

WESTBRIAR AT RIDGELY MANOR



1st Quarter 2022

Associa Community Group

2022 Board of Directors

Matt Cronauer, President
Steve Daskal, Vice President
James Fisher, Treasurer
Lori Collins, Secretary
Randy Brooks, Director

Management Associa Community Group, Inc.

Associa Community Group, Inc.
4534 Bonney Road, Suite D
Virginia Beach, VA 23462

Micayla Coleman
757-747-0905
mcoleman@communitygroup.com

Micayla Coleman is your assigned Community Manager for all your comments, questions, and concerns.

Micayla can be contacted at 757-747-0905 or mcoleman@communitygroup.com.

Her Administrative Associate is Donna Bodony and she can also assist with anything you may need. Donna's contact information is 757-747-0909 or dbodony@communitygroup.com.

Associa Community Group's operating office hours are Monday-Friday from 9am-5pm. Associa Community Group's summer hours will be observed throughout Memoria Day-Labor Day.

During this time, the local office will be open Monday-Thursday from 9am-5pm and Friday from 9am-12pm.

If there is an emergency, please contact our emergency service line at 757-490-4471.

Semi-Annual Inspections

The Board of Directors and Associa Community Group will be doing the Inspection of the community in April. A list of deficiencies found during these inspections will be sent to the homeowners describing what needs to be repaired or replaced. Notices will be sent, and you will have ample time to complete any maintenance required. All homeowners should take a walk around their property. Please remember, in accordance with the governing documents, homeowners are responsible for the following: driveways, vinyl siding, front entry, all doors, windows', screens, patios, gutters and downspouts, fencing, electrical panels, electric wiring, electric outlets and fixtures.

Pressure washing is a great way to create a healthier environment for your family, it's a cost-effective way to add curb appeal and value to your property. You will be ridding the surface free of dirt, mold, mildew, tannin stains from leaves and sticks, etc. This can damage your home's siding. Also, mold, mildew, dirt and dust can cause health problems.

Please note that in addition to the Annual Inspections, there are routine inspections performed throughout the year. Certain items are to be noted during routine inspections and will include the same governing documents process as the annual inspections. Routine inspections and maintenance are most effective for curb appeal and prevention of larger repairs/replacements in the future.

Roof Inspections

During the month of September 2021, the Board of Directors contracted Ready Roofing to conduct a roof inspection of all buildings within Westbriar. Ready Roofing first inspected the roofs by using a drone and then followed-up by physically walking the roofs for a thorough inspection of possible problem areas. On February 24, 2022 Ready Roofing representatives met both the management company and the Board of Directors to discuss the findings.

Westbriar roofs are in very good condition for their age. There is moderate to mild wear and a few vents and other utility protrusions will require resealing, but overall the roofs are not requiring replacement at this time. However, the Board is working with Reading Roofing on a roof maintenance which is termed a "Roof Tune-up" that includes repairing minor roof damage, resealing fixtures, replacing broken or missing shingles, resetting and sealing raised shingles, resetting and sealing nail pops, to name just a few.

As the Board of Directors develop a phased maintenance plan, residents will be notified.

Snow Removal in the Community

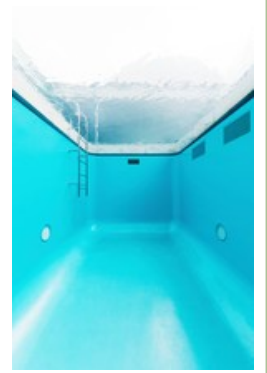
The Association has contracted for snow removal during the 2021-2022 season with the following specifications:

- No sidewalk removal and/or treatment will be done. Signs will be posted at these locations during this time to inform residents that they will be closed.
- Shoveling and Ice Melt Application will be applied to areas around dumpsters and mail-boxes clusters if there is 4" or greater of snowfall.
- Plowing of the roads with Ice Melt and Sand Application will only be completed when there has been 6" or greater of snowfall.
- The sidewalks and streets located along Ridgley Manor Blvd. are public and unfortunately the City of Virginia Beach does not have any kind of snow removal/treatment for these areas.



Pool Season Information to Come

The Westbriar Board of Directors has contracted Sand Dollar Pools, Inc. to service the community pool for the season. Please keep in mind, pool season begins Memorial Day weekend through Labor Day Weekend. More information about pool season and pool keys to come closer to the opening season.



Parking Reminders

There has been a lot of confusion on the Westbriar Parking Rules and Regulations. Please remember that the extra spaces at the clubhouse are to only be used for guests of residents who may be in need of overnight parking. As you know there are a limited number of spaces that are available at this location.

Also, residents and guests in Westbriar are not permitted to park their vehicles in the neighboring communities.

