



Dear Sully Station II Homeowner:

As the Management Agent for the Sully II Community Association, we would like to welcome you to the community. We look forward to assisting you whenever possible and to make your transition into a new home and community a pleasant experience.

FirstService Residential specializes in the provision of management services for association communities, including homeowner associations, condominiums and cooperatives. Our experience in the industry dates back to 1989. We currently manage more than 6,000 properties and over 1.5 million residential units across 19 U.S. states and three provinces in Canada.

Sully Station II is a planned community with a community association that includes 1,320 homes. Sully Station II is a “sister” community to the adjacent Sully Station community. However, the two homeowner associations are separate.

As a homeowner at Sully II, you are automatically a member of the Sully Station II Community Association, which is a not-for-profit corporation. The Association performs two major functions. First, it owns, operates and maintains any common areas and facilities, which are not part of the individual lots. At Sully Station II, these common areas include a swimming pool, community center, tennis courts, tot lots, multi-purpose courts, hiking/biking paths and considerable landscaped areas. The second major function of the Association is to maintain community appearance and property values through the enforcement of covenants, including those applicable to design standards.

Living in a planned community can provide many benefits. At the same time, it imposes certain restrictions on individual property rights, particularly with respect to the right of homeowners to change the appearance of their home and lot. It is important for homeowners to understand both how the Association is structured and operates and their rights and obligations as members of the Association. One way to achieve this is to review and retain the legal documents (Articles of Incorporation, Declaration of Covenants and By-Laws) which should have been provided to you at, or prior to settlement. If you did not receive copies of these documents you should contact the seller to obtain them.

We have attempted in this letter to identify a number of Association Services and procedures which are of immediate concern to the new homeowners.

HOMEOWNER ASSESSMENT FEES: As a homeowner, you are obligated to pay a monthly assessment fee which represents your share of the common expenses of the Association. This monthly fee is **due on the first day of each month.** Accounts overdue for more than fifteen (15) days will accrue a late fee of \$20.00. The monthly fee for single family homes for the Association’s 2017 fiscal year is \$83.20. The monthly assessment fee for townhomes during 2017 is \$97.90 while the monthly assessments for the estates are \$131.80. The fee for the first full month following your settlement should have been collected in advance at settlement.

Coupons and mailing labels are to be used when remitting your fee and should be mailed to you as soon as possible following settlement. (It is your responsibility to pay the monthly fee unless the Association has been notified of new ownership).

Please make your check for each fee payment payable to Sully Station II Community Association and mail it to:

Sully Station II
c/o FirstService Residential
P.O. Box 11983
Newark, NJ 07101-4983.

Included in this packet you will find an Automated Payment Service Authorization Form (Direct Debit Form). This Direct Debit Form will allow you to set up automated payments directly from your account. Should you need to contact FirstService Residential regarding your account please call 703-385-1133 or you can e-mail them at customerservice.dcmetro@fsresidential.com

MANAGEMENT SERVICES: FirstService Residential is responsible for the financial administration for the Association and for the administration and maintenance of the common areas of the community. The monthly homeowner assessment fee noted above is used to pay for common services (including, but not limited to, maintenance of the grounds, legal counsel, annual audit, the Association's master insurance policy, repairs to the common areas, trash pick-up, and repair and replacement reserves for common cluster facilities, such as the swimming pool, community center, cluster parking lot, etc.).

ON-SITE MANAGER: FirstService Residential on-site staff consists of a full-time On-site General Manager, John Halfhill (John.Halfhill@fsresidential.com) and a full-time Assistant On-site Manager, Luigi Solloso (Luigi.Solloso@fsresidential.com). The on-site office is located at the community center, 5501 Sully Park Drive, Monday through Friday from 9:00 a.m. – 5:00 p.m... The office telephone number is 703-266-2044 or 703-266-2020.

If you need additional assistance (including after-hours emergencies), you can reach FirstService Residential directly, including after-hours and weekends, at 703-385-1133. Please remember that emergencies would be confined to common area problems and not problems with your home. Emergencies regarding your home are the owner's responsibility.

PROBLEMS WITH YOUR HOME: Sully Station II Community Association is responsible for the maintenance and operation of the common areas owned by the Association. Individual owners are responsible for their own homes. First Service Residential will always be available to answer any questions requiring jurisdiction of responsibility.

