILY BALANCE SUMMARY - - - - - *

| Date | Balance | Date | Balance |
|------|-----------|------|-----------|
| 8-31 | 176467.90 | 9-15 | 179905.90 |
| | | 9-29 | 179932.28 |

* - - - - - OVERDRAFT CHARGES/REFUNDS SUMMARY - - - - - *

| | | |
|--------------------------|------------|-----|
| Total returned item fees | This Cycle | YTD |
| | .00 | .00 |
| Total overdraft fees | | .00 |

END OF STATEMENT



Heritage Landscape Services

An Affiliate of KT Enterprises

Heritage Landscape Services, LLC
SNOW MANAGEMENT CONTRACT 2017-2018

September 6, 2017

Greenfield Crossing

25210 Crested Wheat Drive, Aldie, VA 20105

Service First Management Consulting

Attention: Mr. Larry Gilbert

This contract is made between Heritage Landscape Services LLC a Virginia corporation, ("HLS") and for the property known as **Greenfield Crossing** for the snow removal services listed below and is subject to the terms and conditions printed below for the period November 1, 2017 through March 31, 2018. **All requested services will need to be initialed for services to be performed. Any and all special requests will need to be stated below.**

****Special Instructions:**

Scope of Snow Management:

- A. Snow services are provided only for current or new maintenance contract customers for 2017/2018.**
- B.** Snow plowing services will begin upon 2" of accumulated snow and will be continuous until all snow removal services have been completed. In the event that snow, sleet and freezing rain are forecasted and accumulations are expected to be in excess of .25" in conjunction with temperatures forecasted below 32 degrees snow management services / (plowing – prior to freezing in order for chemicals to rapidly impact the melting process) the aforementioned services combined with chemical treatments will begin upon the sole discretion of the Contractor. Property safety is foremost and all services performed are imperative for a safe environment.
- C.** Parking spaces must have four (4) continuous spaces open in order to clear spaces. Areas obstructed by parked vehicles will not be plowed.
- D.** Clearing of lots and drive lanes will take place as weather conditions dictate. During events of heavy accumulation of snow, ice or freezing rain services will begin at Contractor's discretion and will continue until lots, drive lanes and parking spaces are cleared.
- E.** The application of salt/chemical de-icers is at the Contractor's discretion. If this service is specified as "upon-request" by the Client, the Contractor is held harmless of the burden if liability. The burden of liability will fall solely upon the Property Owner, Managing Entity or Association.
- F.** HLS requires a detailed map of site to be plowed immediately upon execution of contract. HLS encourages our clients to attend an onsite meeting weeks prior to the start of the snow season. The intent of this meeting will clarify your needs / site requirements.
- G. This snow agreement must be executed by both parties signatures no later than October 15, 2017 in order to assure service for the 2017-2018 season.**



Heritage Landscape Services
An Affiliate of KT Enterprises

Snow Management Rates:

During periods of extreme weather, mobilization of crews and travel time could increase, and may take the crew(s) an extended period of time to reach the property site. Charges listed below are portal to portal.

Basic Services:

Truck Mounted Snow Plow:

*Two hour minimum charge applies to truck mounted snow plow
\$125.00 per hour - per truck (2 hour minimum)

Initial: _____

Salt Application:

Pricing includes the following services –Truck, Spreader (tailgate or large capacity in bed spreader, operator and materials).
\$295.00 per ton applied, 2 ton minimum

Initial: _____

Sidewalk Services:

Shoveling of Sidewalks: \$50.00 per man hour 2 hour minimum

Snow blowers –

\$60.00 per man hour – 2 hour minimum

Dingo Loader - \$75.00 hour 2 hour minimum

ATV with Plow - \$75.00 hour 2 hour minimum

Ice Melt

\$35.00 per 50 lb. bag

Sand

\$18.00/per 50lb bag

Please initial here for sidewalk services: _____

Skid Loaders, Front End Loaders:

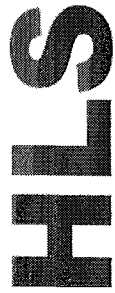
In the event of substantial snow accumulation, particularly in confined parking areas the equipment below could be available. This equipment is on a first come first serve basis. Agreeing to this service now will secure the equipment on our schedules. Agreeing to the service at the time of the snow event will not guarantee timely arrive of equipment during a snow event. HLS will contact you prior to deploying loaders.

*Mobilization Fee \$350.00 per piece of equipment

| | |
|-------------------|---|
| Skid Loader: | \$200.00 per hour (2 hour minimum), per loader + transport fee \$350.00 |
| Front End Loader: | \$275.00 per hour (2 hour minimum), per loader + transport fee \$350.00 |

Please initial for Skid Loader/Front End Loader services: _____

Please include (print name and number) a 24 hour 7 day a week contact that has the authority to approve loader services in the event HLS identifies the need. Name: _____ Contact number: _____



Heritage Landscape Services

An Affiliate of KT Enterprises

Relocation of Snow Onsite

In the event of substantial snow accumulation, particularly in confined parking areas the relocation of snow by means of hauling off site to a location approved by Property Manager / Owners Representative/Association. Snow relocation services are on a first come first serve basis. Agreeing to this service now will secure the equipment / Dump Truck on our schedules. Agreeing to the service at the time of the snow event will not guarantee timely arrive of equipment during a snow event. HLS will contact you prior to deploying dump trucks.

Relocate snow to areas designated by owner (HLS Does Not have a location to store snow).

Four hour minimum charge applies

\$125.00- per hour, per truck 4 hour minimum

Please initial here agreeing to snow relocation services: _____
snow relocation area.

Please provide map indicating

Please include (print name and number) a 24 hour 7 day a week contact that has the authority to approve loader services in the event HLS indentifies the need. _____

Snow Markers

Snow marker cost: \$8.00 per marker – minimum of 25 markers: includes placement and removal (\$200.00 minimum). Markers are leased to the community and remain HLS property. Pricing includes placement (by November 15) and removal (by April 15).

– All fire hydrants, sewer drains, sidewalks, turf on island tips, plants, light poles / up lighting fixtures / conduit / breaker box , parking decks, expansion joints, irrigation heads/system, speed bumps or other concealed items which may constitute an obstacle to snow plowing activities.

Please initial here for Snow Marker Placement Services: _____

Please indicate the number of markers requested: _____. Prior to placement of markers HLS will inspect the site to estimate the number of additional or fewer stakes that would be required. Prior to placement of any stakes a representative of HLS and Property Management Company / Owners Representative / Association will meet to agree on placement.

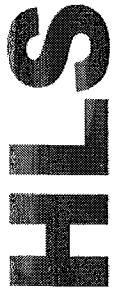
Clarifications:

HLS cannot control the time of day or night we perform snow services in the event a resident / tenant contacts the authorities claiming we are disturbing the peace / or violating a noise ordinance HLS will leave the site and return when schedule allows (opening in schedule).

Local jurisdictions noise ordinance:

Loudoun County: 654.02 UNREASONABLE NOISE

Operating, using or permitting the operation or use of a steam engine or combustion engine, including, but not limited to, motor vehicles, motor boats and tractors between 11:00 p.m. and 6:00 a.m. of the following day, in such a manner as to disturb the peace, quiet, repose or comfort of neighboring inhabitants; and (3) Operating, using or permitting the operation or use of any other machinery equipment, pump, fan or similar mechanical device, not covered by paragraph (b)(2) hereof, whether for industrial, business or household purposes, between 11:00 p.m. a and 7:00 a.m. of the following day, in such a manner as to disturb the peace, quiet, repose or comfort of neighboring inhabitants



Heritage Landscape Services

An Affiliate of KT Enterprises

Terms and Conditions:

Invoicing:

HLS will submit invoices to Property Management / Owners Representative / Association upon the completion of each service event. Therefore, Invoices are likely to occur more frequently than once per month. Each invoice will clearly state the event date or dates if a storm span across several days. Please inform HLS in advance regarding special billing procedures.

PAYMENT:

All payments are due within fifteen (15) days of the invoice date. Disputes regarding an invoice are to be brought to contractors attention within ten (10) days of receipt of the invoice. In the event the account becomes fifteen (15) days past date of invoice HLS may suspend its obligation to perform services until HLS receives all amounts past due. During the period of such suspension, The Property Management Company / Owners Representative / Association agrees to and understands that HLS will not be liable for any costs or damages, including but not limited to consequential damages to The Property Management Company / Owner/Association or any other party that may arise from or be affected by such suspension of snow management services. The Property Management / Owners Representative / Association agrees to pay all reasonable attorney fees and all other costs incurred by HLS to collect past due amounts. In addition, HLS will be due interest at a rate of two percent (2%) on all amounts past due by 30 days. If payment is not made within thirty (30) days of invoice date, HLS reserves the right to cancel this contract immediately with written notification.

Signature of acceptance of **TERMS and CONDITIONS** regarding invoicing and payment terms:

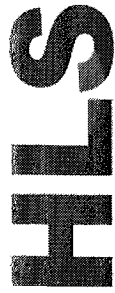
| | |
|--------------|-------|
| _____ | _____ |
| Signature | Date |
| _____ | _____ |
| Printed Name | Title |

TERMINATION:

Either party may terminate this contract with or without cause by giving written notice to the other party. In the event of cause the termination shall be effective fifteen (15) days after receipt of such notice. In the event payments for services are not received within 30 days of invoice date contract will be terminated immediately by contractor.

LIABILITY DISCLAIMER:

Due to the variable and uncontrollable conditions which exist during and after snow, ice, sleet and other inclement conditions for which this service is provided and the possibility of change in street, parking and/or walkway areas before, during or after the performance of these contracted services caused by weather conditions. HLS expressly disclaims all liability for any injuries or property damage incurred on the subject premises. Any accidents involving HLS's personnel, equipment, or vehicles must be reported to HLS's main office within Twenty-Four (24) hours of such incident at (703) 996-1301. Any damage that is not reported to HLS prior to repair will become the Client's responsibility. Contractor is not responsible for damages to curbs, sewer drains, sidewalks, turf, plants, light poles, parking decks, expansion joints, irrigation heads/system, speed bumps or other structures. Contractor is not to be held responsible for pitting/spalling concrete that may or may not been caused by ice melting agents, snow plows, snow blowers or loaders. Contractor will not be responsible for vehicles left unattended over night or for long periods of time in parking lots during a snow event. Contractor is not responsible for melting and refreezing of snow and ice particularly snow from roof tops of buildings, trees and drifting snow.



Heritage Landscape Services

An Affiliate of KT Enterprises

INDEMNIFICATION:

The Property Management Company / Owners Representative / Association agrees to protect, indemnify and hold HLS harmless from any and all claims, demands, suits and legal proceedings of every kind for damages to property or personal injuries which may be brought against HLS or any of its partners, officers, employees, agents or otherwise, in any way arising out of or any wrongdoing by the Client. Incidents to the service work to be performed under this contract, irrespective of whether such claims are based upon the relationship of master and servant, principal and agent, third party or otherwise, except where such claims are based upon the sole gross negligence or willful misconduct of HLS or its partners, officers, employees and agents. Client shall defend all such claims on HLS's behalf and shall bear all costs and expenses, including attorney's fees, incident thereto.

The Property Management Company / Owners Representative / Association shall indemnify and hold harmless the Contractor and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from falls, accidents, etc. caused in whole, or in part by snow/ice.

It is the expressed intent of the parties that the Property Manager's indemnity obligation shall include claims, injuries, death and damages which arise from or are alleged to arise from, in part, any act, omission or negligence an Indemnified Party, but shall not include claims involving the Indemnified Party's sole negligence.

Property Name & Address

Billing Address of Property

HLS Snow Contacts:

Contact Name: TBD

Cell:

Office: 703-996-1301

Fax: 703-996-1308

23725 Overland Drive

Sterling, VA 20166

Site Contact Information

Contact Name:

Cell:

Office:

Fax:

Address:

ACCEPTANCE OF CONTRACT:

The person signing this Agreement on the Client's behalf warrants and represents that he or she is the duly authorized representative of the Client.

The terms and conditions are satisfactory and hereby accepted. HLS is hereby authorized to perform the snow removal services as stated above.

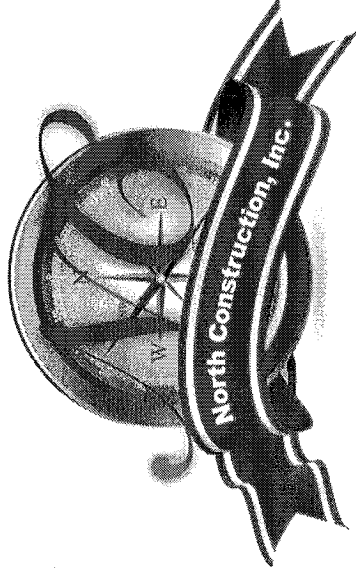
Signature - Property Manager / Owner Representative / Association Representative

Date

Printed Name and Title – Please indicate your relationship with the property: i.e. Board Member / Board President/ Property Manager / Owners Representative.

Signature – Representative
Heritage Landscape Services, LLC

Date



North Construction, Inc.

25241 Willard Road Chantilly, Virginia 20152
Office (703) 327-4609 / Fax (703) 327-4298

PROPOSAL / CONTRACT

| | |
|--|-----------------------------------|
| <i>Proposal Submitted To: SPMC, Inc. C/O Larry Gilbert</i> | <i>Date: 09/08/2017</i> |
| <i>12084 Cadet Court</i> | |
| <i>Manassas, VA 20109</i> | |
| <i>EMAIL: lgilbert@sfmc.com</i> | <i>OFFICE: 703.392.6006 x 223</i> |
| PROJECT NAME: Greenfield Crossing Association | |
| ADDRESS: Barley Grass Sq, Blue Grama Cir, Crested Wheat Dr, Deer Grass Ter, Prairie Fire Sq, Rice Grass Ter, Fescu Ter Aldie, VA | |
| SCOPE OF WORK: Concrete repairs | |

PROPOSAL# M20479

SCOPE OF WORK- ASPHALT REPAIRS

3 areas / 4" depth compacted depth / 218 s.y. / with stone bed in one area
14' by 22' – Alley behind Deer Grass Terr.
14' by 79' – Alley side of Star Sedge Terr.
15' by 36' – Alley side of Deer Grass Terr.
Stone 2' by 45'

1. Mark out areas.
2. Excavate out failed asphalt (saw cuts will be made to produce even edges).
3. Haul debris off site.
4. Compact the sub-base with roller.
5. Apply a liquid tack coat to the vertical sides of areas.
6. Furnish and install 2.5 "of hot bituminous base mix asphalt.
7. Roll to maximum density.
8. Furnish and install 1.5" on hot bituminous surface mix asphalt and roll to maximum density and smoothness.
9. Install stone at the outer edge of turn in the ally at corner of Deer Grass terrace at 3" depth.
10. Clean up areas

Total Cost: \$11,330.00 / 218 s.y. = \$51.97/yd.