In accordance with the guidelines, we ask that residents use the driveway and garage of their home first. **We would like to remind residents that a parking permit and/or guest pass is required for parking in the Westbriar community. Even for vehicles that are parked in the driveways of homes, we ask that residents have a parking decal on their vehicle. If you are in need of one, please contact Micayla Coleman for assistance.**

- ⇒ A vehicle cannot be parked at the clubhouse for more than two (2) consecutive days in a seven (7) day period.
- ⇒ Any vehicle parked at the Clubhouse overnight **must** display a yellow guest pass. Vehicles that do not display the **yellow guest pass WILL be towed at the owner's expense without notification.**
- ⇒ No Unit can park any vehicle for more than four (4) days or less in any seven (7) day period on the Clubhouse parking lot.
- ⇒ Any vehicle parked on the street overnight (12:00 am - 6:00 am) **WILL be towed at owner's expense without notification.**
- ⇒ No boats, trailers, campers, RVs, buses, commercial trucks or vans, motor vehicles (other than those of a private passenger type in good working order) nor any similar vehicles shall be parked or stored on the Condominium. No work or maintenance shall be performed on the property on any vehicles. All vehicles must have a current license and a valid parking sticker to be kept on or allowed into the Condominium Property. Special parking need requests must be placed in writing and submitted to the management company for consideration by the board.

Water Consumption & How You Can Help

Does it surprise you to know you probably use 40 gallons of water a day?
In many developing countries, water consumption is as low as 5 gallons a day for the average person.

Changes in water resources

Our increased water consumption is putting a strain on our water resources. While this is partly as a result of new technology and behavior such as frequent showering, dishwashers and washing machines, it's combined with activities such as leaving a tap running while we brush our teeth or shave, increased and unnecessary use of sprinklers or hosepipes, long power showers, running taps for excessive periods and flushing the toilet to dispose of things like tissues and cotton wool.

How can I reduce my water use at home?

- ⇒ Turn off the tap when cleaning your teeth and rinse your mouth with water from a beaker
- ⇒ Fit spray taps on the sinks
- ⇒ Have fewer baths and reuse your bathwater on your garden or house plants
- ⇒ Have shorter showers and turn the hot water down slightly - this reduces your water use and your energy use
- ⇒ Wash on a full load when using your washing machine and dishwasher and you'll cut your water use by doing fewer loads (when you replace your machine, go for an energy efficient model)
- ⇒ Using the toilet: use a water displacement device to cut the water use of flushing your toilet, or get a new dual-flush or low-flush toilet
- ⇒ Mend dripping taps and make sure you know where your stopcock is in case of a water leak from a burst pipe
- ⇒ FIX the running toilet!!



PLEASE DO YOUR PART AND HELP CONSERVE...

Important Assessment Information

The 2022 monthly homeowner assessment is \$270.00. Monthly assessment payments are due on the 1st of each month and are considered late if received after the 10th of the month. Any balance due after the 10th will be sent a notice and assessed a \$20.00 late/notice fee. If the assessment is not paid two months' in a row, the account will be sent a final notice and assessed a \$25.00 final notice/certified letter fee. If the account is not paid in full within the two-week demand period, this will result in the remaining year's assessments being accelerated.

This means the entire assessment through the end of the year will become **due and payable immediately**. The delinquent and accelerated assessment will then be turned over to the Association's attorney for collection. The attorney will process a motion for judgment on behalf of the Association and have the Clerk of Court record the judgment as a lien against the property. The attorney may then proceed with post-judgment remedies, such as Garnishment of Wages, etc. to satisfy the judgment.

If you haven't already, homeowners can take advantage of the capability to sign up for automatic payments through www.kliknpay.com or by completing an ACH form. For each homeowner that signs up, that is an additional cost savings for the association as a coupon book will not need to be mailed to your home. If you have any questions regarding the sign-up process or need an ACH form, please the Community Group at 757-499-2200.

Littering in the Commons Areas

We would like to remind residents that littering is not permitted in the governing documents in the community and per the City for a reason. Besides making the grounds look less than appealing, the litter can cause issues in the common area landscape and the retention pond. The worst are cigarette butts which can be a serious fire hazard if not discarded properly. Please be mindful of this regulation as it could cost the association a lot more than just an additional grounds cleanup by the landscape crew.

Crime & Our Community – VB Non-Emergency Police Phone: 757-385-5000



The association makes every effort to maintain a secure environment in our community. The Board of Directors has asked for each homeowner to ensure that their back patio, garage door and front entry lights are maintained in good working order as this is a requirement of the governing documents. If there is a streetlight out, we ask that you please contact management, so they can report it to Dominion Energy for repair. Please provide the nearest address and pole number (listed on metal plate of pole) as Dominion requires this information.

