

Kingsberry Quick Reference

This brief summary of information has been designed to provide you with a quick overview of the Association's operations and some pertinent information regarding the community.

<p>Annual Assessment Fees</p>	<p>The annual assessment for 2020 is \$1380.00 per unit. Residents who pay the entire amount by January 1 receive a \$60.00 discount (\$1320.00 single payment). Residents who choose to make their payments quarterly are assessed \$345.00 per quarter. Payments are due at the beginning of each quarter (January 1, April 1, July 1, and October 1). Your check should be made out to the Kingsberry Homeowners Association, Inc.</p> <p>Your check should be mailed to the following address:</p> <p style="text-align: center;">Kingsberry Homeowners Association c/o MJF Associates, Inc. 10692 Crestwood Drive Manassas, VA 20109-4410</p> <p>If your payment has not been received by the tenth day of the month in which it is due, you will be charged a \$50.00 late fee, so make sure to mail your payment promptly!</p> <p>The annual assessment is subject to change each year based upon budgetary needs. You will receive a bill in December from the Management Company containing next year's assessment information.</p>
<p>Architectural and Environmental Review Committee (AERC) Information</p>	<p>All improvements/modifications to the exteriors of our properties, including changes to the paint colors, must be submitted to the AERC for approval prior to beginning the project.</p> <p>Requests for exterior changes should be submitted on an application available at www.mjfarb.com and will only be accepted from the unit owner. Any questions regarding the processes or accessing the website should be directed to MJF, Associates, Inc. at (703) 369-6535. The completed application and all supporting documentation/samples should be sent to:</p> <p style="text-align: center;">Kingsberry AERC c/o MJF Associates, Inc. 10692 Crestwood Drive Manassas, VA 20109-4410</p> <p>NOTE: The management company will conduct an annual inspection every spring to review to identify property architectural violations and maintenance issues. If any items need to be addressed, you will be notified by mail after the annual inspection is completed.</p>

<p>Board of Directors</p>	<p>Kingsberry has a three-member Board of Directors, elected annually. The Board meets on a monthly basis. The current Board members are:</p> <ul style="list-style-type: none"> • Kevin Downey, Vice President • Farida Mohamedshah, Secretary • Marisue Uhrich, President
<p>Committees</p>	<p>The following committees currently exist:</p> <ul style="list-style-type: none"> • Architectural and Environmental Review Committee • Grounds Maintenance Committee • Welcoming Committee <p>Please consider volunteering for one of the committees – we desperately need your help!</p>
<p>Common Area</p>	<p>The common area of Kingsberry includes all property in the Kingsberry community exclusive of individual townhouse lots. This includes all streets, parking spaces, sidewalks, curbs, driveway aprons, landscaped center islands, perimeter areas on the sides and behind townhouse rows, and wooded areas in the community.</p> <p>No structure and or item shall be placed or installed on the common area except as authorized by the Board of Directors.</p> <p>The landscaped center areas of each section are planted with grass, shrubs, trees and flowers, and are intended to provide a pleasing atmosphere for the community. These areas have extensive irrigation systems and are frequently sprayed/covered with fertilizers and other chemicals. Such areas are not to be used as play or recreation sites. Pets are prohibited in these areas.</p> <p>Kingsberry has limited open spaces for recreational activities. For recreational activities needing space larger than one’s own backyard, two large open spaces in the community in addition to the perimeter areas may be used for such activities:</p> <ul style="list-style-type: none"> • on the south side of Section II next to the sidewalk leading to Tapestry Drive • on the east side of the community between Sections I and II. <p>Please refer to KHA Administrative Resolution 6-2013 for all common area rules and restrictions.</p>
<p>Correspondence</p>	<p>Assessments, other payments, and general correspondence:</p> <p style="text-align: center;">Kingsberry Homeowners Association c/o MJF Associates, Inc. 10692 Crestwood Drive Manassas, VA 20109-4410</p> <p>Architectural (exterior improvement/change) requests:</p> <p style="text-align: center;">Kingsberry AERC c/o MJF Associates, Inc. 10692 Crestwood Drive Manassas, VA 20109-4410</p>