Hot Rubber Crack Seal

1,527 l.f.

1. Clean out any debris from cracks.
2. Install Commercial Grade Hot Rubber Crack Sealer.

Total Cost \$1,145.00

Stripe

2,735 lf of yellow curb, 63 black 4" fire lane stencils

Total Cost \$2,020.00

**Option to stripe 901 lf of yellow road line and 55 white lines

Total Cost \$335.00

Total Contract Amount- \$14,830.00

PAYMENT TERMS (TOTAL)

(\$14,830.00 Fourteen Thousand Eight Hundred Thirty Dollars)

Payment to be made as follows: Net 15 days

AGREEMENT TO TERMS

By signing, I/We agree to the terms above.

Signature: _____

Quote: #M20479

Print Name: _____

Salesman: CT

Date: _____

Payment terms above if not paid after 30 days: Customer will be responsible for collection fees, legal fees, and any court costs. An additional 1.5% interest per month will be attached to the principle contract total.

If payment is not received within 60 days, the warranty will be void.

STANDARD PROVISIONS

- A. All Material is guaranteed to be as specified, and all work shall be completed in a workmanlike manner according to standard practices.
- B. The Contractor will not be responsible for damage or delay due to strikes, fires, accidents, delays in transportation, or by any other causes beyond its reasonable control, in any event for consequential damages.
- C. If this agreement is based on unit prices, any quantities and amounts mentioned are approximate only and may increase or decrease at the same unit price.
- D. If any payment is not made to the contractor when due, the Contractor may terminate this contract and recover from Customer payment for all work done and any reasonable profits and damages. If we have to retain an Attorney to collect an outstanding balance, the Customer will be responsible for all reasonable collection fees, including court costs, Attorney's fees, Etc.
- E. Contractor will not be responsible for hairline cracks, and/or damage caused by weather, expansive soil or swelling, soil shrinkage, movement of soil, or stress cracks, unless crack exceeds $\frac{1}{4}$ of an inch. At that time the condition will be repaired.
- F. Contractor will not be responsible for any discoloration or spots that might appear in the concrete.

WARRANTY

All work is to be done in a workmanlike manor in accordance with the building code. All materials and equipment supplied will be of merchantable quality, ALL WORK and MATERIALS, are covered under warranty for ONE YEAR. Applying salt to concrete will cause concrete to spall, and will not be covered under warranty. If invoices are not paid within 60 days, the warranty will be void.

Collegiate Sealers & Paving
44209 Wade Drive
Chantilly, VA 20152

COLLEGIATE SEALERS & PAVING
44209 Wade Dr Chantilly, VA 20152

Phone: 703-542-5555
FAX: 703-327-6096



repavemydriveway.com
info@collegiatesealers.com

GREENFIELD CROSSING HOA

KARM SIDHU

25205 CRESTED WHEAT DR

ALDIE, VA 20105-5511

Estimate For: 25205 Crested Wheat Dr,
Aldie, VA 20105-5511
Customer Reference: 857772
Estimate Date: 09/18/2017
Estimator: Dan Constantino
VA Class A License # 2705049804A

| Service | Description | YDS | Estimate |
|---------|-------------|-----|----------|
|---------|-------------|-----|----------|

| | | | |
|---------------------------|---|-----|------------|
| Asphalt
Repair | Damaged asphalt will be removed. Install 2 1/4 stone as needed and compact.
Apply a tack coat to the edges of newly cut area. Install new SM 9.5A VDOT
approved asphalt at the same grade as adjoining pavement and compact to a
uniform finish. | 142 | \$4,690.00 |
|---------------------------|---|-----|------------|

= \$33.03/yd.

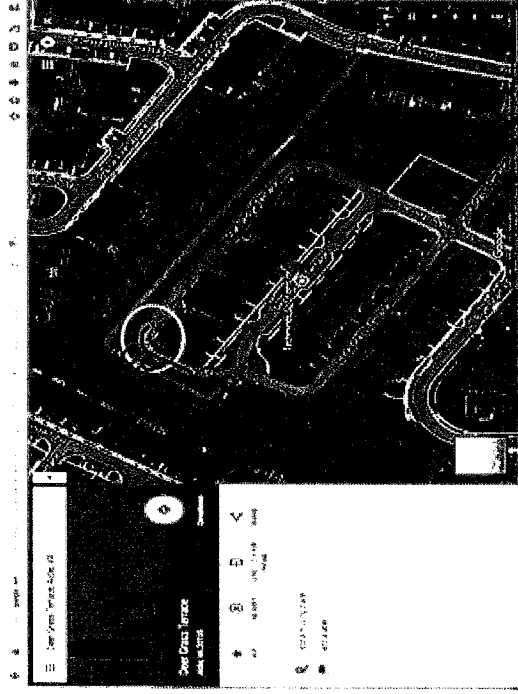
Repair Notes:

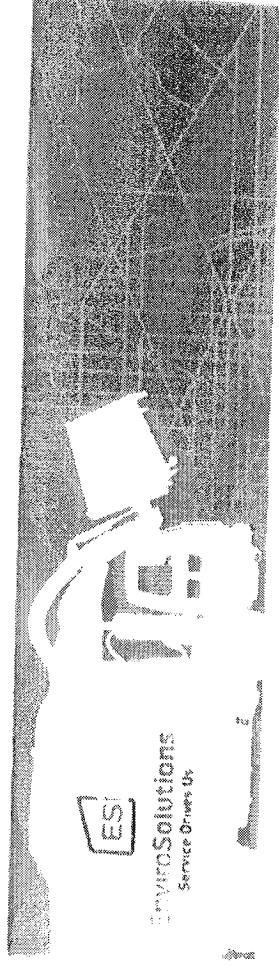
PRICE ABOVE IS FOR ROAD REPAIR(SEE DIAGRAM)
OUR COST ON SPEED BUMP INSTALL IS \$2,390.00 FOR THE FIRST ONE AND
\$500.00 FOR EACH ONE AFTER

Additional Notes:

Homeowner is not required to be home for work to be completed.

Estimate Photos





Dear Valued Customer,

It is with mixed emotions that we announce that CSI, Inc. has been sold to EnviroSolutions, Inc., a locally based, full service environmental services company. We are extremely proud of everything that CSI has accomplished over our 32 year history. Since our father started CSI in 1985, we have been family owned and have provided continuous, reliable service to the residents and businesses of Northern Virginia.

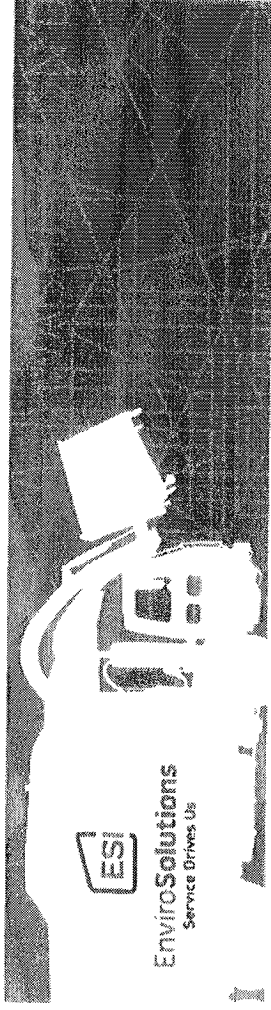
When we decided it was time for us to transition to the next phase of our lives, we had to make sure our employees and our customers had the right family to join. We wanted a locally based company that cares about its employees and its customers. They also needed to have the size and experience to seamlessly integrate our operations into theirs. When we chose EnviroSolutions (ESI), we did not take the decision lightly or make it quickly.

ESI is based in Manassas, Virginia and they also have operations in Washington, D.C. and Baltimore. They have a reputation for outstanding service and value. We feel comfortable handing our company over to them and we have been assured by Dean Kattler, their CEO that the combination of our two companies will result in better coverage and more efficient service for our customers.

We want to take this opportunity to say "Thank You". Your patronage has helped support our families and we have formed many valuable friendships and business relationships over the last 32 years.

Fabian Larco

Fausto Larco



CONSENT TO ASSIGNMENT

Today's Date: October 24, 2017

| | |
|--------------------------|--|
| Customer Name & Address: | Greenfield Crossing Homeowners Association
c/o Service First Management and Consulting
12084 Cadet Court, Manassas, VA 20109 |
| Contract Date: | 12/13/2016 |

The customer referenced above hereby consents to the assignment to the contract between such customer and Con-Serv Industries, Inc. or LFF Recycling, Inc. to, and the assumption of such contract by, EnviroSolutions Dulles, LLC.

CUSTOMER:

Print Full Customer Name

ENVIROSOLUTIONS DULLES, LLC

By: _____

Authorized Signer

By: _____

Authorized Signer

Name

Name

Title

Title

Kelley Fitzgerald
Sales manager

If, following an instance of damage, both parties are in agreement regarding the culpability of the CONTRACTOR, the CONTRACTOR shall begin or complete restorative measures within ten (10) days of the agreement of the parties. If the CONTRACTOR fails to do so and has not delivered to the ASSOCIATION written notification of its intentions by the tenth day, the ASSOCIATION may proceed to repair or replace the damage and to hold the CONTRACTOR responsible for the cost of such repair or replacement and may withhold an amount equal to the cost of repair or replacement from any payments due the CONTRACTOR according to the terms of this Agreement.

XIII. ASSIGNABILITY OF THIS AGREEMENT

The ASSOCIATION and the CONTRACTOR each bind the other, its successors, assigns and legal representatives to such other party with respect to all covenants, agreements and obligations contained in this Agreement. The ASSOCIATION must approve, in writing, any assignment, transfer, assumption or sale of this Agreement to any party other than the CONTRACTOR.

XIV. TERMINATION

During the first twenty-four (24) months of the effective period of this Agreement, either the ASSOCIATION or the CONTRACTOR may terminate this Agreement, with reason and according to the following stipulations:

1. the party seeking termination must declare a reason for termination, in writing, and must issue notice to the other party of the intent to terminate within thirty (30) days of the date of the notice; then,
2. the party to whom notice is issued shall be allowed ten (10) business days to remedy a complaint, omission or deficiency. If no sufficient remedy is made within ten (10) business days, this Agreement shall be effectively terminated on the date specified by the thirty (30) day notice. In the event of termination, all Work in progress shall be completed and settled by the date of termination and the CONTRACTOR shall be paid in full for all satisfactorily completed Work that is performed up to the date of termination as well as for materials supplied.

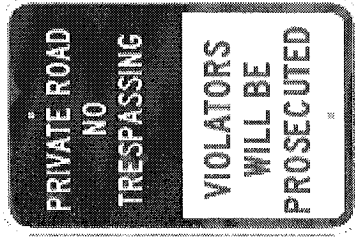
Beginning with the twenty-fifth month of this Agreement, either the ASSOCIATION or the CONTRACTOR may terminate this Agreement, with or without cause and without penalty, upon thirty (30) days written notice. In the event of termination, all Work in progress shall be completed and settled by the date of termination and the CONTRACTOR shall be paid in full for all satisfactorily completed Work that is performed up to the date of termination as well as for materials supplied.

Larry Gilbert

From: Larry Gilbert
Sent: Wednesday, October 25, 2017 10:56 AM
To: 'Michael Nuckols'
Subject: RE: Greenfield Crossing

Mike,

Here's a start.



Cost approximately \$38 each plus \$18 freight. Material is diamond grade reflective aluminum, size is 12" x 18". This particular sign is customizable with respect to the text so slight changes will not affect cost.

CAR WASH

FULL

SERVICE

BRUSHES

EXPERT

DETAILING



Details

Attract customers' attention with this Aarco RAF-1 Roll A-Frame 24" x 36" two sided white letterboard and letter set! Great for showcasing your restaurant, convenience store, or cafe's daily specials, hours, or sales, this durable sidewalk sign allows you to quickly update your promotions using seven lines of space. The white board itself is designed with a stylish curved design to help draw attention to your message, while the durable stand securely holds the sign in its place on the sidewalk, along the road, or outside of your business's entrance. For added stability, fill the legs with sand to help prevent it from blowing when used in an outdoor application.

This sign's portability allows for strategic placement and storage convenience. The high contrast between the white board and the (354) 4" black letters and red numbers and special characters will create an eye-catching display for effective advertisement.

Overall Dimensions:

Length: 26 1/2"

Width: 24"

Height: 42"

Sign Face Dimensions:

Length: 24"

Height: 36"

This particular sign costs about \$155 (tax and shipping incl.).

Regards,

Larry Gilbert, CMCA, AMS, PCAM
Community Manager



SFMC, Inc., AAMC®
9464 Innovation Drive, Manassas, VA 20110
Phone: 703-392-6006 x. 223 | Fax: 703-392-5039
lgilbert@sfmtcinc.com
www.sfmtcinc.com | www.sfmtcnews.com

 **I'm a CAI member.**
Click here to find out why you should be one, too.

Larry Gilbert

From: Dana Hansen <dhansen@kerxton.com>
Sent: Wednesday, October 25, 2017 5:06 PM
To: Larry Gilbert
Subject: RE: Greenfield Crossing HOA

Hi Larry,

Please see below for the response from Travelers in regards to the speed bump.