CHANGE OF ADDRESS: Please be sure to notify FirstService Residential **in writing** if you relocate but do not sell your home. Providing this information to FirstService Residential is very important since, as the current owner, you will continue to receive all pertinent information relating to the Association. A copy of any lease agreement is also required to be on file in the on-site HOA office.

ARCHITECTURAL CONTROLS: As described in the Association's legal documents, virtually all external structural modifications or alterations to the exterior of your home or lot must be approved in advance by the Architectural Review Board. An application must be used for seeking such approval from the Architectural Review Board. The application can be found at www.Sully2.com under the "Documents" tab. All applications will be submitted to the Architectural Review Board for review. All approvals and denials are provided in writing, and copies are provided to the owners. The Architectural Review Board meets monthly on the second Monday of the month

Please be sure that you have obtained any building permits that may be needed from Fairfax County before you begin any work.

TRASH REMOVAL: Trash removal service will be provided by the Association. The Association has contracted American Disposal Services (ADS) to provide twice weekly curbside trash removal service. Trash should be placed at curb-side in front of the unit in trash containers provided by American Trash Disposal. While the Association recommends always using a container, trash may be placed curbside on the scheduled pick-up days using sturdy plastic bags, securely fastened. Plastic or metal trash containers with lids can be used. Trash pick-up days are Tuesday and Friday. Recycling is on Fridays.

TRASH CANS: Each unit was issued a trash can at the beginning of the contract. These trash cans are the property of American Disposal and shall convey with the unit at the time of sale. If your unit does not have a can (it should have conveyed at the time of sale), replacement cans may be obtained from the contractor for an additional fee. Damaged cans will be replaced at no charge. Please contact American Disposal Service at 703-368-0500 between the hours of 7:00 a.m.-5:00 p.m. to schedule a replacement as soon as possible.

Additional facts and suggestions regarding trash removal services:

- Fairfax County ordinance requires the recycling of paper/cardboard, glass and aluminum. Some plastics are also recycled. Fairfax County now offers single stream recycling so you can combine the recycling in the same container.
- In order to maintain the appearance of the community, homeowners can place their trash by curbside after 5:00 p.m. the day before scheduled pick-up days. On scheduled pick-up days you can place the trash outside by 6:00 a.m.
- Recyclables must be placed in the container provided by the contractor or in a clear plastic bag and should be placed at the curb by 6:00 a.m. Recyclables are picked up on Fridays. Glass bottles and aluminum cans should be rinsed out. The contractor will pick up packing boxes and other debris related to move-in with recycling on Fridays only.
- Yard debris must be separated from household trash and will be picked up on Fridays for the townhome, estates and single family homes. Yard debris “season” is March 1-December 24. Loose yard waste may be placed in a container of 30 gallons or larger, brown paper bags, or compostable plastic bags. American Disposal Services will pick up hedge and tree trimmings provided that they are cut to four-foot lengths and tied in bundles or placed in boxes.
- Please call the contractor to make arrangements for the pick-up of large items such as furniture and other large non-metal household items. There will be an extra charge for the pick-up and disposal of appliances. Homeowners wishing to dispose of such items should notify the contractor for pick up on Friday. You can reach American Disposal Services at 703-368-0500.

SNOW REMOVAL: The Association will provide snow removal services for the parking lot of the community center, all townhome parking lots and ingress/egress streets as well as the private streets at Sully Estates.

The main arterial streets serving the Sully Statin II community and all streets for the single family detached neighborhoods are dedicated to the Virginia Department of Transportation. The state will have ultimate responsibility for snow removal and maintenance services for these streets.

LANDSCAPE MAINTENANCE: The Association provides landscape maintenance service for all general and townhome common areas, which are deeded to the Association. In addition the Association performs maintenance of the landscaped public streets rights of ways within the community.

RECREATION FACILITIES: The Association's recreation facilities include a swimming pool, four tennis courts, several multi-purpose courts and eleven tot lots located throughout the community. Access to the pool does require a facilities pass. You can obtain a facilities pass at the on-site office. The tennis courts are always locked and users must obtain a key. Keys can be purchased for \$20.00 and are available to any Sully II resident. The keys are numbered and are non-reproducible. There are no refunds for the keys. If you are interested in obtaining a key, the tennis key application is available at the Community Center/HOA on-site office. When purchasing a tennis court key or a replacement pool pass, checks or money-orders are accepted only. Please call the on-site HOA office with any questions.