It has also been suggested for homeowners to keep, at a minimum, the garage and patio lights on at night to deter thieves from coming into our community. We suggest installing dawn to dusk light bulbs such as the Phillips 429746 Energy Compact Fluorescent at these locations. Other residents have been using these successfully for years now. Another option suggested is to take out electric timers and replace with smart bulbs or switches. These are now relatively inexpensive, and you can set timers and control remotely from your phone or tablet.

Please remember to lock your vehicles and do not leave anything of value in plain sight. These are proven practices that are recommended by the City of Virginia Beach Police. Also, if you are not going to be home for an extended period and are expecting a delivery, please arrange for alternate delivery or pickup. Please do not leave delivered packages on front porches overnight. **If you observe suspicious activity, contact the non-emergency number 757-385-5000. Please dial 911 if you observe a crime in progress.**

Proper Care of Pets

We want to say, “Thank you very much” to all the people who have been conscientious in the removal of their pet’s material. The City of Virginia Beach has an ordinance against any dog, cat or any other domestic animal running at large and not supervised or constrained by a leash or fence.

Also, per the ordinance, a person must immediately remove the material defecated and dispose of it in a safe and sanitary manner. We also ask that pet owners be mindful of their neighbors. If your dog(s) is barking incessantly, please bring them inside the home as this is considered a nuisance to the surrounding neighbors.

Dumpster/Trash Alert!

Effective immediately, the dumpster located at Hayton Way east of Westbriar Drive is now a “full service” dumpster, with the same pick-up schedule and rules as the other three. Recycling is now done single stream at the waste management facility in Virginia Beach and elsewhere because too much inappropriate material was being thrown in the recycling dumpsters causing major problems at the recycling facilities. We are hoping that this will also help reduce the overflow of garbage at the other dumpsters in the community.

We would like to remind residents to please always remember to place garbage *inside* the dumpster can. **IF THE DUMPSTER IS FULL, HOLD ONTO THE TRASH UNTIL THE NEXT SCHEDULED PICKUP.** All dumpsters are emptied THREE times a week (Trash: Monday, Wednesday and Saturday). The Association may charge a clean-up fee to any resident leaving articles outside of the dumpster can. **Thank you in advance for your cooperation.**

Also, we ask that you please do not leave trash bags on your front entry, fence or in the driveway prior to taking them out. There have been numerous occasions that bags have been left for outside for days on end. This will attract rodents and bugs and look unsightly.

If you want to dispose of larger items such as chairs, couches, mattresses, etc. please do not place these items in front of the dumpsters as the refuse contractor **does not** pick up such items. In turn, the association must contact a contractor to remove which costs anywhere from \$75 to \$150. For any used items you can contact the Salvation Army and they will pick up your donation at no cost. For other items please contact the Waste Management Customer Service of Virginia Beach at 757-385-4650. They will provide you with a drop off location for your items based on what they are (i.e. furniture, batteries, etc.).



Westbriar at Ridgely Manor

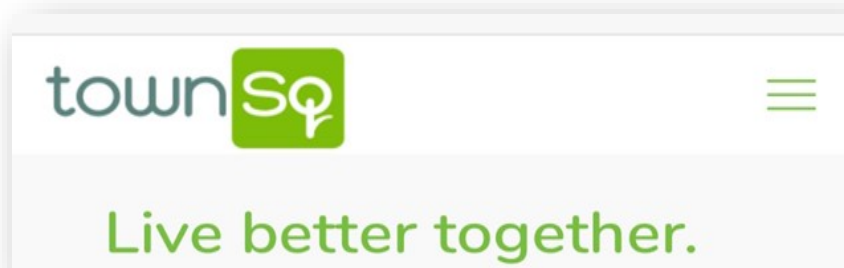
c/o Associa Community Group
4534 Bonney Road Ste. D
Virginia Beach, VA 23462

Board Meetings

The Board of Director Meetings are held at the clubhouse the second Thursday of each month at 6:30 p.m. with the exception July and December when there are no meetings. If a meeting is switched to being held virtually instead of in person at the clubhouse, Management will inform residents by a TownSq. announcement. Time is set-aside on the Agenda for a Homeowner Forum, an opportunity for residents to address the Board with issues and concerns. However, don't feel as though you must save up your thoughts and wait for a Board meeting. Any time you have a question or comment, you can call or write to our assigned manager with Community Group, Micayla Coleman.

The office phone number is 757-499-2200 or e-mail at mcoleman@communitygroup.com.

You may also visit the website for updates regarding our community at www.westbriarca.com.



Need Community information and documents?

Join the new TownSq Community App for Westbriar, Sponsored by Associa. Simply go to www.townsq.io to register! Enter your account number without the preceding zeros or dash. If you rent your unit, please register and send an invite to your tenant so that they will be kept informed of community happenings.