

Sterling Park South Townhomes

c/o TWC ASSOCIATION MANAGEMENT

397 Herndon Parkway, Suite 100

Herndon, VA 20170

(703) 437-5800 (703) 471-6578 (fax)

November 4, 2015

Dear Sterling Park South Homeowner,

Enclosed please find Policy Resolution #2015-01 that was adopted by the Board of Directors on Thursday, October 8th, 2015. The changes to the policy reflect a combined effort between the concerns of residents, management and the Board. In conjunction with this new policy, new parking hangtags will be required and must be displayed on the vehicle by February 1st, 2016.

TWC will be distributing hangtags at the Loudoun County Sheriff's Office, 46620 East Frederick Drive, Sterling, VA 20164 on November 12th & 13th from 8:30am – 10:00 am to residents who are in **good standing with the association. This means that your association dues account must be no more than 60 DAYS DELINQUENT.**

Hangtags cannot be obtained before November 12th, 2015 and will not be mailed out. If the parking permits are not picked up and signed for, the resident will need to pick up from TWC during business hours. Below is a summary of the important policy changes – this is a SUMMARY, AND DOES NOT INCLUDE ALL CHANGES. PLEASE READ THE POLICY:

- Each townhome will receive up to two (2) resident parking permits. No townhome will receive more than two (2) permits. All parking is first come, first served.
- All vehicles parked in Common Area parking spaces must display an Association parking permit.
- There is a \$100.00 replacement fee for lost parking permits.
- Unit owners (or their tenants) who are delinquent will NOT receive new parking passes.
- In order to be able to park in the Common Area, members will need to be current on their assessment obligations to the Association. Specifically, it is the policy of the Association that the parking privileges will be suspended if a townhome is more than sixty (60) days delinquent in the payment of assessments to the Association.
- You must bring your vehicle registration and the enclosed completed registration form to the Sheriff's substation, on the dates indicated above. **TENANTS MUST BRING COPIES OF A CURRENT LEASE IN ORDER TO PICK UP THE HANGTAG.**
- If you cannot make these dates, you must contact Logan Grady at TWC Management to set up an appointment to pick up your hangtag.

Landlords – it is very important that you get this information to your tenants, as they are bound by the Association regulations.

Please review the policy, and if you have any questions, please do not hesitate to contact my assistant, Logan Grady at 703-437-5800 or via email at lgrady@twcmanagement.com.

Yours truly,

Teresa Whitmore, CMCA, AMS, PCAM

TWC Association Management

As Managing Agent for

Sterling Park South Townhouse Association