<p>Exterior Maintenance</p>	<p>Each homeowner is responsible for maintaining their individual lot. All landscaped areas and the townhome must be kept in good order and repair and be free of debris. This includes but is not limited to weeding, mulching, fertilizing, pruning, mowing, and painting – and must be done in a manner and with such frequency as is consistent with good property management. Please note that Kingsberry has contracted with our landscape contractor to mow the front yards of all units on a regular basis.</p>
<p>Fires – Outdoor</p>	<p>The use of outdoor fireplaces, fire pits, chimineas, and other similar portable devices designed for outdoor use are prohibited in Kingsberry. No outdoor fires are permitted on any Lot, except barbecue fires on charcoal and gas grills. For safety purposes, all grills should be located away from any building structure and be placed on a fire-resistant surface.</p> <p>Under no circumstances should charcoal burners and other open-flame cooking devices fueled by combustible or flammable gases, liquids, and solids be operated in a garage.</p>
<p>Firewood</p>	<p>Firewood may only be stored in Kingsberry from October 1 - April 30.</p> <p>Firewood must be stored a minimum of 15 feet from the townhouse unit and 1 foot from any wooden structure such as a deck or a fence due to the potential for termite and insect infestation and potential damage to all units in the building. Firewood cannot be stored on wooden decks, in garages or along adjacent property lines.</p> <p>Firewood must be neatly stacked and located in the rear yard of a lot. The location should be selected to minimize visual impact on neighboring homes. Firewood must be stacked at least 4 inches from the ground on a metal rack to provide for air circulation and minimize insect infestation. Firewood stacks must not exceed four (4) feet in length, two (2) feet in width. Stacks shall not exceed the height of any nearby fence. Covers for firewood shall be unobtrusive and blend with natural surroundings. The use of brightly colored tarps is prohibited.</p> <p>Firewood stacks with clear evidence of ants, termites, and/or rodents must be removed, or action will be taken to correct the situation.</p>
<p>Fireworks</p>	<p>For safety reasons, fireworks are not permitted on the common areas or streets. The use of fireworks places homes at serious risk of fire. Additionally, any fireworks of a trajectory nature or that shoot more than 3 feet in the air are prohibited on homeowners' lots.</p>
<p>Garage/Yard Sales</p>	<p>Garage/yard sales are prohibited in Kingsberry.</p>

<p>Governing Documents</p>	<p>The following documents constitute the governing documents of the Kingsberry Homeowners Association (KHA):</p> <ul style="list-style-type: none"> • Articles of Incorporation • By-Laws • Declaration including Amendments 1-4 • Resolutions (Policy and Regulations) <ul style="list-style-type: none"> ○ 1-2006 Due Process Procedures ○ 2-2008 Amended Procedures Relative to Assessments ○ 4-2018 Parking and Vehicle Policy ○ 5-2012 Internal Complaint Policy ○ 6-2013 Common Area ○ 7-2019 Leasing Resolution • KHA Architectural and Environmental Guidelines <p>Please review these documents so you will be familiar with our rules and guidelines.</p>
<p>Home Business</p>	<p>All dwellings shall be used for private residential purposes exclusively, except that a home/professional office may be maintained provided that such maintenance and use <u>is limited to</u> the person residing in the dwelling and, provided further, that such maintenance and use is in strict conformity with the provisions of any applicable zoning law, ordinance or regulation.</p>
<p>House Colors</p>	<p>House colors cannot be changed without prior approval from the Architectural and Environmental Committee (AERC). Approved house colors for each lot are posted at our website. Please note that these are McCormick brand paint colors.</p>
<p>Leasing</p>	<p>Recent legislation passed at the state level has modified the Virginia Condominium and Virginia Property Owners' Association Acts giving common interest community associations the authority to require those leasing their property to provide (1) a copy of the lease with your tenant(s) or a document that discloses the names and contact information of the occupants under the lease, and (2) the tenant(s)' acknowledgement of and consent to the association rules and regulations.</p> <p>Please refer to KHA Administrative Resolution 7-2019 (Leasing Resolution) for all leasing rules and responsibilities.</p>
<p>Lighting</p>	<p>The community has limited street lighting. Each homeowner is encouraged to leave their exterior lights on at night for security reasons.</p>