"If vehicles are damaged due to the speed bump then that tells me it does not meet County Code Requirements so I would think the loss would be placed on the contractor who installed the bumps.

However, let's say the speed bumps were damaged possibly from a snow removal truck and the insured did not alert residents by putting up cones or something letting people know and causes damage to a vehicle then I would think a claim can be submitted. What I don't know if the claim will be paid because it depends on the circumstance at the time of the loss."

Thank you,

Dana Hansen, CLCS
Account Executive
Kerxton Insurance Agency, Inc.

From: Dana Hansen
Sent: Tuesday, October 24, 2017 4:49 PM
To: 'Larry Gilbert'
Subject: RE: Greenfield Crossing HOA

I am checking with Travelers and will be in touch as soon as I receive a response.

Thank you,

Dana Hansen, CLCS
Account Executive
Kerxton Insurance Agency, Inc.

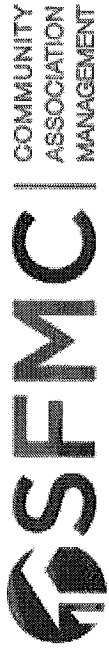
From: Larry Gilbert [mailto:lgilbert@sfcinc.com]
Sent: Tuesday, October 24, 2017 4:18 PM
To: Dana Hansen
Subject: RE: Greenfield Crossing HOA

Dana,

Would simply having them in place have any effect on our insurance? The concern, I believe, is any liability for the Association for vehicular damage, etc.

Regards,

Larry Gilbert, CMCA, AMS, PCAM
Community Manager



SFMC, Inc., AAMC®
9464 Innovation Drive, Manassas, VA 20110
Phone: 703-392-6006 x. 223 | Fax: 703-392-5039
lgilbert@sfmtcinc.com
www.sfmtcinc.com | www.sfmtcnews.com

 I'm a CAI member.
Click here to find out why you should be one, too.

This e-mail is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is strictly prohibited. Any comments or opinions expressed in this document are the opinion of the individual sender, except when specifically stated to be the views of SFMC, Inc. If you are not the intended recipient, please contact the sender by reply e-mail, forwarding all copies of the original message and any attachment(s). Thank you.

From: Dana Hansen [<mailto:dhansen@kerxton.com>]
Sent: Tuesday, October 24, 2017 4:15 PM
To: Larry Gilbert <lgilbert@sfmtcinc.com>
Subject: RE: Greenfield Crossing HOA

Hi Larry,

It looks like the speed bumps would not be something you can insure. The below info was provided from Travelers and how if/any coverage would be provided.

"If the loss is considered a covered cause of loss then it will be covered but I can't image a speed bump would catch on fire. If it is damaged due to negligence or lack of upkeep there is no coverage."

Let me know if you have any further questions.

Thank you,

Dana Hansen, CLCS
Account Executive
Kerxton Insurance Agency, Inc.

From: Dana Hansen
Sent: Tuesday, October 24, 2017 3:54 PM
To: 'Larry Gilbert'
Subject: RE: Greenfield Crossing HOA

I'm not sure the insurance company provides property coverage for speed bumps. I will send an email to my point of contact to see if it's possible to get coverage for them.

I will be in touch as soon as I receive a response from Travelers.

Thank you,

Dana Hansen, CLCS

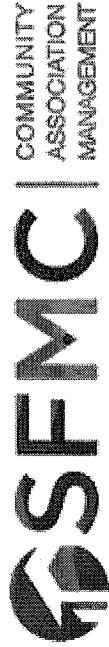
Account Executive
Kerxton Insurance Agency, Inc.

From: Larry Gilbert [<mailto:lgilbert@sfmtcinc.com>]
Sent: Tuesday, October 24, 2017 3:52 PM
To: Dana Hansen
Subject: RE: Greenfield Crossing HOA

What would the coverage provide? At what cost?

Regards,

Larry Gilbert, CMCA, AMS, PCAM
Community Manager



SFMC, Inc., AAMC®
9464 Innovation Drive, Manassas, VA 20110
Phone: 703-392-6006 x. 223 | Fax: 703-392-5039
lgilbert@sfmtcinc.com
www.sfmtcinc.com | www.sfmtcnews.com



This e-mail is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is strictly prohibited. Any comments or opinions expressed in this document are the opinion of the individual sender, except when specifically stated to be the views of SFMC, Inc. If you are not the intended recipient, please contact the sender by reply e-mail, forwarding all copies of the original message and any attachment(s). Thank you.

From: Dana Hansen [<mailto:dhansen@kerxton.com>]
Sent: Tuesday, October 24, 2017 3:50 PM
To: Larry Gilbert <lgilbert@sfmtcinc.com>
Subject: RE: Greenfield Crossing HOA

Hi Larry,

If they install signs like the "Children at Play" you may want to increase the limit we have for Street Lighting Poles, Parking Meters, Street Signs, Traffic Lights, Flagpoles, Fire Alarm Boxes, & Similar Equipment. That limit is currently at \$58,000. By increasing the limit that will generate an additional premium.

Is the association looking to provide coverage for the speed bumps?

Thank you,
Dana Hansen

Dana Hansen, CLCS
Account Executive
Kerxton Insurance Agency Inc.
7679 Limestone Drive, Suite 155
Gainesville, VA 20155

Ph 703.352.0030 Ext 340/Fax 703.652.6108
Direct Line 703-652-6134
please visit our website: www.kerxton.com

Serving your Business Insurance, Employee Benefits and Personal Insurance needs since 1964

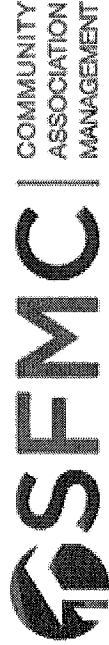
From: Larry Gilbert [<mailto:lgilbert@sfmtcinc.com>]
Sent: Tuesday, October 24, 2017 3:35 PM
To: Dana Hansen
Subject: Greenfield Crossing HOA

Dana,

Are there any insurance implications if the Association opts to install speed bumps within the community or "Children at Play" signs?

Regards,

Larry Gilbert, CMCA, AMS, PCAM
Community Manager



SFMC, Inc., AAMC®
9464 Innovation Drive, Manassas, VA 20110
Phone: 703-392-6006 x. 223 | Fax: 703-392-5039
lgilbert@sfmtcinc.com
www.sfmtcinc.com | www.sfmtcnews.com

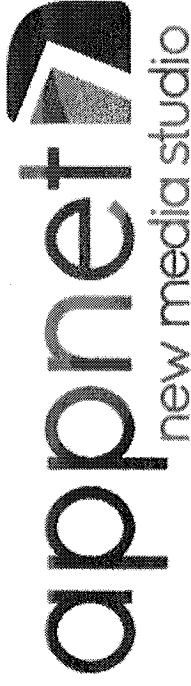
***A I'm a CAI member.
Click here to find out why you should be one, too.***

This e-mail is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is strictly prohibited. Any comments or opinions expressed in this document are the opinion of the individual sender, except when specifically stated to be the views of SFMC, Inc. If you are not the intended recipient, please contact the sender by reply e-mail, forwarding all copies of the original message and any attachment(s). Thank you.

CONFIDENTIALITY NOTICE: The information in this email is privileged and confidential and is intended for the addressee(s) only. If you are not the intended recipient, please notify us immediately and delete this email from your files.

CONFIDENTIALITY NOTICE: The information in this email is privileged and confidential and is intended for the addressee(s) only. If you are not the intended recipient, please notify us immediately and delete this email from your files.

CONFIDENTIALITY NOTICE: The information in this email is privileged and confidential and is intended for the addressee(s) only. If you are not the intended recipient, please notify us immediately and delete this email from your files.



AGREEMENT FOR WEB DESIGN & DEVELOPMENT

Between AppNet New Media Studio, with our principal office at 7883 Hwy 105 South, Suite C, Boone, North Carolina and Larry Gilbert & Greenfield Crossing HOA at 12084 Cadet Court, Manassas, VA.

Summary:

You will find this agreement very informal and straightforward. In this agreement you will not find any complicated legal terms or long passages of unreadable text. In fact, all we are doing within this agreement is gaining the right to build your new website, within the scope of your budget as determined by our conversations, consultation and written project scopes that will be provided to you as we move forward.

For the purpose of this agreement, AppNet New Media Studio will hereinafter be referred to as "APPNET" and Larry Gilbert & Greenfield Crossing HOA shall be referred to as "CUSTOMER".

This agreement states that CUSTOMER owns their domain name and by signing this agreement, they are providing APPNET with the right to build on that domain name. (CUSTOMER OWNS THEIR DOMAIN NAME EVEN IF APPNET PURCHASES IT ON THEIR BEHALF.)

This agreement further states that CUSTOMER understands the role of a "work-for-hire" agency and agrees to the terms set forth herein.

Any company that works on a project by project basis such as graphic agencies, design firms, web developers, etc. are work-for-hire firms. The work that is created by a work-for-hire firm is owned by that firm UNTIL the final payment is made by the client. At that time ownership of all work is immediately and automatically transferred to the customer. It is important to understand that as a design and web development agency all consultations, conversations, and emails transmitted back and forth are all considered to be part of the design process and considered to be part of the design costs in building or rebuilding your new website.



web design, top ten search engine ranking & marketing 828.963.7286

By signing this document you are stating that you understand that our conversations, consultations, creation of Project Scope documents, purchasing of imagery through professional image resources such as Shutterstock and email stream, etc. are all considered part of the design process and as such any deposit or retainer paid in advance is a credit towards these efforts and is therefore non-refundable.

[] **Client Signature of Work-for-Hire Acknowledgement.**

So in short;

CUSTOMER is hiring APPNET to design and develop a web site for the estimated total price of \$2000.00 as outlined in our conversations and as noted below.

Payment Terms –

1. CUSTOMER has made a deposit on account in the amount of \$1000.00 to initiate purchasing of domain name(s), and the design process.
2. FINAL PAYMENT for design services is due upon completion of the design before the website goes LIVE on your domain name or no later than 60 days from the date of this agreement – whichever comes first.
3. Until payment is received in full, APPNET owns the website design and any files created for the website. Once APPNET has received payment in full, the website ownership is transferred to the CUSTOMER.

What do both parties agree to do?

CUSTOMER has the authority to enter into this contract on behalf of yourself, your company or your organization. You'll give us everything we need to complete the project as and when and in the format, we need it. You'll review our work; provide feedback and approval in a timely manner too.

APPNET has the experience and ability to do everything we've agreed to do for your design project and we'll do it all in a professional and timely manner. We'll endeavor to meet every deadline that's set and on top of that we'll maintain the confidentiality of everything you give us.

APPNET has designed thousands of websites for clients nationwide for more than 21 years and we always put our client's interest first. We commit to completing your web



design project in a timely manner as long as you will provide good feedback and content as needed.

Sole Agreement and Amendment.

This contract constitutes the sole agreement between APPNET and CUSTOMER and hereby voids any prior agreements, written or verbal. This agreement may be amended, in writing, by both parties at any time.

The undersigned agrees to these terms on behalf of his or her organization or business. The undersigned represents that he/she is fully authorized to sign this agreement on behalf of the organization or business represented, and that the business entity represented is bound by this agreement.

This Agreement may be amended, altered, or revoked at any time, in whole or in part, by the written agreement of the parties hereto.

If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

Appnet Web Design

Appnet Web Design

Greenfield Crossing HOA

CUSTOMER

DocuSigned by:

Michael Doble

Signature of AppNet Rep

Signature of Authorized CUSTOMER Rep

Michael Doble

Larry Gilbert

Printed Name of AppNet Rep

Printed Name Authorized CUSTOMER Rep

10/27/2017

Date

Date

GREENFIELD CROSSING HOMEOWNERS ASSOCIATION, INC.

I. POLICY RESOLUTION I – RULES AND REGULATIONS/DESIGN GUIDELINES/ARCHITECTURAL REVIEW BOARD COMMITTEE

WHEREAS, Article 8, of the Declaration authorizes the Board of Directors to adopt Rules and Regulations restricting and regulating the use and enjoyment of the Property; and

WHEREAS, Article 9, of the Declaration requires and authorizes the Board of Directors to create an Architectural Review Board Committee (hereinafter “ARB”); and

WHEREAS, Article 9 of the Declaration charges the ARB with the duty to regulated the external design, signage, appearance, use and upkeep of the property and to propose Design Guidelines,

NOW THEREFORE, BE IT KNOWN THAT the following is hereby adopted, without meeting, by all the Members of the Board of Directors:

1. The Board of Directors has appointed the membership of a ARB pursuant to the documents; and
2. The Board of Directors has adopted the Rules and Regulations, which shall also include the Design Guidelines, as set forth hereinafter.

Greenfield Crossing Homeowners Association, Inc.

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

II. OBJECTIVES AND GENERAL INFORMATION

A. OBJECTIVES OF GREENFIELD CROSSING HOMEOWNERS ASSOCIATION, INC. RULES AND REGULATIONS AND DESIGN GUIDELINES

This document's overall objective is to serve as a guide to aid members of the Architectural Review Board, staff, and residents in maintaining and enhancing the design environment in Greenfield Crossing. The guidelines address improvements for which homeowners most commonly submit applications to the Architectural Review Board. **The guidelines are not intended to be all-inclusive or exclusive, but rather serve as a guide to what modifications may be constructed.**

The specific objectives of ~~this booklet~~ these guidelines are:

1. To increase resident's awareness and understanding of the Association Documents.
2. To describe the committee and procedures involved with the architectural standards established by the Association Documents.
3. To illustrate design principles that will aid residents in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.
4. To assist residents in preparing an acceptable application to the Architectural Review Board.
5. To relate exterior improvements to the plans for the Greenfield Crossing Homeowners Association, Inc. development.
6. To provide uniform guidelines to be used by the Architectural Review Board in reviewing applications in light of the goals set forth in the Association Documents for the Greenfield Crossing Homeowners Association, Inc. and actions of the Board of Directors.

