



Dear Grandview Estates Condominium Association Member:

Congratulations on the purchase of your home! On behalf of the Board of Directors and Quality1 Property Management, welcome to the Grandview Estates Condominium Association.

The quality of life at Grandview Estates 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. Payments can be in the form of a check or money order made payable to:

Grandview Estates Condominiums
c/o Quality 1 Property Management
P.O. Box 98118
Las Vegas, NV 89193-8118

You also have the option of paying online. Please contact our office for instruction on registering to pay online.

Please note that your monthly assessment fee includes the following utilities: water. You are responsible for your own electric, gas, 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 your mailbox. You will have to plan to obtain and install a new mailbox lock. *The post office does not provide new locks.*

Please note, that 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.

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 mailing address of the property management company is:

Quality 1 Property Management
12138 Central Avenue
Suite 863
Mitchellville, MD 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.

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.

Steve Marsh
Community Manager for Grandview Estates Condominium
Quality 1 Property Management