FirstService Residential looks forward to working with all owners in creating and maintaining a pleasant living environment at Sully Station II. We welcome your active participation with the Association. We recognize that the successful management of the Association is dependent upon the individual homeowners having a sound understanding of how the Association operates and their rights and responsibilities as owners. A summary of rules and regulations and the architectural guidelines for the community is included in your Resale Disclosure package. We encourage you to read this document and retain it for further reference. If you have any questions, concerns or problems please contact us at your convenience. Again, welcome to the Sully Station II Community Association!

Sincerely,

John Halfhill, AMS, CMCA
Sully Station II On-Site General Manager

SULLY STATION II On-Site Office
5501 SULLY PARK DRIVE
CENTREVILLE, VA 20120-5426
OFFICE 703-266-2044
703-266-2020
FAX 703-266-2004

Pool Office 703-266-2270

John Halfhill AMS, CMCA
On-Site MANAGER
John.Halfhill@fsresidential.com

Luigi Solloso
On-site Assistant Manager
luigi.solloso@fsresidential.com

Sully Station II Community Website
www.sully2.com

SULLY STATION II COMMUNITY ASSOCIATION BOARD OF TRUSTEES:

President –	Glenn Martin	Vice President –	Diana Marvin
Treasurer –	Ronald Schulte	Secretary –	Adrian Isaicu
Trustee –	Bill Perry	Trustee –	Ronnie Asafaylo
Trustee –	Karen Hogan		

FirstService Residential, Managing Agent for Sully Station II Homeowners Association

Assessments Mailing Address

Sully Station II
c/o FirstService Residential
P.O. Box 11983
Newark, NJ 07101-4983

On-Line payments (ClickPay)
<https://www.clickpay.com/custom/fsr/login.html>

Customer Service
Customer Service Direct: 703-385-1133
customerservice.dcmetro@fsresidential.com

Owner registration/owner access to CONNECT
<http://dcmetro.fsrconnect.com/residentwelcome>

Non-Owner Residents should submit their name and address to register.dcmetro@fsresidential.com.

SULLY STATION II COMMITTEE & VOLUNTEER OPPORTUNITIES

Sully Station II Community Association's Board of Trustees has appointed committees to assist them in providing governance for the community. Committees are an effective way to ensure homeowner participation in the decision making process. Below is a brief summary of each committee. The Board of Trustees and the Sully Estates ARC members are elected. Members of the Elections Committee and the Architectural Review Board are appointed by the Board. All other committees welcome new members at any time. Please take a moment to read over the summaries. We hope you find an interest to serve on one or more committees. Please fill out the form and return it to the community center. The contributions you make to your community will be valuable and rewarding. All meetings are held at the Community Center at 5501 Sully Park Drive and are open to all membership.

Board of Trustees - "The Board" is the decision making authority which acts as the Executive Leader of the Association. The Board is authorized to make decisions except for those areas where the legal documents specifically reserve this prerogative for the Association membership. The Annual Meeting is held each year for the Board election.

The Board meets the 4th Thursday of each month at 7 p.m.

Financial Review & Budget Committee - This committee advises the Board with respect to Association financial matters, including analyses of the budget and investment policies along with making the recommendations with respect to the operation, maintenance and enhancements of the Association's physical assets.

Architectural Review Board - Appointed by the Board, the Architectural Review Board (ARB) has the primary responsibility for the administration and enforcement of architectural design standards and restrictions for the community. The ARB can approve, modify or disapprove requests for exterior alterations based on policies, procedures and guidelines established by the legal documents and by the Board.

The ARB meets the 2nd Monday of each month at 6:30 p.m.

Sully Estates Architectural Review Committee - The Sully Estates Architectural Review Committee (ARC) consists of three to five members; each member to serve a two year term. The members of the committee shall be elected by all the Owners of Lots in Sully Estates. The committee shall have the right and responsibility to review all construction, alteration or exterior modification of improvements to the lots in Sully Estates. They meet on an as needed basis.