B. ASSOCIATION DOCUMENTS

The basic authority for maintaining the quality of design in the Greenfield Crossing Homeowners Association, Inc. development is founded in the Declaration, Bylaws and Articles of Incorporation (collective referred to as the "Association Documents"), which each Homeowner received at or prior to settlement. The intent of Association Documents is to assure residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the communities overall environment. Every Greenfield Crossing Homeowners Association, Inc. property owner should receive a copy of the Association Documents in accordance with the Code of Virginia Title 55 Property Owners association Act. These Documents are binding on all owners whether or not they have been read. They should be periodically reviewed and fully understood. The Association Documents established the Greenfield Crossing Homeowners Association, Inc. and the Architectural Review Board.

C. ROLE OF THE GREENFIELD CROSSING HOMEOWNERS ASSOCIATION, INC. AND ARCHITECTURAL REVIEW BOARD

The role of the Greenfield Crossing Homeowners Association, Inc. of which every resident is a member, is not only to own and maintain open space, but also to conserve and enhance the resources of the total Community.

The Association accomplishes these functions in a variety of ways, one of which is by insuring, through the Architectural Review Board, the retention of harmonious, though diverse, design qualities of the Community. Surveys of planned communities show that providing this insurance is reflected in the preservation and enhancement of real estate values and is of prime importance to residents.

The Architectural Review Board performs its task of insuring aesthetic quality of the homes and their environments by establishing and monitoring the architectural review process.

They ensure that proposed exterior alterations comply with the objectives set forth in the Association Documents. This involves systematic review of all applications for exterior alterations submitted by residents.

From time to time, the Board of Directors may amend these Design Guidelines upon their discretion.

D. WHAT CHANGES MUST HAVE ARCHITECTURAL REVIEW BOARD APPROVAL?

Article 8, Section 6 of the Declaration explicitly states, in part, that all exterior alterations require the approval of the Architectural Review Board:

“Prior to construction or installation of any improvement, addition or alteration of a Lot or Structure, a written application (“Application”) must be filed with, and written approval obtained from, the ARB. Applications shall include plans and specifications, including, but not limited to, design, elevation views, material, shape, height, color and texture, and a site plan and/or house location survey showing the location of all improvements with grading and drainage modifications. Applications must be submitted by Registered or Certified Mail, Return Receipt Requested, to the ARB. The ARB reserves the right to require any additional information it deems reasonably necessary in order to properly process and assess any Application. The ARB reserves the right to deny any Application which may result in a negative impact on surrounding areas. Owners are solely responsible for determining the necessity of, and obtaining the approval of, any appropriate authority or governmental agency, including obtaining any necessary construction permits, prior to construction or installation of any improvement, addition or alteration of a Lot or Structure.”

This paragraph explicitly states that any change permanent or temporary to the exterior appearance of one's property must be approved by the Architectural Review Board. Further, once a plan is approved it must be followed or a modification must be approved in accordance with **Article 8, Section 6**.

It is important to understand that Architectural Review Board approval is not limited to major alterations such as adding a room or deck to a house, but includes such items as changes in color and materials, etc. Approval is also required when an existing item is to be removed.

Each application is reviewed on an individual basis. There are no "automatic" approvals, unless provided for specifically in these Guidelines. A homeowner who wishes to construct a deck identical to one already approved by the Architectural Review Board is still required to submit an application.

E. ARCHITECTURAL REVIEW BOARD CRITERIA

The Architectural Review Board evaluates all submissions on the individual merits of the application. Besides evaluation of the particular design proposal this includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance may not be for another. Design decisions made by the Architectural Review Board in reviewing applications are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria, which represent in more specific terms the general standards of the Association Documents.

Relation to the Greenfield Crossing Open Space Concept: Fencing, in particular, can have damaging effects on open space. Other factors such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off can also adversely affect the open space in Greenfield Crossing.

Validity of Concept: The basic idea must be sound and appropriate to its soundings.

Design Compatibility: The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color, and construction details.

Location and Impact of Neighbors: The proposed alteration should relate favorably to the landscape, the existing structure, and the neighborhood. The primary concerns are access, view, sunlight, ventilation, and drainage. For example, fences may obstruct views, breezes or access to neighboring property; decks or larger additions may cause unwanted shadows on an adjacent patio property or infringe on a neighbor's privacy.

Scale: The size (in three (3) dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings.

Color: Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house such as roofs and trim must be matching in color.

Materials: Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, vertical wood siding on the original house should be reflected in an addition. On the other hand, an addition with wood siding may be compatible with a brick house.

Workmanship: Workmanship is another standard, which is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Greenfield Crossing Homeowners Association, Inc. assumes no responsibility for the safety of new construction by virtue of design or workmanship.

Timing: The alteration authority granted by the application will be revoked automatically if the alteration requested has not been completed within 180 days of the approval date of the application.

F. AMENDMENTS TO THE DESIGN GUIDELINES

The Guidelines may be amended to provide clarification, reflect changed conditions, or technology. Owners should submit to the Greenfield Crossing Homeowners Association, Inc. requests for additions or changes to the Guidelines. The Architectural Review Board may conduct a yearly evaluation of the Guidelines to determine if amendments are required and may make recommendations to the Board of Directors. Amendments proposed by the Architectural Review Board must be adopted by the Board of Directors.

G. APPLICATIONS

Application content requirements are spelled out under each of the following sections in this booklet. The application forms call for information helpful to the Architectural Review Board, including any additional information, which may be useful in determining the scope and detail of the proposal. The signatures indicating awareness of two (2) neighbors must be supplied and the form signed. The two (2) signatures shall include those who are most affected because they are adjacent and/or have a view of the change. The Architectural Review Board may waive this provision, in whole or in part, if those lots affected are unoccupied.

All information requested on the application must be completed or the application will be considered incomplete and returned. A house location survey showing the proposed modification must accompany all applications for exterior modifications.

Unless specifically stated, an application is required for any exterior modification.

H. SITE PLAN

A site plan is required as part of most applications. A site plan is a scaled drawing of your lot (site) which shows exact dimensions of the property, adjacent properties if applicable and all improvements including those covered by the application. Contour lines are required where drainage is a consideration. In most cases, the site plan for single applications should be developed from the house location survey provided to you when you purchase your home. More complex applications may require larger scale (20 or 10 scale) blowups of the plat plan or county approved development or site plans.

I. REVIEW PROCEDURE

All applications shall be mailed to the Association's Management Firm.

The Management Firm will check each application for complete information. If information that is pertinent for the review of the application is missing, the staff will return the application as incomplete.

If the application is complete, the review process begins.

The Architectural Review Board must act upon all applicants within forty-five (45) calendar days after the staff has accepted it.

Applicants with special cases that require an interpretation of the application will be notified and asked to be present for the meeting concerning their case.

The decisions of the Architectural Review Board will be sent by letter to the address on the application. The Architectural Review Board decision is binding after ten (10) working days to allow time for the appeal process.

An appeals procedure exists for those affected by an Architectural Review Board decision: The appeal should be made to the Board of Directors.

Appeals will be heard if the applicant or those affected feel that any of the following criteria were not met by the Board when reviewing the application:

1. Proper procedures were followed during the administration and review process.
2. The applicant and any other affected residents attending the meeting were given a fair hearing.
3. The Architectural Review Board decision was not arbitrary, but had a rational basis.

To initiate the appeals procedure the applicants, or other affected residents may appeal a decision of the Architectural Review Board to the Board of Directors by giving written notice of such appeal to the Association within twenty (20) days of the adverse ruling, which appeal must be submitted by Registered Mail or Certified Mail-Return Receipt Requested as stated in Article 8, Section 9 of the Declaration. The Board of Directors shall review the appeal and provide a ruling no longer than 45 days after receipt. All decisions by the Board of Directors shall be final and binding.

J. MAJOR EXTERIOR CHANGES

Major alterations are generally considered to be those that substantially alter the existing, structure either by subtraction and/or addition.

Major building alterations include, but are not limited to, rooms, screened porches, garages, pools, driveways, decks, and fences. Several types of changes may be combined on one application.

Additions to townhouses and villas are not allowed.

Carports are not permitted.

The design of major alterations should be compatible in scale, materials, and color with the applicant's house and adjacent houses. The location of major alterations should not impair the views, or amount of sunlight and natural ventilation on adjacent properties.

Pitched roofs must match the slope of the roof on the applicant's house.

New windows and doors should match the type used in the applicant's house and should be located in a manner which will relate well to the location or exterior openings in the existing house.

If changes in grade, or other conditions which will affect drainage, are anticipated, they must be indicated. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

Construction materials must be stored so that impairment of views from neighboring properties is minimized. Excess material should be immediately removed after completion of construction. No debris may be allowed to accumulate during construction.

Unless specifically stated, an application is required for an exterior change to property or houses. In most cases, only a single application is required. For extensive changes a preliminary application for conceptual approval needs to be submitted. Applications should generally include:

1. Site plan showing location of proposed structure, and relationship to property lines and adjacent houses.
2. Detailed drawings and plans including exterior elevations and dimensions. If required by the Architectural Review Board, a full set of architectural drawings must be included.
3. Description of materials including items such as type of siding on dwelling and proposed structure, colors, exterior lighting arrangements where applicable, etc.
4. Landscaping plans should include size and type of plants and how many will be planted.
5. It is required that formal applications include a duplicate of those documents which were submitted to Loudoun County for a building permit.
6. Estimated start and completion date.

K. MAINTENANCE REQUIREMENTS

Property ownership includes the responsibility for maintenance of all structures and grounds, which are a part of the property. This includes, but is not limited to, items such as mowing grass, removal of trash and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety. A violation of maintenance standards is a violation of the Association Documents.

1. Dwellings and Structures

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds, and play equipment.

While it is difficult to provide precise criteria for what the Association deems as unacceptable conditions, the following cases represent some of the conditions, which would be, considered a violation of the Association Documents:

- Peeling paint on exterior trim.
- Dented mailboxes or mailboxes and/or stands in need of repainting.
- Playground equipment which is broken or in need of repair.
- Fences with either broken or missing parts.
- Decks with missing or broken railings or parts, or parts in need of staining or painting.
- Cracked concrete or masonry block foundations.
- Use of outdoor space (patios, decks) for storage of items (rakes, shovels, brooms, tires, lawnmowers, stacks of pots, bags of soil, debris, etc.)
- Broken or rusted handrails.

Most residents undoubtedly would not allow any of the above conditions to exist, as they seek to preserve and protect their investment in their homes and to limit their personal liability by keeping all improvements on their lots in good condition. The Greenfield Crossing Homeowners Association, Inc. expects that all residents will do this necessary maintenance to prevent any of the cited conditions from occurring in Greenfield Crossing.

2. Mowing and Landscape

All Greenfield Crossing homeowners are responsible for maintaining their entire lawn and landscape out to the curb, including utility and VDOT easements. Turf areas (lawns) need to be mowed at regular intervals, maintaining a maximum height of six (6) inches. Edging and trimming around plant beds, sidewalks, foundations, decks, fences, mailboxes, etc, must be maintained. Landscaping is to be neatly maintained throughout the growing season. This includes pruning, removal of dead growth and flowers, watering and weeding. Lawns are to be kept as weed free as possible.

3. Plant Beds

The plant beds must be kept in a neat and orderly manner, and free of weeds and grass. Mulching plant beds helps to better define beds and reduce weeds. Edging and trimming around plant beds, sidewalks, foundations, etc. helps to maintain a uniform appearance throughout the landscape. Planting along sidewalks cannot extend or protrude onto the sidewalk area. Plants must be kept trimmed so they are even with the sidewalk.

4. Lawn and Garden Fertilization Irrigation

Special care should be taken not to over fertilize or to fertilize lawns and gardens when there is the least chance of run-off. In areas adjacent to ponds and waterways, fertilize in a manner to avoid runoff.

Owners are responsible for the maintenance, including seasonal startup and shutdown, of the irrigation system installed on their Lot. Failure to operate and maintain the irrigation system could affect the quality of the yard.

5. Trash Removal

Trash shall be collected and stored in trash receptacles only and not solely in plastic bags. Trash and garbage receptacles shall not be permitted to remain in public view except on days of trash collections, and except those receptacles designed for trash accumulation located in the Common Area. Each resident is responsible for picking up litter on his property and/or debris on the common areas which originated from his property.

Removal of trash and debris from all Association areas accumulating from resident usage will be completed as necessary. Remember that the removal of trash costs the Association money. Voluntary neighborhood cleanup, in addition to controlling litter at the source saves everyone money.

6. Erosion Control & Drainage Management

Each resident is responsible for seeing that the lot area is protected from erosion and that storm drain structures are not blocked so as to cause additional erosion problems which silt up ponds and stream valleys. Each resident is responsible to maintain proper drainage through his property and not block or hinder natural drainage from adjoining properties.

7. Pesticides and Herbicides

Pesticides and herbicides may be applied according to label instructions for the specified problem. Emphasis should be placed on using organic/biodegradable materials in order to ensure the least harm to the natural environment. Care in application is extremely important along ponds and waterways, near neighborhood play areas and near adjacent residences.

8. Fencing

Fences should be properly maintained by cleaning, repairing, or replacing on an "as needed" basis. Fences with either broken or missing parts or leaning off the property line must be repaired and aligned. Repairs must match existing fence style and color.

Any homeowner that observes a violation of the maintenance requirements may report this directly to the management company.

L. PARKING

All Homeowners are responsible for ensuring that their family members, visitors, guests, tenants and agents observe and comply with all rules and regulations as may be adopted by the Board of Directors.

Parking is prohibited on the grass at Greenfield Crossing, including the grass of the common areas and individual lots. No parking shall be permitted other than on the existing paved driveway or designated spaces within common areas. Cars parked in driveways shall be parked in such a manner as to not impede sidewalks or extend beyond the driveway.

Vehicles shall not be parked in fire lanes, impede the normal flow of traffic, block any sidewalk or mailbox, extend into the street, or prevent ingress and egress of any other vehicle to adjacent parking spaces or the open roadway.

