



Sully Station II Community Association

May 8th, 2019

To: Sully Station II Community Association Lot Owners
From: The Sully Station II Community Association Board of Trustees (Board)
Subject: **Community Center Office Closure on Wednesdays - Effective May 15th, 2019**

The Sully Station II Community Association management company, FirstService Residential, provides three on-site personnel to manage our Association's Community Property. Their duties include managing many contracts that provide services to maintain and improve the Common Areas; performing inspections for compliance with our Community's Architectural Standards; responding to owners' and residents' phone calls and emails; and performing other financial and contractual duties. There is a tremendous amount of paperwork associated with all of these activities and that is unfortunately taking longer than anticipated and causing some work to be postponed or not given the attention it needs.

In order to improve the efficiency of our limited staff and keep costs (and assessments) from escalating, the Board has decided to close the Community Center/Office on Wednesday each week, to allow the on-site staff to focus on completing necessary tasks and paperwork to manage our Association. The Community Center/Office will be open to our owners/members Monday, Tuesday, Thursday, and Friday from 9:00am to 5:00pm. We ask that you respect the Wednesday office closure. At any time, you may call FirstService Residential's 24-hour Call Center at 703-385-1133 for assistance or send an email to Office@Sully2.com.

Very truly yours,

Glenn Martin, President
Sully Station II Community Association

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