Activities Committee – This Committee is responsible for providing the community with social events throughout the year. Using a budget allocated from the Board, the committee works on many different events in an effort to promote community spirit and involvement. The committee meets on an as needed basis.

Elections Committee – The Elections Committee is appointed by the Board prior to each annual meeting in order to assist in the solicitation of nominees for available Board positions and to coordinate the elections process.

Welcome Committee - The committee has the responsibility of maintaining and distributing, at a personal level the Welcome Information Package to new Sully Station II Residents.

Communications Committee - The primary responsibility of this Committee is to advise the Board of Trustees on issues affecting the dissemination of general information to the community association members. This includes both written and electronic communications including hardcopy media. The Board may assign the committee with tasks from time to time. The committee may also make recommendations to the Board which are pertinent to the committee's area of responsibility independent of any task assignment. This committee meets every 4th Wednesday of the month at 7:30 pm.

Volunteer Opportunities and Clubs

Neighborhood Watch – The Program works with the Fairfax County Police. Their primary focus is to promote crime prevention and interaction with community members. The Watch and the Police sponsor several family oriented events, urge vigilance and help educate the residents on crime deterrence. Through a vast e-mail network, the Watch informs residents on issues and activities in the area. They work closely with the Citizens Advisory Committee, which is an organized forum for communication between the Police and the Sully District. When appropriate they advise the Police Department on substantive issues. To sign up for the Neighborhood Watch Committee please e-mail Dan & Leslie Jenuleson at nwatch@sully2.com or call at 703-815-2006.

Wine Club – The social Committee has formed the Sully Station II Wine Club. The thought is to educate and also share with other members your favorite wines and pairings. Every other month starting with January, club members will share wines from different regions. Please bring a wine to share. The club will provide a cheese and cracker platter or other wine pairing. The Wine Club meets the 2nd Friday of every other month at 7 p.m. Please email wine@sully2.com to RSVP and for information.

Sully Station II Swim Team “The Piranhas” - The Piranhas are a member of the Northern Virginia Swim League. The Swim Team was developed to provide a fun, learning experience for Sully II kids from ages 7 to 18. The Swim Team relies heavily on adult volunteerism throughout its different activities. Please contact Chris and Lori Campbell at 703-327-9332 to sign up for the Swim Team.



COMMITTEE SIGN UP FORM

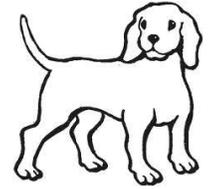
Name _____ Date _____

Address _____ E-Mail _____

Telephone (H) _____ (W) _____ (M) _____

- I am interested in serving on the following committee _____
- I do not have the time to join a committee at this time. I would like to volunteer periodically at Association events.

Please complete this form and return it to the HOA/on-site office



FAIRFAX COUNTY PET SCOOP

Fairfax County requires pet owners to observe certain regulations in order to preserve the health and safety of the community at large.

What's Required:

- Dog owners must pick up waste deposited by their pets on others' property or public property, a so-called "pooper scooper" regulation.
- Dog owners must annually purchase County dog licenses for all dogs four months of age or older. They can be purchased, at any time after the animal has received its first rabies inoculation. Rabies inoculations can be completed at the Animal Shelter in Fairfax County or your preferred veterinarian.
- Owners must register dogs found by a court to be dangerous and euthanize dogs found by a court to be vicious.
- The county authorizes the Department of Animal control to pick up animals other than dogs that are running at large if they are creating a public nuisance or threatening public safety or health. Dogs are prohibited from running unrestricted at all times. To retrieve a pet that has been picked up by Animal control, owners should bring proof of rabies vaccination. For dogs, a current dog license will be needed. The Fairfax County Animal Shelter is located at 4500 West Ox Road. Hours of operation/ Tuesday – Friday: 12 p.m.-7 p.m. and Saturday: 10 a.m.-5 p.m.
- Citizens may not keep wild, exotic or vicious animals for any purpose except for those state and federal licensed exemptions already spelled out in the County Code
- Animals may not frequently howl, bark, meow, squawk or make noises that can be heard across property boundaries or through common walls within a building.
- All dogs and cats age 4 months and older must be licensed
- Licenses are good for one year and expire December 31. All new licenses must be purchased by January 31. Animal Control Offices enforce the dog license code. Dog licenses are mandatory in Fairfax County.
- To obtain a dog license you must have the following:
 1. A copy of the dog license application
 2. Check payable to County of Fairfax County
 3. Current certificate of rabies vaccination
 4. Proof the dog has been spayed/neutered