Any vehicle parked in violation of above rules shall have a notice placed in a visible location on the vehicle, which states the following:

1. That the vehicle is in violation of the association's parking guidelines.
2. That if the parking violation is not corrected within twenty-four hours, the Board of Directors of the Association, at the sole risk and expense of the owner, will have the vehicle towed away.
3. The date of which the towing will take place.
4. The name, address and phone number of the duly licensed and properly insured towing company that will tow the vehicle.
5. That any future parking violations may result in the vehicle being towed without prior notice.
6. If the same vehicle is found in violation for a second time the same procedures will be followed as outlined above.
7. If the same vehicle is found in violation for a third time, the vehicle will be towed immediately without prior notice to the owner.

M. Vehicle Repairs

No inoperable, junk, unregistered, unlicensed or uninspected vehicle shall be kept on the property. No portion of the property shall be used for the repair of a vehicle. No vehicles shall be parked on any lot except within a garage or on an approved driveway or parking area.

N. VIRGINIA PROPERTY OWNERS ASSOCIATION ACT (VA POAA)

The Virginia Property Owners Association Act requires the Association to make available to an owner or his authorized agent within fourteen days after receipt of a written request and receipt of the appropriate fee, an association disclosure packet, which, upon receipt, the seller shall deliver to the purchaser. An association disclosure package which requires a statement as to whether any notice has been given to the seller that any improvement or alteration made to the lot, or uses made of the lot or common area assigned thereto, are in violation of any of the Associations governing instruments. It is important that Homeowners are in complete compliance with Architectural Review Board guidelines in order to avoid potential problems during the resale of your home.

III. STANDARDS AND GUIDELINES

A. AIR CONDITIONERS - EXTERIOR UNIT

Air conditioning units extending from windows are prohibited.

Additional exterior units may be added or relocated only when they do not interfere visually with neighbors. Exterior units shall be oriented so as not to discharge hot air onto neighbor's property. An application is required.

B. ANTENNAS AND SATELLITE DISHES

No exterior antenna, satellite dish or similar exterior improvement shall be maintained upon any lot unless written approval of the Architectural Review Board is obtained. Every effort should be made to locate the antenna so that it is not seen from the street, and, if on the ground, installed as close to the home as possible without interrupting transmission. Antenna and/or Satellite Dishes may not be installed to any shared or HOA owned fence/wall. Landscape screening may be required.

Satellite dishes may not exceed one meter (39 inches) in diameter. All cabling (Dishes, internet, Cable TV and Antennas) on the exterior of the house must be secured at 4 ft. intervals and hidden as much as possible (e.g. under siding ridges, under down spouts, gutters, etc.). If cabling is installed in a non-metallic tubing (plastic tubing) it must be secured at intervals not exceeding 3 feet and secured 1 foot from wiring device (box). If a non-metallic tubing installation is NOT used, the cable cannot be strapped, taped, or attached by any means to the exterior of any conduit or gutter as a means of support.

Antennas or dishes should be mounted out of street-level view such as in the backyard or the back of the roof.

An application is required for any satellite, antenna, or similar use. An application shall include the intended location of the dish on a site plan, and appropriate screening, if necessary.

C. ATTIC VENTILATORS AND METAL FLUES

Attic ventilators and turbines must be placed on the least visible side of the roof peak and painted to match the roof.

An application is required for new attic ventilators, turbines and metal flues/vents.

D. BASKETBALL GOALS, RECREATION EQUIPMENT, AND SPORT EQUIPMENT

Basketball goals may not be placed or installed on a road/alley or in the area between the sidewalk and the street.

Basketball goals will not be allowed in driveways of townhomes or villas.

Portable, temporary goals, may be placed in the driveway or in the rear yard of single family houses. Portable goals must be properly secured, repaired as necessary and may not be placed on sidewalks or streets or on any common areas. The homeowner is responsible for maintaining basketball play on homeowner's lot only and is responsible for preventing errant shots from trespassing onto a neighboring driveway or property.

An application is not required for the use of a portable basketball goal for a single family home if the above guidelines are followed.

Only portable trampolines will be allowed. Trampolines must be placed in rear yards only at least six (6) feet from the property line and must not extend past the side plane of the home (i.e. cannot be in the side yard). Portable trampolines must be properly secured, maintained as necessary, and removed from sight when not in use. Portable trampolines are not allowed in townhomes and villas.

Sport practice cages are approved provided they are located in rear yards of single family homes only and neatly stored when not in use.

E. CHIMNEYS

Chimneys must be masonry or enclosed in a material compatible with the exterior of the house. Large metal flues must be painted to match the roof color.

A completed application requires the following information:

- a. Site plan showing the relation of the chimney to the house, property line and adjacent neighbors.
- b. Picture and/or detailed drawing of the chimney to include dimensions.
- c. Color and style of house.
- d. Description of materials being used to construct the chimney. If brick is being used and there is brick already on the house, then the chimney must match any existing brick work on the house.
- e. Estimated start and completion date.

F. CLOTHESLINES

Clotheslines will not be allowed.

G. COMPOST PILES

Compost piles will not be allowed.

H. DECKS AND GAZEBOS

Decks will not be allowed on villas. Rear steps, if stained, must be stained and/or sealed in colors that are natural wood tones.

All decks shall be located in rear yards only behind the rear plane of the house and not extend beyond the side planes of the house. Landscaping may be required to soften the visual effect of the deck. Painted decks are not allowed.

All decks must meet Loudoun County Building Codes. An application is required for all decks. The only exceptions are builder option decks, purchased from and constructed by the builder. When the deck scheme includes other exterior changes, such as fencing, lights, landscaping, hot tubs, privacy screening, lattice, etc., refer to the appropriate sections of the Guidelines for requirements.

Decks must meet Loudoun County setback specifications.

Single-family detached homes with sunrooms will not be permitted to have future enclosure of decks into screened-in-porches, sunrooms, or gazebos.

Owners of Lots 84 through 93 which are situated back to back will be permitted to have a gazebo only if it is staggered so as not to be located directly across from a sunroom, screened-in-porch or gazebo.

Decks on townhouses must be at least two inches (2") from the fire wall/party wall of adjoining units.

Elevated decks will require handrails. Only vertical pickets will be approved for handrails. A maximum of four (4) sunbursts or starbursts will be allowed. Decks (including stairs, benches, planters, etc.) must not extend past the side plane of the home.

Materials allowed are quality grade pressure-treated wood, vinyl, and Trex or other similar synthetic material. Aluminum may be used for pickets. Decks, railings and pickets, if stained, must be stained and/or sealed in colors that are natural wood tones. If Trex or similar synthetic material is used, a color sample must be provided. Deck flooring may be a different color from the railings/pickets. Any alteration of the color of deck, railings and pickets **MUST** be submitted and approved by the Architectural Review Board.

A completed application is required and should include the following:

- a. Site plan showing the relationship, including dimension, of the deck to the house, lot and adjacent properties.
- b. A drawing or picture of the deck including dimensions.
- c. A description of materials to be used.
- d. Dimensions of railings, stairs, steps, benches, and other details as required to clearly describe proposal. Include height of deck above the ground.
- e. A detailed landscape plan if landscaping is included.
- f. Indicate whether any lattice will be used.
- g. Estimated start and completion date.

I. DECORATIONS (Holiday and Seasonal)

Christmas decorations are not to be put up prior to Thanksgiving and must be removed from the exterior of houses by the last day of January. All other holiday or event decorations must be removed within 14 days of the end of the event or holiday. Banners, Bunting, Balloons and draping are considered of a temporary nature and may be displayed a maximum of 14 days.

J. DOG HOUSES

Dog houses will not be allowed on townhouse or villa lots.

Dog houses must be compatible with the applicant's house in color and material and must be located where they will be visually unobtrusive. **Dog runs are prohibited.** Maximum size allowed is four feet (4') by four feet (4') with a height of four feet (4'). Only one dog house will be allowed per lot.

A completed application requires the following information:

- a. Site plan showing the relation of the doghouse to the house, property line and adjacent neighbors.
- b. Picture and/or detailed drawings of the dog house to include dimensions.
- c. Description of materials used. **Materials and color must match the house.**
- d. Landscape plans to compliment and/or screen the doghouse.
- e. Estimated start and completion date.

K. DOORS AND WINDOWS

Storm/screen doors on the front of houses must be full view glass without ornamentation such as scrolls, imitation gate hinges, ornamental grillwork or scallops. Doors must be the same color as the entry doors or surrounding trim. Doors with less than full view are not allowed. Three-quarters view clear glass storm/screen doors may be used on the rear of the house if the door is not visible from the street.

Storm and screen window frames must be white.

An application is required for doors and windows.

L. DRIVEWAYS

Modifications to the builder installed driveway, whether in size or dimensions, must be approved by the Architectural Review Board.

An application is required for any modification to the builder-installed driveway.

In Townhomes and Villas no driveway additions or expansion are permitted

For Single Family homes only, property owners must submit an exterior alteration application and obtain ARB approval prior to installation of driveway additions or expansions.

M. DRIVEWAY RESURFACING

Driveways that are resurfaced with the same materials and in the same style and color as the original driveway are approved.

Resurfacing driveways using new and different materials or different colors is not permitted.

N. EXTERIOR DECORATIVE OBJECTS

All exterior decorative objects, both natural and man-made are subject to review by the Architectural Review Board. Decorative objects will be considered based on their size, color, scale, appropriateness with the surrounding area, and their visual impact of adjoining lots and open space.

Exterior decorative objects include, but are not limited to, such representative items as birdbaths, wagon wheels, sculptures, fountains, ponds, stumps, driftwood piles, free standing poles of any type, and items attached to approved structures. Bird feeders are to be placed in rear yards.

O. EXTERIOR LIGHTING AND ELECTRONIC INSECT TRAPS

Exterior lighting, in addition to that initially provided on the house, may be desired to enhance a deck or patio or to improve visibility on a driveway. Lights added to the front or rear of a home must match or complement existing lighting and be unobtrusive in nature consistent with coloring

of existing lighting. Lighting in the front or rear yard must be placed so that light does not shine outside the property in a manner, which could disturb neighbors. In particular, care must be taken in arranging the angle of a spotlight.

Low voltage or solar landscape lighting (e.g., Malibu, Kichler, etc. brand lighting) does not require an application.

String lighting, as permanent lighting on decks, is permissible as long as it is white light. Lights must be mounted on the interior side of deck rail.

Electronic insect traps will be regulated based on the same criteria as for exterior lighting. In addition, no device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise and may only be operated during those times when the immediate area protected by the trap is operated by the owner or his guests.

All lighting additions and electronic insect traps are subject to review by the Architectural Review Board. No application is necessary provided above guidelines are followed.

P. EXTERIOR PAINTING

Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures. Change of exterior color for all homes should relate to the colors of the houses in the immediate area. Repainting or staining a specific object to match its original color need not be submitted. All changes need to be approved in writing by the Architectural Review Board and can only be changed to a pre-existing color combination, as per the Builders' specs. **Please contact the Management Company for approved colors for your home.**

A completed application requires the following information:

- a. List of all exterior colors on the house and appurtenant structures.
- b. A color sample of the new color to be used.
- c. Estimated start and completion date.

Q. FENCES

Fencing must be constructed on the property lines, and enclose the entire rear yard. A waiver of this requirement may be granted if the Architectural Review Board believes that extenuating circumstances exist such as a prohibitive easement, berm area, swale, woodlands, etc.

No fencing shall be permitted in the front yard of any lot. Fences should not extend forward of the rear plane of the house except for end unit townhouses. In townhouses, fence extensions for end units must enclose the backyard at the property line. Fencing along the side may extend as far out as the property line and as far forward as ½ the distance from the rear plane of the home forward. Fencing may enclose side bay windows only if the window is in the rear half of the home.

Consideration will be given to adjoining property fence alignments where appearance, consistency and symmetry of the adjoining fence warrant such extension.

Utility companies must have access to meters in back yards at all times.

Removal or modification of fencing installed by the builder can only be done with approval of the Architectural Review Board.

In single family houses no wood or masonry pillars or fences shall be erected along the driveway or the driveway entrance to a lot.

The location of fences on corner Lots require special consideration regarding fence location. Each application will be reviewed on a case-by-case basis.

The construction of a fence may not be permitted where the siting of a home vis-à-vis one or more adjoining homes would result in the construction of a rear or side yard fence for the applicants Lot which would extend forward of the front plane of the home(s) for the adjoining Lot(s). In such cases, the Architectural Review Board will require the specific written approval of an adjoining Lot owner(s) who would be affected.

Fencing on shared property lines shall not be “doubled” to create a fence to fence situation. If an existing fence is bordering a proposed fence installation, the new fence should simply meet the existing fence, and not construct an additional fence on the same property line. This requirement may be waived if extenuating circumstances exist, such as an easement, swale, etc.

Landscaping may be required in order to soften the visual impact of fencing.

In townhouses and villas, fences must match fencing installed by builder. Single family detached homes must use similar fencing.

The minimum fence height is four feet (4') and the maximum fence height is six feet (6'). Owners are encouraged to match the height of adjoining fences.

Ornamental or decorative fencing accents will be reviewed on an individual basis.

Gates should be compatible to fencing in design, materials, and height.

Fencing should conform to all county rules and regulations.

An application is required and should include the following:

1. Site plan showing the exact location of the fence.
2. A description of materials to be used.
3. Detailed drawing or picture of the fence style and measurements and dimensions of the fence and gates.
4. A landscape plan if landscaping will be included to screen fence.
5. Estimated start and completion date.

R. FIRE PITS

All fire pits must be located in the rear yard of the house. Permanent fire pit structures require an application. ~~must~~ Burning of debris in a fire pit, portable or outside fireplace type structure is prohibited.

S. FIREWOOD

Firewood may be stored outside of the house if stacked neatly behind the house. Firewood cannot be stacked in the front of the house, on the side of the house, or on Common Areas. In certain cases, screening may be required.

If the above guidelines are followed, an application is not required.

T. FLAGPOLES

Permanent freestanding flagpoles are not allowed.