Littering	Littering on the common areas, sidewalks, and streets is prohibited. This includes, but is not limited to, cans, bottles, wrappers, bags, cigarette butts, etc. If you see litter, please pick it up and drop it in a trash can.
Local Government	Fairfax County (www.fairfaxcounty.gov) Main line.....703-324-7329 Emergency information line.....703-817-7771 Planning and Zoning.....703-324-1380 Real Estate Assessments.....703-222-8234
Mail	Each townhouse has an assigned locked mailbox with their house number on it. Mail is delivered Monday through Saturday. For replacement keys or other postal related items, please contact the local post office serving Kingsberry: <p style="text-align: center;">Turnpike Station 3601 Pickett Road Fairfax, VA 22031</p>
Management Company	Effective January 1, 2016, Kingsberry hired a management company, MJF Associates, Inc., to provide a full array of services for KHA from collections to compliance. Services include, but are not limited to assessment billing and collection, financial planning and reporting, tax preparation, annual budgeting, architectural inspections to ensure compliance, architectural request processing, disclosure package administration, maintenance of homeowner association records, and MJF Associates will serve as a point of contact for residents and others during normal business hours to assist with HOA-related problems, concerns, and questions. All questions relating to the operations of the community should now be addressed to MJF, including bill payments, exterior modification requests, etc. MJF may be reached at the following address and telephone number: <p style="text-align: center;">MJF Associates, Inc. 10692 Crestwood Drive Manassas, VA 20109</p> <p style="text-align: center;">(703) 369-6535</p> <p>Note: MJF Associates, Inc. is available Monday through Friday from 8:30 a.m. – 5:00 p.m.</p>

<p>Noise</p>	<p>Please respect the Fairfax County Noise Ordinance (CODE County of FAIRFAX, VIRGINIA, Section 108-5-1.) This ordinance states that between the hours of 11:00 P.M. and 7:00 A.M. it shall be unlawful for any person to make, continue to make, or cause to be made or continued, a noise disturbance within the County of Fairfax. This law also includes barking dogs and music from motor vehicles.</p> <p>You may complain to Fairfax County or call the Fairfax County Police non-emergency number (703) 691-2131 about a neighbor who is creating a noise disturbance.</p>
<p>Parking</p>	<p>Parking in Kingsberry is very limited. All residents with more than two vehicles are encouraged to park them on Tapestry Drive, which is now designated as a Residential Permit Parking District (#42 in our area). Only vehicles displaying an RPPD decal may legally park in this area during the hours of restriction. To obtain RPPD permits, complete the form at www.FairfaxCounty.gov/transportation/parking/rppd-apply or call (703) 877-5877 and ask for "RPPD".</p> <ul style="list-style-type: none"> • Each unit is assigned one reserved space that is numbered with their lot number. Do not park in someone else's reserved space without their permission. • Parking restrictions – subject to towing <ul style="list-style-type: none"> ○ Parked in an unmarked space without a parking permit ○ Parked/standing/unloading on a fire lane (yellow marked curbs) ○ Unauthorized vehicles (commercial, junk, exceeding 18 feet in length, etc.) ○ Parked across sidewalks/driveway aprons ○ Double-parked (behind or next to another car) in any reserved or unmarked space ○ Parked across two spaces ○ Parked in another resident's reserved space ○ Multiple vehicles parked on any of the four driveway aprons that are posted for one vehicle only ○ Vehicles with signage ○ Vehicles that do not display valid license plates or an inspection decal ○ Warehoused (parked 14 days in unmarked space without moving). See section regarding Warehoused Vehicles in this document. <p>Please refer to KHA Administrative Resolution 4-2018 (Parking and Vehicle Policy) for all parking rules and restrictions.</p> <p>Note: The owner of any vehicle leaking oil or other fluids in the parking areas will be responsible for all damages to the pavement.</p>

