

July 15, 2003

Unit Owners & Residents
Century Oak Community Association

Re: Community Information

Dear Unit Owners & Residents:

The Board of Directors would like to welcome all the new residents to the community. New faces are always welcome at The Board of Directors meetings, which are usually on the fourth Thursday of the month. The meetings are scheduled for every other month so look for the meeting signs placed at the entrances to remind residents of the meeting at the Century Oak Clubhouse which begins at 7:30 pm.

Trash-Please note the trash carrier is AAA trash and their number is 703-818-8222. Trash pick up days are Tuesday and Friday with recycling on Tuesday. Please note that you must place your trash in the provided trashcan. Please secure your trash in a heavy-duty bag placed in the trashcan for this helps keep the animals out of the trash. Recyclable materials, such as cans and newspapers, should be covered in recycling bins that are available through our AAA collector. Please refrain from putting yard waste a curbside on the weekend so that all the neighbors get to look at trash until Wednesday. Please note that trash cans and recycling bins must be stored out of sight. Trashcans and recycling bins must be removed from the front curb following emptying and are never to be stored in front of the house or remain in public view on non-collection days. If you see trash near your residence, you can help by picking it up. Please do your part to help keep the community looking nice. If you have a large object such as a sofa or couch please call AAA at the number above to make arrangements for a special pick at no cost to the resident.

Pool Information- New residents must show proof of residency to use the pool. The family pass entry card is available at the pool for completion. Please note that the family registration entry card is kept at the pool and does not have to be filled out every year. The guest pass is attached to the entry card. Please note that a resident and their guest must be current in their assessment and be a member in good standing (no outstanding violations.)

Tennis Court Information: The tennis court is a locked facility for Century Oak residents and their guests. Keys are available for an \$11 deposit fee (check made to Century Oak) and there is a family information card to complete. You can contact the number above to make arrangements to pick up the key and fill out the information card.

Cox Cable Damage to Common Area. As most residents are aware, Cox cable performed some upgrades to the utilities in the community. Please note that the Board of Directors is trying to compile a master list for damage caused to the common area. If you notice damage common area turf, shrubs, private streets, concrete sidewalks please fax, mail or e-mail to vwhitestone@armstrong.net or complete the enclosed form. This will help compile a final master punch list, which can be forwarded to Cox Cable for repairs. Thank you in advance for your cooperation. Included in this mailer is an information sheet to file a claim with any damage to your

personal property. If there is damage to your property please contact Cox at 703-378-8422 and give your account number (if appropriate) do state that this is to place a work order for restoration (Inter administrative memo). If you are not satisfied with the resolution you will need to contact Consumer Affairs- Department of Telecommunications & Consumer Service ATT: Carolyn Quetsch 12000 Government Center Parkway, Fairfax, VA 22035. Remember to follow up with written correspondence. Written correspondence for Cox: Cox Communications Att: Customer Care, 3080 Centreville Road, Herndon, VA 20171. The Association is not responsible for facilitating resolution of repairs that have not been properly reported to both Cox and Fairfax County.

Exterior Modifications- Please note that spring/summer is the time of year for adding a room, deck, landscaping, or fence. If you are adding or making a change to the exterior of your residence there is an application to complete. Please note that this can take 1 month to 45 days so plan ahead. The completed application must be returned to the above address for processing by the Board. Please note that the rules and regulations were adopted to better the community, provide a safe and clean environment for all residents and guests and to maintain the appearance and the property value of all the residents. The Board of Directors would like to thank you in advance for regulations.

Mailboxes- Please note that the Century Oak mailbox post was custom built by the builder and is not something that you can obtain from any local store. The harsh winter has weathered the mailboxes and many are in need of repair, replacement or painting. Some people have rusty mailboxes and doors are missing. Please note that all the mailbox posts are gray with black mailboxes. If your mailbox is in need of repair your Community Association has found a source: This vendor does most of the new builder installations in Northern Virginia. The web site is mailboxesplusva.com. Also the phone number is 703-815-4777. The Board is working to provide a group rate for items such as painting, post & box installation etc. Information will be forthcoming on both the web site and the next newsletter.

WEB SITE - Just a reminder that the web site is available. Please check out **website**
[Http://www.centuryoak.net/](http://www.centuryoak.net/) to

Volunteers Needed!!!! The Community can always use volunteers. If you are interested in getting involved please call or e-mail vwhitestone@armstrong.net.

Thanks for helping to keep this community looking great. Just a reminder to complete the attached Common Area Damage by Cox Installation if you noticed common area that was damaged by Cox Cable Installation.
Thank You for Your Help.

If you have any questions, you are welcome to call 385-1133.

Sincerely,

Vivian B. Whitestone, CMCA®, AMS®
Armstrong Management Services, Inc.
Management Agent for
Century Oak Community Association

CENTURY OAK COMMON AREA DAMAGE

Please note any common area damage that was viewed after Cox Cable did the installation to the cable lines. Please include your name and number in case there are any questions to the location or damage to the common area.

Name _____

Address _____

Phone Number _____

Location of damage _____

Description of damage _____

If you have a digital camera, you are welcome to include a picture of damage.

Please return by July 31, 2003 so this can be submitted to Cox for repairs.