Temporary flagpole staffs do not need Architectural Review Board approval if they are no longer than six feet and attached at an incline to the front wall or pillar of the house.



U. GARAGES AND GARAGE DOORS

Garage door style or color changes require Architectural Review Board approval. Changes to garage door style or color should be compatible with existing house or contingent upon proposed changes.

No garage will be converted to a living space or converted for other use without approval from Loudoun County and the Architectural Review Board.

As a matter of courtesy to your neighbors, garage doors should be left in a fully closed position when the garage is not being accessed by the Lot owner.

V. GENERAL APPEARANCE OF THE PROPERTY

The grounds of the property should provide a clean, uncluttered, tidy appearance to the community. The location of items when not in use is neatly stacked against the rear of the house or under the deck and not scattered around the entire yard.

No items can be stored or erected on driveways.

Items not related to toys, lawn and garden equipment and patio furniture cannot be stored on the grounds. These items include, but are not limited to: vehicle parts and accessories; interior furniture; home repair, business related (e.g., compressors, construction materials, trailers); and recreational equipment (e.g., boats, motorized vehicles, trailers).

W. GENERATOR BACKUP UNITS (EXTERIOR GENERATORS)

Generators should be oriented so as not to discharge exhaust onto adjacent properties or adjacent open spaces.

Generators should be located in either side or rear yards.

Property owners must submit an Exterior Alteration Application and obtain ARB approval prior to installation, replacement or relocation of a generator backup unit.

X. GRILLS

All outdoor cooking equipment must meet Loudoun County code.

Permanent grills or fireplaces should not be visible from the street. Portable grills, when not in use, are NOT to be stored in the front or side yard. Safety precautions should be taken when using and storing grills.

An application is required for all permanent grills or fireplaces.

Y. GUTTERS AND DOWNSPOUTS

As part of new construction by a homeowner, gutters must match or complement the existing trim color or area of the house to which they are attached. Extensions of down spouts at ground level are discouraged because of drainage considerations on adjoining properties and common area. All down spout extensions must be buried in such a manner to adequately manage runoff, according to correct engineering practices and local codes, New gutters require an application.

Replacement gutters and down spouts must match or complement the existing trim color or area of the house to which they are attached. They must not adversely affect drainage on adjacent properties. If the replacement gutters/downspouts conform to this criterion, no application is necessary.

New technology gutters that prevent leaf backup or that distribute rainfall along the length of the gutter may be approved if the visual design is similar to the original gutter.

Z. HOT TUBS/SPAS

Hot tubs and spas shall be located only in the rear yard of the house and within twenty (20) feet of the dwelling. Hot tubs and spas shall be of a material that will blend with surrounding structures. **A childproof cover is required.**

An outside hot tub or spa requires an application which shall include the following information:

1. A site plan showing the location of the hot tub or spa and its relationship to existing structures, drainage, and property lines. Adequate drainage must be carefully evaluated for site selection approval.
2. Dimensions, type and color of proposed materials.
3. Proposed screening and landscaping plan.

AA. HOUSE NUMBERS

House numbers must be on the house structure. House numbers on lawn plaques or mailboxes do not supersede house numbers on the house structure. The property owner may change/replace/paint their house numbers without filing an application provided the replacement numbers are of similar size, style and color to the original numbers.

BB. HOME BUSINESS

No home shall be used for any business, commercial, manufacturing, mercantile, storage, sales or other similar purposes; provided, however, that an owner may maintain an office or home business in the dwelling if:

1. Any member who establishes a home occupation or service within a Lot must take all necessary and appropriate steps to preserve the residential character of the Lot in its external appearance and internal use.
2. Such office or home business is operated by a member of the Owner's household residing on the lot.
3. There are no displays or signs indicating that the Lot is being used other than as a residence.
4. Such office or business does not involve the regular or frequent use or presence of commercial vehicles within the community. Any commercial vehicle parked overnight must be parked in the homeowner's driveway.
5. Such office or business does not generate significant traffic or parking usage by clients, customers or other persons related to the business.
6. No equipment or other items related to the business are stored, parked or otherwise kept on such Owner's lot or on any common areas.
7. The activity is consistent with the residential nature of the neighborhood and complies with Loudoun County ordinances.

CC. LAMPPOSTS

All homes with lampposts have light sensing switches. Moving of lampposts will be considered on a case-by-case basis. Removal of lampposts will only be considered if they are replaced with another fixture that provide at least the same lighting as the removed lamppost and must also be activated by a light-sensing switch.

DD. LANDSCAPING

An application is required for all plantings (except annuals) that, at maturity, will be more than two feet (2') in height and four feet (4') in length, as well as other trees or features which in effect become structures, fences or screens and as part of other applications where required. No tree, hedge, or landscape feature can be placed in a location where it will obstruct sight-lines for traffic on community streets, neither at the time of planting nor as the plants grow.

Applications should include a description of the types and sizes at maturity of landscaping to be planted and a site plan showing the relationship of plantings to the house, adjacent dwellings and HOA owned property where applicable.

**An application is not required for planting flowers.
Climbing vines on fences and the exterior of town homes are not permitted.**

Any landscape enclosure or border must be made of natural materials and blend into the design and quality of the home. An application is required for any enclosure or border over six inches (6") high. Include a site plan with the location of enclosure drawn in, and information on landscaping plans and any grading changes.

The installation and use of indoor/outdoor carpet or artificial grass on the exterior of a property, including but not limited to porches, patios and decks, is prohibited

EE. LATTICE

Only lattice privacy screening is permitted for use on decks. Any such screening must be limited to one side of the deck only. No screening is permitted at the furthest end of the deck. Under no circumstance is lattice allowed to be used as property line fencing.

The following criteria must be met.

1. Lattice must be properly framed and anchored on all sides.
2. Lattice must be pressure-treated and have a minimum thickness of one (1") inch measured at the overlap. Overlap connections must be glued and stapled.
3. Maximum height of vertical lattice is limited to eight (8) feet above deck floor, including any necessary framing/support structure.
4. Privacy screening should be stained to match the deck.

FF. MAILBOXES

No modifications to mailboxes will be allowed. Any repairs or replacement required must match the original builder installed mailbox. Contact the Management Company for information on where to order replacement mailboxes.

GG. MAJOR BUILDING ALTERATIONS/ADDITIONS

Additions are considered major alterations and are generally considered to be those, which substantially alter the existing structure and become as an original fixture of the existing house. Major building alterations include, but are not limited to, construction of garages, porches (both open and screened), greenhouses, fireplaces, chimneys, other additions to a home, etc.

Additions on townhouses and villas will not be allowed.

Carports are not permitted.

The location of major alterations should not impair the view, the amount of sunlight, or the natural ventilation of adjacent properties. All additions must meet Loudoun County setback requirements.

The design of major alterations should be compatible in scale, materials and color with the house and adjacent homes.

Pitched roofs must match the slope of the roof on the house.

New windows and doors should match the type used in the house and should be located in a manner which will relate well to the location of exterior openings in the existing house.

If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

Construction material must be stored so that impairment of views from neighboring properties is minimized. Excess materials should immediately be removed after completion of construction.

No debris may be allowed to accumulate during construction.

The homeowner may be required to put up a bond to cover the cost of any possible damage to common area during construction.

PARKING

No vehicles shall be parked on any Lot except within a garage or on an improved driveway or parking area.

HH. PATHWAYS

Each home has a pathway to the common sidewalk along the street. No additional pathways from the rear yard to the sidewalk or from the front door to the sidewalk may be constructed.

II. PATIO/LAWN FURNITURE

Patio furniture should be located in rear yards and not in front yards of the home. While there are exceptions, all styles of leisure furniture placed in front of the house are subject to review by the Architectural Review Board.

JJ. PATIOS

Patios are to be located behind the rear plane of the house. Patios may be constructed of concrete, brick, landscape slate, flagstone, etc. Design and material must be consistent with your house. In addition, your privacy and that of your neighbors must be considered.

An application is required for all ground level patios. The only exception is builder patios constructed by the builder.

KK. PLAY EQUIPMENT

Play equipment such as bikes, wagons, skateboards, etc. are not allowed to remain overnight within any driveway, front yard, or side yard.

Play structures must be placed in rear yards only and must not extend past the side plane of the home (i.e. cannot be in the side yard). Consideration must be given to lot size, equipment size and design, amount of visual screening, etc. to minimize visual impact on neighbors. Permanent play structures must be constructed of natural wood or quality grade composite material in wood tone colors. All swings, slides and awnings must be a dark color.

In townhouses and villas play equipment may not rise above the height of the fence.

Applications must include at a minimum:

1. Signatures of all property owners affected by the proposed play equipment.
2. A site plan showing location and dimensions of the play equipment, in relation to the applicant's house, property lines, and adjacent dwellings.
3. Detailed drawings and plans of the play equipment, including dimensions and measurements.
4. Estimated start and completion date.

II. PONDS

Ponds are decorative additions to houses. In the interest of the safety of the homeowners or neighborhood children, the installation requirements for ponds or multi-levels of ponds will also have to address safety concerns. Ponds should be located behind the rear plane of the house. Ponds are not permitted in the front yard of the property. The Architectural Review Board recommends that property line fencing be installed for the backyard area and that the

pond be installed at least five (5) feet from the side and rear property lines. Landscaping with shrubbery should be considered around the pond sides closest to the property line.

JJ.

REAL ESTATE OR LEASE SIGNS

The only signs permitted on the Property shall be customary home and address signs and real estate or lease signs which have received the prior written approval of the ARB ("Permitted Signs"). Real Estate signs must meet County regulations with respect to size, content and removal. Only one sign is permitted at the entrance to the Community (not in landscaped beds) and on the front yard of the property available. The sign must be less than or equal to two (2) square feet in total surface area, and shall not be illuminated. All Permitted Signs shall be removed within three (3) days from the date of the conveyance of the Lot or of the execution of the lease agreement, as applicable.

Yard sale and other temporary signs do not require an application but must be removed within 24 hours after the event has taken place.

An application is not required if the above guidelines are followed.

KK.

RECREATIONAL/COMMERCIAL VEHICLES

No recreational vehicle may be parked or stored in open view on residential property, public or private streets, or on open space.

The Board of Directors has defined "recreational vehicle" as follows:

1. Any boat or boat trailer.
2. Any motor home or other self-contained camper.
3. Any camper slip-ons where the camper backs are higher than the roof line of the cab of the truck.
4. Any mobile home, trailer or fifth wheel trailer.
5. Any pop-up camp/tent trailer or other similar recreation oriented portable or transportable facility or conveyance.
6. Any other vehicle not defined above which could not normally or regularly be used for daily transportation including dune buggies or non-operative automobile collections or other automotive equipment not licensed for use on the highways of Virginia.
7. Any vehicle that is included in the Loudoun County code as being defined as commercial.
8. Any vehicle that has commercial signs or advertising or commercial equipment visible.
9. Any private or public school or church buses.

LL.

ROOFS

Asphalt shingles that need to be replaced or repaired must match the existing roof shingle in style and color.

MM.

STORAGE SHEDS

Townhouses and Villas

Sheds must be situated to least impact neighbors and surrounding community. Sheds should be compatible with the existing color scheme and material of the home and fencing. Sheds must not rise above the height of the fence in any area. Plastic or metal sheds of any type will not be approved.

Applications must include at a minimum:

1. Signatures of all property owners affected by the proposed shed.
2. A site plan showing location and dimensions of the shed in relation to the applicant's house, property lines, fence and adjacent dwellings.
3. A description of materials to be used.
4. A detailed landscape plan
5. Detailed drawings and plans of the shed, including colors.
6. Estimated start and completion date.

Single Family Detached

Sheds must be located in the rear yard only. Storage sheds may not extend past the side plane of the home (i.e. cannot be in the side yard). Sheds must be situated to least impact neighbors and surrounding community. Sheds should be compatible with the existing house design, color scheme, and material of the home and fencing.

Consideration must be given to Lot size, shed size, and the impact on views from neighboring properties. Plastic or metal sheds of any type will not be approved.

Shed height from ground level to the lowest point on the roof shall be no higher than nine feet (9'). Sheds not placed under a deck larger than 121 square feet also require a permit from the county.

Applications must include at a minimum:

1. Signatures of all property owners affected by the proposed shed.
2. A site plan showing location and dimensions of the shed in relation to the applicant's house, property lines, and adjacent dwellings.
3. A description of materials to be used.
4. A detailed landscape plan
5. Detailed drawings and plans of the shed, including colors.
6. Estimated start and completion date.

LL. SOLAR PANELS

Solar Panels will not be allowed.

MM. SUN CONTROL DEVICES

Fully retractable awnings are permitted. They must be compatible with the architectural character of the house in terms of style, color, and materials. Awnings should be of straightforward design and consistent with the visual scale of the house to which they are attached. All awnings must be located on the rear of houses.

Solid colors or stripes are permitted. Pipe frames for canvas awnings must be painted to match trim or dominant color of the house. No fringe allowed on the edge of awnings.

An application for an awning must include

1. A site plan showing the location of the awning as it relates to the existing structure.
2. Dimensions, type, and color of awning

NN.

SWIMMING POOLS

Only in-ground pools are allowed. Pools for swimming must be located in the rear of the house and approach the property line no closer than seven feet (7'), or the minimum standard set back required by Loudoun County, whichever is larger of the two.

A fence that meets the County requirements for pools and compatible with the design style of the house will be required to enclose a pool used for swimming and refine pool equipment. Approval of the fence is contingent upon completion of the pool. Appropriate landscaping is required to lessen the impact of the pool and fence. It is the responsibility of the owner to meet all County requirements.

Applications must include at a minimum:

1. Signatures of all property owners affected by the proposed pool.
2. A site plan showing location and dimensions of the pool other related equipment, fences, etc., in relation to the applicant's house, property lines, and adjacent dwellings.
3. Detailed drawings and plans of the pool, deck area, lighting arrangements, walkways, fences, etc., and pertinent information concerning water supply system, drainage and water disposal system.
4. Landscaping plan for outside (exterior) of fencing.
5. Estimated start and completion date.