<p>Pets</p>	<p>Pets are not permitted in the landscaped center common areas. Pets must be accompanied by a responsible person and must be carried or leashed. Please walk dogs only in the designated common area, which is the perimeter area behind the townhomes. Front yards are private property and are not common areas!</p> <p>Pet restrictions under the Fairfax County Code, Zoning Ordinance and Animals and Fowl Ordinance (more commonly known as the Animal Control Ordinance) are applicable to all Kingsberry residents and guests. Among other things, the Animal Control Ordinance prohibits animals from running loose on public property, requires that dogs be leashed when off of the dog owner's property, and prohibits animals from trespassing or damaging (soiling) another's property.</p> <p>We are also reminding all dog owners that they are required by Fairfax County Law to CLEAN UP AFTER THEIR ANIMALS. Failure to do so can result in fines by the Department of Health.</p>
<p>Phone Numbers - Emergency</p>	<p>Fire.....911 Police, Fairfax County (emergency).....911 Police, Fairfax County (non-emergency).....703-691-2131</p>
<p>Phone Numbers - Other</p>	<p>Animal Control.....703-830-3310 Electric (Dominion Energy).....1-866-366-4357 Gas (Washington Gas).....703-750-1400 Miss Utility (you must call before you dig).....811 Newspaper (Washington Post).....202-334-6100 Phone/Cable (Cox Communications).....703-378-8422 Phone/FIOS (Verizon).....1-800-837-4966 Poison control.....1-800-222-1222 Water (Fairfax County Water Authority).....703-698-5800</p>
<p>Schools</p>	<p>Fairfax County Public Schools (www.fcps.edu) General Information.....571-423-3000 Region 4.....571-423-1140</p> <p>Local schools: Olde Creek Elementary.....703-426-3100 Robinson Secondary (Middle/High School).....703-426-2100</p>
<p>Security</p>	<p>Kingsberry is a private community for the exclusive use of residents and their guests. If you see any suspicious activity on the property, please report it to the police.</p> <p>One of the best deterrents to crime is lighting. Please leave your exterior lights on at night.</p>

<p>Signs</p>	<p>No signs of any kind shall be displayed on any lot or inside the dwelling unit except for Real Estate signs not more than six (6) square feet (3 feet x 2 feet) and only while a townhouse is for sale or rent. Only one sign may be displayed per unit and it must be on the homeowner's property. Signs shall be removed promptly upon sale, closing, rent, or removal of the property from the market.</p> <p>No such sign may be installed anywhere on the common areas of Kingsberry. An "Open House" for sale sign may be installed on the common area at the entrance to Kingsberry during the hours of the open house and not more than two hours before and one hour after. One small security sign is permitted in the front yard of a townhouse provided it is installed at ground level. Additionally, one small security sign may be affixed to the exterior side of the rear fence. Except as provided above, no signs are permitted to be attached to any mailbox, pole, tree or other support.</p>
<p>Snow Removal</p>	<p>The Association hires a contractor to remove snow from the streets. Snow will also be removed from the parking spaces when the contractor has clear access to the spaces.</p> <p>Please note that each homeowner is responsible for removing snow from the sidewalks in front of their homes and from their driveways (where applicable).</p>
<p>Speed limit</p>	<p>Although a speed limit is not posted within the community, vehicles should not exceed a speed limit of 10 mph. Drivers should exercise caution when driving and watch out for pedestrians and for vehicles exiting parking spaces and driveways. Please keep our neighborhood safe for <u>all</u> residents!</p>
<p>Storage of Items</p>	<p>Other than one front faucet hose, storage of items is restricted to the backyard of Kingsberry properties. Restricted items include, but are not limited to: lawn care tools and equipment (shovels, rakes, watering cans, etc.), bicycles, play equipment, and trash cans. A front faucet hose should be neatly rolled and placed in an inconspicuous place (i.e., not easily seen) on the ground or may be housed in a natural-color (neutral gray, brown or green) hose container that is either free-standing or secured to the homeowner's residence in an inconspicuous place (i.e., not easily seen).</p> <p>Storage placed in the backyard must be neat. Long term storage of items is permissible only under decks and only if such stored materials are screened by a lattice framework that has been approved by the AERC. Long term storage (more than seven days) of furniture, appliances, building materials, motors and other related industrial products is prohibited.</p>
<p>Streets</p>	<p>The common area streets and parking spaces shall not be used for recreation. Use of common area streets and parking spaces is restricted to vehicular traffic including bicycle traffic, cars, large and small trucks and school buses. Vehicles must abide by traffic laws and rules.</p>

