



Four Seasons Patio Homes Association Handbook

April 2023 Version

For more information, view the FSPA Website:
fspha.com

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Introduction

The Four Seasons Patio Home Association, Inc. (The Association), is an organization of homeowners of the Four Seasons Patio Home subdivision. The subdivision includes 133 homes on Lake Forest Drive, Lake Forest Lane, Lakeview Drive, Monterey Drive, and Tennis Drive that are intended to be occupied as private, single-family residences. The subdivision has additional acreage in common areas maintained by The Association and enjoyed by the homeowners, and any tenants of homes being rented.

The Association and Board of Directors

The Association is run by a Board of Directors comprised of homeowners elected at an annual membership meeting usually held in June. Homeowners are encouraged to understand their ownership stake in the HOA, attend the annual meeting in June, and volunteer to serve on the Board.

The primary HOA event is the annual meeting in June where Board members are elected, the annual budget presented, and the status of HOA dues and services are reported. Sufficient homeowner attendance at the annual meeting is essential as we must have a quorum to conduct business.

The HOA Board meets monthly to conduct the ordinary business of running HOA services and handle projects & issues. Homeowners who wish to attend a monthly work meeting can contact the Board for dates and location. The HOA Board publishes a quarterly newsletter to keep the community informed of HOA status and issues and maintains a website for HOA information at fspha.com.

HOA Membership

All property owners in the Four Seasons Patio Home subdivision are dues-paying members of the Association. Although all persons holding an interest in a lot are members, only one vote per lot is allowed.

The tenants of non-resident homeowners are not voting members of the organization. Landlords are required to provide the Board with the names of their tenants on a regular basis. Tenants are expected to comply with the Association's rules and regulations. Leasing in no way relieves a homeowner of his or her obligations to the Association.

Official Documents

The official documents which set down the rules and regulations of the Association can be found on the website fspha.com. Whenever a Four Seasons patio home is sold, it is the responsibility of the Realtor or the seller to give a copy of the documents listed below to the new owner.

Copies of these documents may be downloaded from the Association's website, under "Disclosure Packet/Governing Documents":

1. Declaration of Covenants, Conditions, and Restrictions
2. Maintenance Standards
3. FSPHA By Laws

HOA Services

The following services are required by our governing documents:

- **COMMON AREA MAINTENANCE**

The Association provides grass mowing, leaf removal, basic maintenance of planted beds, and tree maintenance of the common areas. Personal property may not be kept in common areas, nor may trash or waste of any kind be dumped there.

A neighborhood map containing the locations of the common areas is available on the website.

- **CABLE TV**

The Association contracts with Comcast/Xfinity to provide cable TV to all homes. Homeowners must contract individually with Comcast or another provider for internet, wireless, or other services. Contact the Bulk Cable customer service for Comcast/Xfinity services or problems:

855-638-2855

<https://fspha.com/new-homeowner-packet/bulk-cable-service-instructions/>

- **SECURITY SERVICE**

Call 911 for any actual emergency. The HOA provides mobile security patrols day and night through the neighborhood streets.

UpScale Security LLC: 434-220-4577 Ext. 3

- **TRASH REMOVAL**

Regular trash pickups are early on Tuesday and Friday mornings. Yard debris in reasonable amounts will be picked up if placed in an appropriate container or tied in a manageable bundle. Yard debris must never be dumped in the natural common areas.

Trash cans should be kept out of sight until they are brought to the curb the night before our Tuesday and Friday collections. As soon as possible after the trash is collected, they should be returned to their proper place in your garage or in a yard location that is shielded from public view.

Recycling is available at homeowner expense through our regular trash hauler, Neighborhood Disposal. Contact them to set up recycling, which is currently on every other Tuesday.

Neighborhood Disposal: (434) 985-2019

Dues

Dues can be paid monthly, quarterly or annually. Online payments can be made through a link in the emailed invoice and is the preferred method for accurate record keeping. See our web page for details:

<https://fspha.com/pay-dues/>

Association Budget

The Association's fiscal year runs July through June. The proposed budget is sent to the membership in May for the coming fiscal year, along with the announcement of the annual meeting of the Association, usually held in June. The approved budget may be viewed on the Association's website:

<https://fspha.com/blog/>

Parking

Parking in our neighborhood is regulated according to state parking laws and no special assignments are made. For reasons of both safety and appearance, the Board encourages the use of off-street parking, particularly during snowfalls. On-street parking should be parallel to the curb, and not block mail carrier access to mailboxes. Parallel-to-curb parking includes the cul-de-sacs, which must remain open to allow turn-about space for emergency vehicles, snow plows, moving vans, etc. At no time should vehicles be parked on sidewalks.

Pets

Dogs, cats, and other household pets may be kept on individual properties but are not allowed in neighbors' yards without permission. Pet owners are responsible for cleaning up any mess made outside their own yards and should always carry plastic bags or poop scoops when they walk their pets on subdivision sidewalks or common areas. Four plastic bag dispensers are located on common areas within our neighborhood.

The "Nuisance" Clause

The Declaration of Covenants states, "No noxious or offensive activity shall be conducted on any Lot or in the Common Area, nor shall anything be done therein which may be or become any annoyance or nuisance to the other Owners." While the Board of Directors is willing to mediate problem situations which may arise, it urges neighbors to seek solutions with each other before bringing any matters before the board.

Snow Removal

Snow removal from streets in Four Seasons is the responsibility of the Virginia Department of Transportation (VDOT). If you have compliments or complaints about snow removal from the street call VDOT at 1-800-367-7623. Snow removal from driveways and sidewalks is the sole responsibility of the

homeowner, including snow plowed onto a driveway or sidewalk by VDOT. The Association is not responsible for snow removal from streets, driveways, or sidewalks.

Maintaining Your Property and Architectural Changes

The Board of Directors strives to maintain our property values at Four Seasons by encouraging homeowners to keep their homes in good repair and their yards well-tended in accordance with the Association's Maintenance Standards.

- **ARCHITECTURAL CHANGES REQUIRING BOARD APPROVAL**

Before making exterior changes to your property – including fencing – please consult the Architectural Changes and Maintenance Standards on our [fspha.com](https://fspha.com/architectural-changes/) website:

<https://fspha.com/architectural-changes/>