OO. TRAMPOLINES

See basketball goals, recreation, and sport equipment.

PP. TRASH AND RECYCLING BINS

Trash cans and recycling bins must be stored out of sight at all times. Trash cans and recycling bins must be removed from view following emptying and should not be stored in front of or on the side of the house or remain in public view on non-collection days.

Containers shall be placed for pickup no earlier than sunset on the night preceding scheduled collection days. All trash must be placed in containers manufactured for trash storage purposes. Paper products or grocery sized plastic bags from stores such as Giant or Harris Teeter are not suitable for trash storage.

QQ.

TREE REMOVAL

Removal of trees that require an application are:

1. Live trees with a diameter in excess of four inches (4"), measured twelve inches (12") above ground.
2. Live flowering trees or broadleaf evergreens in excess of two inches (2") in diameter, similarly measured.
3. Live vegetation on slopes of greater than twenty percent (20%) gradient or marked "conservation" areas on original site plans or plats.

Tree stumps must be removed or ground down twelve (12) inches below grade. The area must be returned to grass, or mulched if in a garden bed.

Removal of a tree damaged by severe weather does not require an application.

RR.

VEGETABLE/HERB GARDENS

Edible vegetable and fruit gardens must be located behind the rear plane of the house and must not encroach on common area. Vegetable gardens not being used for the purpose constructed should be converted back to the original landscape.

Applications are not required for vegetable gardens if the above criteria are met.

IV PROCEDURES FOR ADDRESSING VIOLATIONS

A violation of maintenance standards or guidelines is a violation of the Association Documents. The Architectural Review Board through the Management Company will provide written notifications to homeowners of any detected violations and given a time-frame in which to make the repairs or perform the maintenance. After the homeowner resolves those items in violation, the Greenfield Crossing Management Office should be notified by the homeowner, and a second inspection requested to confirm and close out the violations which are on record.

If a homeowner fails to correct the issue or provide a written plan of action to the Board of Directors on how they will address the problem then the homeowner may be subject to a fine according to the Virginia Property Owners Act.

IV. INSTRUCTIONS FOR APPLICATION FOR EXTERIOR MODIFICATION

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS:

1. House Location Survey

A copy of your house location survey MUST be included for new construction and additions to a present structure on the lot. Please submit plat for decks, fences, patios, play houses, sheds, landscaping, etc. The location of the proposed structure MUST BE DRAWN ON THE HOUSE

2. LOCATION SURVEY.

Drawings should be to scale. Plats are not required for paint changes, storm doors/windows, or other such modifications.

3. Dimensions

Provide all dimensions, including height, roof slope, etc. on new construction.

4. Detailed Drawings

A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted must be included.

5. Description of Materials

Provide a list of All materials to be used in the proposed construction.

6. Description of Colors

Applications for colors which are not the original color of house and/or trim MUST be accompanied by actual color samples/photos ~~and not photos~~.

7. Photographs

Photographs of existing conditions are helpful to the Architectural Committee. Please be sure to include a brochure or picture for new window modifications, and etc

8. Samples

Provide a small sample of siding and/or shingle when changing the siding or the roof from its original color.

9. Drainage

Changes in grade or other conditions that will affect drainage MUST be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.

10. Signatures of Property Owners

Obtain signatures of all adjoining property owners and those who will be most affected by the change. A minimum of **TWO** signatures is required with the application. Neighbors signatures are to acknowledge that the work is going to be commenced at the time referenced on your application, not to approve or disapprove of the modification.

11. Railing Detail

Please be sure to reference the style of railings you propose to install on your deck.

- a. For decks and fences include numbers 1 – 6 and 8 – 10.
- b. For landscaping include numbers 1 – 3, 6 and 8 – 9.
- c. For doghouses include numbers 1 – 4, 6 and 8 – 9.
- d. For storm, screen, and front doors include numbers 2, 5 – 6 and 9.
- e. For lattice include numbers 2 – 4, 6 and 9.
- f. For recreation and play equipment in single family homes only include numbers 1 – 6 and 9.
- g. For patios include numbers 1 – 4, 6 and 9.
- h. For siding include numbers 5, 7, and 9.
- i. For shingles (on roof) include numbers 5, 7, and 9.
- j. For windows include numbers 5, 6, and 9.
- k. For satellite dishes include numbers 1, 5, 6, and 9.
- l. For pools include numbers 1 – 4, 6, and 8 – 9.
- m. For driveways include numbers 1 – 4, 6 and 8 – 9.
- n. For attic vents/fans and /or skylights include numbers 2 – 3, 5 – 6, and 9.
- o. For color changes include numbers 5 and 9.

**PLEASE BE SURE TO SUBMIT ALL ITEMS LISTED NECESSARY FOR THE APPROVAL
OF YOUR EXTERIOR MODIFICATION, OR YOUR APPLICATION WILL BE RETURNED
AS INCOMPLETE!**

V. APPLICATION FOR EXTERIOR MODIFICATION

APPLICANT'S NAME: _____

ADDRESS OF PROPOSED CHANGE: _____

ALTERNATE MAILING ADDRESS (IF APPLICABLE): _____

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ EMAIL ADDRESS: _____

FIRST SUBMITTAL: YES: _____ NO: _____ RESUBMITTAL: YES: _____ NO: _____

INSTRUCTIONS TO APPLICANT:

1. Consult the Design Guidelines for specific requirements for each proposed change.
2. Submit application form, drawings, and other required documents in duplicate to:

Greenfield Crossing Homeowners Association, Inc.
c/o Service First Management & Consulting, Inc.
9464 Innovation Drive, Manassas, VA 20110

OR

Email to ARBapplications@sfuncinc.com

3. All alterations except paint changes and storm door/windows require a house location survey indicating the location of the proposed changes.

Describe proposed changes (attach additional sheets if needed):

Obtain signatures of adjoining property owners who will be most affected by the change: (Minimum of 2)

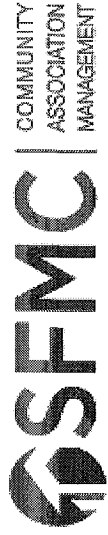
NAME: _____ LOT NO. _____ I acknowledge that I have been advised of the changes

Estimated Start Date: _____ Estimated Completion Date: _____
(Allow 45days for ARB approval prior to start date)

1. I agree that compliance with Greenfield Crossing Homeowners Association, Inc. Design Guidelines and approval by the ARB does not constitute compliance with county building and zoning codes, and ARB approval shall not be construed as a waiver or modification of any code restriction.
2. I agree that no changes will be started until written approval of the ARB has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense.
3. I agree that members of the ARB shall be permitted to enter upon my property if requested for the purpose of inspection of the proposed change, the project in progress, and the completed project.

HOMEOWNER'S SIGNATURE: _____

DATE: _____



Monthly Covenant Inspection Proposal

DATE: September 16, 2017
COMMUNITY: GREENFIELD CROSSING HOA
SERVICE: MONTHLY COVENANT INSPECTION
NUMBER OF HOMES: 107

SFMC is pleased to offer Greenfield Crossing Homeowners Association the following 2018 monthly covenants compliance inspection proposal:

| Services | | Total |
|---|--|--|
| INSPECTIONS | | |
| <ul style="list-style-type: none">Units within the boundaries of the Association inspected for covenant compliance in accordance with association's Covenants, Codes and Restrictions and Design GuidelinesFollow up inspection after time for compliance has expired. New covenant violations documented.Inspection process continues on a routine/monthly basis for the 2018 calendar year. | | \$321.00 per month |
| INSPECTION LETTERS | | |
| <ul style="list-style-type: none">Processing of first notice letters – includes handling of related owner correspondenceProcessing of second notice letters (if applicable) – includes handling of related owner correspondenceProcessing of hearing and hearing result letters – includes handling of related owner correspondence | | \$7.00 per letter
\$7.00 per letter
\$10.00 per letter |

TERMS:

The compliance inspection shall include inspection of each home and is limited to those items that are considered routine and recurring covenant items and does not include inspecting architectural features of the home for compliance with design guidelines or review of individual unit files to cross-reference previously approved or unapproved architectural modification applications. An architectural modification inspection can be completed at an additional cost to the Association and requires a separate proposal from SFMC.

First class and certified mail postage will be invoiced separately on an at cost basis.

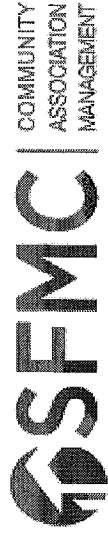
Payment for inspection services is due in the following increment(s): Payment for inspection services will be in monthly increments of \$321.00. Payment for inspection letter services will be due as completed and will be billed on a monthly basis.

Submitted By: _____ Accepted By: _____

Print: _____ Print: _____

Title: _____ Title: _____

Date: _____ Date: _____



Maintenance Inspection Proposal

DATE: September 16, 2017
COMMUNITY: GREENFIELD CROSSING HOA
SERVICE: ANNUAL MAINTENANCE INSPECTION
NUMBER OF HOMES: 107

SFMC is pleased to offer Greenfield Crossing Homeowners Association the following 2018 annual maintenance inspection proposal:

| Services | | Total |
|--|--|--|
| Pre-inspection postcard mailing notifying homeowners of the upcoming inspection
We do / do not wish to send a pre-inspection mailing (please circle one) | | Optional – at cost |
| INSPECTIONS <ul style="list-style-type: none">Meeting with a Board of Directors designated representative prior to the initial inspectionInitial inspection of all units (front, sides, rear) for dwelling upkeep issues to ensure that properties are in good appearance, order, and repair and in clean, neat and sanitary condition. Pictures are taken to document noted discrepancies.One follow-up inspection of units cited in initial inspection. Updated pictures are taken to document noted discrepancies. | | \$642.00 |
| OPTIONAL – Third inspection if needed based on Association's due process documents | | \$6.00 per home not in compliance at time of inspection (Minimum \$250.00) |
| INSPECTION LETTERS <ul style="list-style-type: none">Processing of first notice letters – includes handling of related owner correspondenceProcessing of second notice letters (if applicable) – includes handling of related owner correspondenceProcessing of hearing and hearing result letters – includes handling of related owner correspondence | | \$7.00 per letter |
| Community Manager access to real-time inspection data with unlimited reports. | | \$7.00 per letter |
| | | \$10.00 per letter |

TERMS:

The annual compliance inspection shall include inspection of the front, rear, and side (where applicable) of each home and is limited to those items that are considered routine and recurring maintenance items and does not include inspecting architectural features of the home for compliance with design guidelines or review of individual unit files to cross-reference previously approved or unapproved architectural modification applications. An architectural modification inspection can be completed at an additional cost to the Association and requires a separate proposal from SFMC.

First class and certified mail postage will be invoiced separately on an at cost basis.

Payment for inspection services is due in the following increment(s): one half of the inspection cost due prior to the scheduled first inspection, remaining balance of inspection services due upon completion of the second inspection. If applicable, payment for third inspection will be due upon completion of the third inspection. Payment for inspection letter services will be due as completed and will be billed on a monthly basis.

Submitted By: _____

Accepted By: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____



Architectural Inspection Proposal

DATE: September 16, 2017
COMMUNITY: GREENFIELD CROSSING HOA
SERVICE: COMPREHENSIVE ARCHITECTURAL INSPECTION
NUMBER OF HOMES: 107

SFMC is pleased to offer Greenfield Crossing Homeowners Association the following 2018 annual architectural inspection proposal:

| Services | | Total |
|--|--|--|
| Pre-inspection postcard mailing notifying homeowners of the upcoming inspection
We do / do not wish to send a pre-inspection mailing (please circle one) | | Optional – at cost |
| INSPECTIONS | | |
| <ul style="list-style-type: none">Review of all Owner Lot Files: recordation and entry of approved applications on recordInitial inspection, including pictures, of all homes – front/rear inspection of every home recording all undocumented exterior modifications. Monitor the submission of applications post first notice (Applications submitted will be logged into database tracking system)Generation of second Architectural Modification violation letters after time allowance has expired. Monitor the submission of applications post second notice (Applications submitted will be logged into database tracking system) | | \$802.50 |
| OPTIONAL – Third inspection if needed based on Association's due process documents | | \$7.50 per home not in compliance at time of third inspection (minimum of \$250) |
| INSPECTION LETTERS | | |
| <ul style="list-style-type: none">Processing of first notice letters – includes handling of related owner correspondenceProcessing of second notice letters (if applicable) – includes handling of related owner correspondenceProcessing of hearing and hearing result letters – includes handling of related owner correspondence | | \$7.00 per letter
\$7.00 per letter
\$10.00 per letter |
| Community Manager access to real-time inspection data with unlimited reports. | | |

TERMS:

The architectural modification inspection shall include an inspection of the front, rear, and side (where applicable) of each home focusing on architectural features of the home for compliance with design guidelines and review of individual unit files to cross-reference previously approved or unapproved architectural modification applications.

First class and certified mail postage will be invoiced separately on an at cost basis.

Payment for inspection services is due in the following increment(s): one half of the inspection cost due prior to the scheduled first inspection, remaining balance of inspection services due upon completion of the second inspection. If applicable, payment for third inspection will be due upon completion of the third inspection. Payment for inspection letter services will be due as completed and will be billed on a monthly basis.