- Contact the Fairfax County Animal Shelter for the current information for the costs and updates on any changes for the new laws. You can reach the animal shelter at 703-222-8234.
- Penalties for an un-licensed dog:
 1. Class IV misdemeanor
 2. Up to a \$250 fine
- The Fairfax County Animal Services Division encourages pet owners to be prepared for an emergency. Create a disaster kit for your pets. You can visit the Virginia Department of Emergency Management for suggestions on what to include in your pet disaster preparedness Kit. You can reach them at www.vaemergency.com/prepare/pets
- FYI: Fairfax County Animal Control Officers do **NOT** respond to calls reporting wildlife nuisances or when wildlife poses no real threat to humans or pets. Examples:
 - Wild animals living under decks, storage sheds or porches
 - Wild animals living in populated areas
 - Wild animals in attics, basements, garages and sheds
 - Wildlife that has damaged gardens, flower beds or shrubs

Violation of these animal regulations may result in a fine ranging from up to \$250 (e.g., for the “pooper scooper” regulation) and up to \$2,500 (e.g., for violating the dangerous or vicious dog ordinance) depending on the class misdemeanor.

How to Report Violations

Citizens may report infractions of these regulations to the Department of Animal control at 703-830-3310.

Sully Station II requirements and restrictions on keeping of pets can be found in Policy Resolution No. 8 of the Book of Regulations. Sully Station II supplies “pooper scooper” bags for animal owners to use for removing pet waste in common areas. Pet waste stations are located throughout the community in the common areas.

**Sully Station II
Neighborhood Watch
By
Neighbors Who Care**

Welcome To the Neighborhood:

As Neighborhood Watch Coordinators we would like to invite you to get involved in our Neighborhood Watch Program. Sully Station II is a friendly community and by joining together we are able to look out for each other's safety. With the support from the Fairfax County Police we are helping to deter crime by being the "eyes and ears" for the police, staying current on security and safety measures. We encourage you to get involved!

The Sully Station II (SSII) Neighborhood Watch Program has been in operation since June 2000. The results of this activity are being seen through the increased reporting of suspicious activities, the training of SSII residences in security awareness and crime reporting procedures, the heightened alertness to home security issues and the regular patrols throughout the community by the Watch members. Part of the Watch's operation is the focus on the sharing of information. The Watch uses the Internet to communicate and distribute notifications of activities and events to the members. The notifications exchanged within the Watch include such items as reporting of suspicious activity in SSII, alerting Watch members of security notices from the Fairfax County Police and receiving information on upcoming events sponsored by the Fairfax County Police. In addition the Fairfax Police forward a bi-weekly crime report documenting the incidents that have occurred in this portion of the county, including Centreville and Sully Stations I & II.

Besides utilizing the Internet to exchange related information, the Neighborhood Watch encourages residents to interact with each other, exchanging information about work schedules, vacation plans and types of vehicles belonging to their households. It is also encourages to observe the property of others and occasionally attend meetings to strengthen safety and security. The success of the Watch is through the continued open dialog of the security issues that will keep this community a low-crime neighborhood.

The Benefits of getting involved are:

- Prevention of Crime
- Enhanced reporting of suspicious activities
- A free home security inspection by the police
- Promotes neighborliness
- Access to crime data

To Learn more about the Sully Station II Neighborhood Watch Program or if you are interested in receiving the above e-mail Watch notices, please contact Dan and Leslie Jenuleson at 703-815-2006 or nwatch@sully2.com.

GET CONNECTED FIRSTSERVICE CONNECT

FirstService Residential has owner access to CONNECT. By registering on CONNECT you will receive e-mails regarding upcoming events and information on community details, account details, forms and documents.

FirstService also provides an easy and convenient way of making your payments automatically. Simply complete the Automatic Debit Program Application and attach a voided check. You can mail the application directly to:

FirstService Residential DC Metro, LLC
11351 Random Hills Rd
Fairfax, VA 22030

You can also either fax it to 703-591-5785 or e-mail it to customerservice.dcmetro@fsresidential.com