<p>Towing</p>	<p>Any car in violation of the parking rules is subject to towing. Dominion towing has been given permission to patrol the area on a regular basis for cars parked/standing/unloading on fire lanes, parked across sidewalks/driveway aprons, invalid inspection tags or license plates, I double-parked in a driveway apron marked for one vehicle only, etc. Refer to Resolution 4-2018 (Parking and Vehicle Policy).</p> <p>If towed, contact Dominion Towing at 703-730-1177.</p>
<p>Trash and Recycling</p>	<p>Trash removal is paid for through our assessments. Regular trash is picked up every Tuesday and Friday, unless there is a holiday or inclement weather. Recycling (glass, newspapers, aluminum cans and plastic bottles) is picked up every Tuesday. Yard waste (leaves, grass clippings, and tree limbs/brush) is picked up every Friday. In the event of a holiday or inclement weather, trash is picked up on the following scheduled pickup day. Refer to www.americandisposal.com for specific information related to pickups and standards related to bagging your trash, recycling items, and yard waste.</p> <p>Trash should not be placed on the curb any earlier than the evening before the scheduled pick-up. Trash should be contained within a trash containers or heavy-duty trash bags. Under no circumstances should white trash bags be used since they are easy for animals to tear open. Trash containers and trash should be kept in the garage or in your backyard and not visible from the street or an adjacent lot. Trash and recycling containers should not be left out after trash is collected.</p>
<p>Vehicle Repairs</p>	<p>No resident shall repair, service, construct or perform maintenance on any motor vehicle on their Lot or on the common area except for bona fide emergency repairs such as fixing a flat tire or re-charging/replacing a dead battery. Vehicle repairs and maintenance are permitted within a homeowner's garage.</p>
<p>Violations</p>	<p>In 2007, Kingsberry adopted a Due Process Procedures resolution that provides a fair and consistent procedure for dealing with violations/complaints in the community. It also allows the Association to impose charges for violations of our rules and regulations. The actual charges are specified by the Virginia Property Owners' Association Act. These charges are currently \$50 for a single offense or \$10 per day for an offense of a continuing nature for a maximum of 90 days. All residents who have been notified of violation(s) and have not resolved them will be subject to the process in our Due Process Procedures. Please take time to review this document.</p>
<p>Warehoused Vehicles</p>	<p>Parking is severely limited in Kingsberry. Consequently, unreserved spaces are designed for short-term parking only for residents and guests. Unreserved parking spaces are not designed to be used by homeowners or guests for long-term parking of vehicles (warehousing). Residents and guests are subject to having their vehicles towed if they are parked in an unreserved space for more than fourteen consecutive days. <i>A resident or guest who is planning an extended absence from the community should not park his/her vehicle in an unreserved parking space.</i></p>
<p>Website</p>	<p>www.kingsberryhoa.org</p>

Please contact the management company, MJF Associates, Inc. at 703-369-6535 or via their mailing address if you have any questions.