



Dear 8th Street Plaza Condominium Association Member:

Congratulations on the purchase of your home! On behalf of the Board of Directors and Quality1 Property Management, welcome to the 8th Street Plaza community.

The quality of life at 8th Street Plaza depends on the consideration, cooperation, and participation of you, the member. The purpose of the Condominium Association, of which you are automatically a member, is to maintain the integrity and harmony of the community, including the common areas, and to provide services to all residents. This effort is overseen by your Board of Directors who is responsible for setting policy and overseeing the operations of the community.

In accordance with Association documents, all owners are required to pay a monthly assessment. This money is used to pay for oversight and operations of the Association, maintenance and upkeep of the common areas, and to provide a reserve fund in the event of an emergency. On the day you settled, your settlement attorney should have paid your prorated monthly condominium Association assessment. The assessment is due by the first of each month. Any payment received after the 15th of the month will be subject to a late fee of twenty-five (\$25.00) dollars. You will receive a coupon book at the beginning of the calendar year. This will provide you the amount of your assessment as well as the address for sending your payment. Payments can be in the form of a check or money order made payable to 8th Street Plaza Condominiums. You will also have the option of paying on-line. On-line payment options will be sent to you via e-mail.

Please note that your monthly assessment fee includes the following utilities: water and gas. You are responsible for your own electric, telephone, and cable service. Please make arrangement with your local providers to have these services available during your move-in.

You are also responsible for obtaining keys to the front gate, front building entrance door, and mailbox. As part of your settlement, your agent should have requested keys to the gate and building entrance doors in advance. If not, you can contact our office to obtain keys for the front gate and entrance door. The cost is five (\$5.00) dollars per key. You will have to make arrangements to obtain and install a new mailbox lock. *The post office does not provide new locks.*

If your purchase includes a parking spot, you will need to gate remote to allow access to your parking space. As part of your settlement, your agent should have provided one to you. If not, you can contact our office to purchase a remote. The cost is eighty-five (\$85.00) per remote.

This is a gated community with access controlled entrances and doors.

As part of our security program, each resident can control visitor access via his or her telephone. Your name and telephone number can be programmed into the front walk up gate and front entry door of your unit to allow you to control your visitors. There is no cost for this service; you will need to provide the management company your contact information.

Please note that there are several restrictions pertaining to your living at 8th Street Plaza that are stringently enforced by the Association:

- The weight of dogs at maturity cannot exceed 100 lbs.
- 75% of the floor surface of your unit must be carpeted.
- You must have a current DC rental license and must provide a signed copy of your lease to the management company for its records. All leases must contain language that requires the tenant to abide by the Association's governing documents.
- There is no visitor parking inside the gate. Anyone parking inside the gate without an assigned parking space is subject to immediate towing.

Under the DC Condominium Act, all unit owners must obtain insurance and provide a copy of the policy to the management company. Your insurance should cover the \$5,000 deductible for the master policy, and cover your interior furniture and furnishings, any enhancements and temporary housing.

This is a managed community. The property management company is Quality 1 Property Management. Our address is 12138 Central Avenue, suite 863, Mitchellville, Maryland 20721.

Telephone number is (240) 770-5381.

Fax number is (240) 260-0755.

E-mail address is: Office@quality1propertymanagement.com.

Website is: www.Quality1propertymanagement.com.

Our office hours are 9:00 a.m. until 5:00 p.m. Monday through Thursday; and Friday 9:00 a.m. until 2:00 p.m., except Federal holidays. In the event of an emergency, please contact our emergency number at: (301) 421-4966. Please note that the utility room doors and roof access are restricted access. Should you need access for Pepco or your cable/dish provider, please provide us at least 48 hours advance notice.

We understand that your purchase is a major event and it is our goal to make this a rewarding experience. Please do not hesitate to contact us should you have any questions, requests, or concerns.

Paul R. Horton
Property Manager for the 8th Street Plaza Condominiums