Submitted By: _____

Accepted By: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____

GREENFIELD CROSSING HOA, INC.
OPERATING BUDGET - DRAFT
January 1, 2018 - December 31, 2018

| Codes | INCOME | <div> <div>Adopted</div> <div>Projected</div> <div>DRAFT 2018</div> </div> | | | GFC |
|-------|------------------------------|--|----------------|------------|----------------|
| | | 2017 | 2017 | DRAFT 2018 | |
| | | MO FEE | \$96.00 | | \$103.00 |
| 6310 | Assessment Income | \$ | 123,268 | \$ | 123,268 |
| 6325 | Owner Initial Assessment | | - | | - |
| 6350 | Legal Services Reimbursement | | - | 597 | - |
| 6340 | Late Fee Income | | 180 | - | - |
| 6910 | Interest Income | | 275 | 290 | 288 |
| | TOTAL INCOME | \$ | 123,723 | \$ | 124,155 |
| | | | | | \$ |
| | | | | | 132,535 |

EXPENSES
GENERAL & ADMINISTRATIVE

| | | | | | | | |
|------|---|-----------|---------------|-----------|---------------|-----------|---------------|
| 7010 | Management | \$ | 11,069 | \$ | 11,160 | \$ | 11,718 |
| 7020 | Annual Payment Coupons | | 365 | | 385 | | 385 |
| 7140 | Year End Accounting Services | | 1,900 | | 2,000 | | 2,150 |
| 7150 | Architect & Engineering Services | | 3,000 | | - | | - |
| 7160 | Legal Services | | 2,500 | | 3,767 | | 3,000 |
| 7260 | Postage | | 400 | | 400 | | 400 |
| 7280 | Insurance Coverage | | 5,158 | | 5,032 | | 5,133 |
| 7400 | Printing & Copying | | 900 | | 900 | | 900 |
| | Newsletter | | - | | - | | - |
| | Website | | - | | - | | - |
| 7430 | Income Taxes | | - | | - | | 86 |
| 7440 | Licenses, Permits & Fees | | 95 | | 95 | | 95 |
| 7880 | Prior Years Deficit/Surplus | | - | | - | | - |
| 7890 | Miscellaneous Administrative | | 600 | | 600 | | 600 |
| 7990 | Bad Debt Expense | | - | | - | | - |
| | Total General & Administrative | \$ | 25,987 | \$ | 24,338 | \$ | 24,467 |

UTILITIES

| | | | | | | | |
|------|------------------------|-----------|--------------|-----------|--------------|-----------|--------------|
| 8910 | Electricity | \$ | 4,920 | \$ | 4,920 | \$ | 5,000 |
| | Total Utilities | \$ | 4,920 | \$ | 4,920 | \$ | 5,000 |

MAINTENANCE & REPAIRS

| | | | | | | | |
|------|--|-----------|--------------|-----------|--------------|-----------|--------------|
| 9020 | Grounds Improvements | \$ | 1,000 | \$ | 1,000 | \$ | 1,000 |
| 9110 | General Maintenance & Repairs | | 400 | | 400 | | 400 |
| 9150 | Pet Waste Station Services | | 2,500 | | 2,781 | | 2,850 |
| 9190 | Electrical Repairs | | 500 | | 500 | | 500 |
| | Total Maintenance & Repairs | \$ | 4,400 | \$ | 4,681 | \$ | 4,750 |

GREENFIELD CROSSING HOA, INC.
OPERATING BUDGET - DRAFT
January 1, 2018 - December 31, 2018

| Adopted | | Projected | |
|---------|--|-----------|------------|
| 2017 | | 2017 | DRAFT 2018 |
| MO FEE | | \$96.00 | \$103.00 |

GFC

CONTRACT SERVICES

| | | | | | | | |
|------|---------------------------------|-----------|---------------|-----------|---------------|-----------|---------------|
| 9610 | Grounds Maintenance | \$ | 25,808 | \$ | 25,808 | \$ | 26,582 |
| 9700 | Trash Removal | | 15,708 | | 15,515 | | 15,964 |
| 9750 | Extermination Services | | 250 | | - | | 211 |
| 9760 | Pond Management | | 3,396 | | 3,504 | | 3,608 |
| 9800 | Snow Plowing & Related Services | | 5,000 | | 4,680 | | 5,000 |
| | Total Contract Services | \$ | 50,162 | \$ | 49,507 | \$ | 51,366 |

TOTAL OPERATING EXPENSES \$ 85,469 \$ 83,447 \$ 85,582

RESERVE ACCOUNT ACTIVITY

| | | | | | | | |
|------|---------------------------------------|-----------|---------------|-----------|---------------|-----------|---------------|
| 9910 | Replacement Reserve Contribution | \$ | 41,254 | \$ | 41,254 | \$ | 46,953 |
| 9915 | Operating Reserve Contribution | | - | | - | | - |
| 9998 | Transfer from Reserves | | - | | - | | - |
| 9999 | Replacement Reserve Expenses | | - | | - | | - |
| | Total Reserve Account Activity | \$ | 41,254 | \$ | 41,254 | \$ | 46,953 |

TOTAL EXPENSES \$ 126,723 \$ 124,701 \$ 132,535

SURPLUS/(DEFICIT) \$ (3,000) \$ (546) \$ -

ALTERNATE - Funds Deficit

GREENFIELD CROSSING HOA, INC. OPERATING BUDGET - DRAFT January 1, 2018 - December 31, 2018

| Codes | INCOME | MO FEE | \$ | \$ | Adopted
2017 | Projected
2017 | DRAFT 2018 | GFC |
|-------|------------------------------|--------|----|----------------|-----------------|-------------------|------------|----------------|
| | | | | | | | | |
| 6310 | Assessment Income | | | | | | | \$120.80 |
| 6325 | Owner Initial Assessment | | \$ | 123,268 | \$ | 123,268 | \$ | 155,107 |
| 6350 | Legal Services Reimbursement | | | - | | 597 | | - |
| 6340 | Late Fee Income | | | 180 | | - | | - |
| 6910 | Interest Income | | | 275 | | 290 | | 288 |
| | TOTAL INCOME | | \$ | 123,723 | \$ | 124,155 | \$ | 155,395 |

EXPENSES

GENERAL & ADMINISTRATIVE

| | | | | | | | |
|------|---|----|---------------|----|---------------|----|---------------|
| 7010 | Management | \$ | 11,069 | \$ | 11,160 | \$ | 11,718 |
| 7020 | Annual Payment Coupons | | 365 | | 385 | | 385 |
| 7140 | Year End Accounting Services | | 1,900 | | 2,000 | | 2,150 |
| 7150 | Architect & Engineering Services | | 3,000 | | - | | - |
| 7160 | Legal Services | | 2,500 | | 3,767 | | 3,000 |
| 7260 | Postage | | 400 | | 400 | | 400 |
| 7280 | Insurance Coverage | | 5,158 | | 5,032 | | 5,133 |
| 7400 | Printing & Copying | | 900 | | 900 | | 900 |
| | Newsletter | | - | | - | | - |
| | Website | | - | | - | | - |
| 7430 | Income Taxes | | - | | - | | 86 |
| 7440 | Licenses, Permits & Fees | | 95 | | 95 | | 95 |
| 7880 | Prior Years Deficit/Surplus | | - | | - | | 22,859 |
| 7890 | Miscellaneous Administrative | | 600 | | 600 | | 600 |
| 7990 | Bad Debt Expense | | - | | - | | - |
| | Total General & Administrative | \$ | 25,987 | \$ | 24,338 | \$ | 47,326 |

UTILITIES

| | | | | | | | |
|------|------------------------|----|--------------|----|--------------|----|--------------|
| 8910 | Electricity | \$ | 4,920 | \$ | 4,920 | \$ | 5,000 |
| | Total Utilities | \$ | 4,920 | \$ | 4,920 | \$ | 5,000 |

MAINTENANCE & REPAIRS

| | | | | | | | |
|------|--|----|--------------|----|--------------|----|--------------|
| 9020 | Grounds Improvements | \$ | 1,000 | \$ | 1,000 | \$ | 1,000 |
| 9110 | General Maintenance & Repairs | | 400 | | 400 | | 400 |
| 9150 | Pet Waste Station Services | | 2,500 | | 2,781 | | 2,850 |
| 9190 | Electrical Repairs | | 500 | | 500 | | 500 |
| | Total Maintenance & Repairs | \$ | 4,400 | \$ | 4,681 | \$ | 4,750 |

*-1

GREENFIELD CROSSING HOA, INC.
OPERATING BUDGET - DRAFT
January 1, 2018 - December 31, 2018

| | | <div> <div>Adopted
2017</div> <div>Projected
2017</div> <div>DRAFT 2018</div> </div> | | |
|---------------------------------|---------------------------------------|--|------------|--------------------|
| | | MO FEE | \$96.00 | GFC
\$120.80 |
| CONTRACT SERVICES | | | | |
| 9610 | Grounds Maintenance | \$ | 25,808 \$ | 25,808 \$ 26,582 |
| 9700 | Trash Removal | | 15,708 | 15,515 15,964 |
| 9750 | Extermination Services | | 250 | - 211 |
| 9760 | Pond Management | | 3,396 | 3,504 3,608 |
| 9800 | Snow Plowing & Related Services | | 5,000 | 4,680 5,000 |
| | <i>Total Contract Services</i> | \$ | 50,162 \$ | 49,507 \$ 51,366 |
| TOTAL OPERATING EXPENSES | | \$ | 85,469 \$ | 83,447 \$ 108,442 |
| RESERVE ACCOUNT ACTIVITY | | | | |
| 9910 | Replacement Reserve Contribution | \$ | 41,254 \$ | 41,254 \$ 46,953 |
| 9915 | Operating Reserve Contribution | | - | - - |
| 9998 | Transfer from Reserves | | - | - - |
| 9999 | Replacement Reserve Expenses | | - | - - |
| | <i>Total Reserve Account Activity</i> | \$ | 41,254 \$ | 41,254 \$ 46,953 |
| TOTAL EXPENSES | | \$ | 126,723 \$ | 124,701 \$ 155,395 |
| SURPLUS/(DEFICIT) | | \$ | (3,000) \$ | (546) \$ - |

GREENFIELD CROSSING HOA, INC.
OPERATING BUDGET - DRAFT
January 1, 2018 - December 31, 2018

| Adopted
2017 | Projected
2017 | DRAFT 2018 |
|-----------------|-------------------|------------|
|-----------------|-------------------|------------|

GFC

| Codes | INCOME | MO FEE | \$96.00 | | \$104.55 |
|--------------|------------------------------|---------------|----------------|-----------|-------------------|
| | Assessment Income | \$ | 123,268 | \$ | 123,268 |
| 6310 | Owner Initial Assessment | - | - | - | 134,247 |
| 6325 | Legal Services Reimbursement | - | - | 597 | - |
| 6350 | Late Fee Income | 180 | - | - | - |
| 6340 | Interest Income | 275 | 290 | - | 288 |
| 6910 | | | | | |
| | TOTAL INCOME | \$ | 123,723 | \$ | 124,155 |
| | | | | | \$ 134,535 |

| EXPENSES | | | | | |
|-------------------------------------|---|-----------|---------------|-----------|------------------|
| GENERAL & ADMINISTRATIVE | | | | | |
| 7010 | Management | \$ | 11,069 | \$ | 11,160 |
| 7020 | Annual Payment Coupons | | 365 | | 385 |
| 7140 | Year End Accounting Services | | 1,900 | | 2,000 |
| 7150 | Architect & Engineering Services | | 3,000 | | - |
| 7160 | Legal Services | | 2,500 | | 3,767 |
| 7260 | Postage | | 400 | | 400 |
| 7280 | Insurance Coverage | | 5,158 | | 5,032 |
| 7400 | Printing & Copying | | 900 | | 900 |
| | Newsletter | | - | | - |
| | Website | | - | | 2,000 |
| 7430 | Income Taxes | | - | | 86 |
| 7440 | Licenses, Permits & Fees | | 95 | | 95 |
| 7880 | Prior Years Deficit/Surplus | | - | | - |
| 7890 | Miscellaneous Administrative | | 600 | | 600 |
| 7990 | Bad Debt Expense | | - | | - |
| | Total General & Administrative | \$ | 25,987 | \$ | 24,338 |
| | | | | | \$ 26,467 |

| UTILITIES | | | | | |
|------------------|------------------------|-----------|--------------|-----------|-----------------|
| 8910 | Electricity | \$ | 4,920 | \$ | 4,920 |
| | Total Utilities | \$ | 4,920 | \$ | 4,920 |
| | | | | | \$ 5,000 |

| MAINTENANCE & REPAIRS | | | | | |
|----------------------------------|--|-----------|--------------|-----------|-----------------|
| 9020 | Grounds Improvements | \$ | 1,000 | \$ | 1,000 |
| 9110 | General Maintenance & Repairs | | 400 | | 400 |
| 9150 | Pet Waste Station Services | | 2,500 | | 2,781 |
| 9190 | Electrical Repairs | | 500 | | 500 |
| | Total Maintenance & Repairs | \$ | 4,400 | \$ | 4,681 |
| | | | | | \$ 4,750 |

GREENFIELD CROSSING HOA, INC.
OPERATING BUDGET - DRAFT
January 1, 2018 - December 31, 2018

| Adopted
2017 | Projected
2017 | DRAFT 2018 |
|-----------------|-------------------|------------|
| GFC | | |
| MO FEE | \$96.00 | \$104.55 |

| | | | |
|------|---------------------------------|---------------------|-------------------------|
| | CONTRACT SERVICES | | |
| 9610 | Grounds Maintenance | \$ 25,808 \$ | 25,808 \$ 26,582 |
| 9700 | Trash Removal | 15,708 | 15,515 15,964 |
| 9750 | Extermination Services | 250 | - 211 |
| 9760 | Pond Management | 3,396 | 3,504 3,608 |
| 9800 | Snow Plowing & Related Services | 5,000 | 4,680 5,000 |
| | Total Contract Services | \$ 50,162 \$ | 49,507 \$ 51,366 |

TOTAL OPERATING EXPENSES \$ 85,469 \$ 83,447 \$ 87,582

| | | | |
|------|---------------------------------------|---------------------|-------------------------|
| | RESERVE ACCOUNT ACTIVITY | | |
| 9910 | Replacement Reserve Contribution | \$ 41,254 \$ | 41,254 \$ 46,953 |
| 9915 | Operating Reserve Contribution | - | - - |
| 9998 | Transfer from Reserves | - | - - |
| 9999 | Replacement Reserve Expenses | - | - - |
| | Total Reserve Account Activity | \$ 41,254 \$ | 41,254 \$ 46,953 |

TOTAL EXPENSES \$ 126,723 \$ 124,701 \$ 134,535

SURPLUS/(DEFICIT) \$ (3,000) \$ (546) \$ -