



Dear Woods End Townhome Association Member:

Congratulations on the purchase of your home! On behalf of the Board of Directors and Quality1 Property Management; welcome to the Woods End community.

The quality of life at Woods End depends on the consideration, cooperation, and participation of you, the member. The purpose of the Homeowners 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.

At closing you should have received your settlement documents, including a copy of your Association's governing documents. We will require a copy of your settlement papers to verify your ownership and to reconcile your assessments. You should review your governing documents in order to acquaint yourself with the rules and regulations governing the Association. If you did not receive a copy of the governing documents, please contact your settlement agent for an official copy. We also post a copy of the Association's rules and regulations and Bylaws on our webpage. To review and download a copy of the Association's rules, please visit our website, www.quality1propertymanagement.com and click on the "properties" tab. Please click on "Woods End" tab to access documents.

In accordance with Association documents, all owners are required to pay monthly assessments. 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

12138 Central Avenue Suite 863
Mitchellville, Maryland 20721
(240) 770-5381 voice; (240) 260-0755 fax
Office@quality1propertymanagement.com
www.quality1propertymanagement.com

settlement attorney should have paid your prorated monthly Association assessment.

The assessment is paid monthly and 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. Coupon books are provided, upon request, at the end of December. This will provide you the amount of your assessment as well as the address for sending your payment. Payments in the form of a check or money order should be made payable to the Woods End HOA and mailed to Woods End HOA, P.O. Box 98118, Las Vegas, NV 89193-8118. Please include your name and property address on the check. You also have the option of paying on-line. Please contact our office to activate the on-line payment option.

This is a managed community. The Property Management company is:
Quality 1 Property Management
12138 Central Avenue, suite 863
Mitchellville, Maryland 20721 (mailing address)

9420 Annapolis Road, suite 105
Lanham, Maryland 20706 (physical address)

Telephone number (240) 770-5381
Fax number (240) 260-0755
E-mail address: Office@quality1propertymanagement.com
Website: 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.

Community Information:

Local services such as lawn maintenance, snow removal for the streets, sidewalks and parking lots (walkways to your homes are the responsibility of the resident), and street light repairs are handled by the Association. Trash and recycling is handled by the County. Trash and recycling is collected on Thursday, Tuesdays and Fridays; and yard waste is collected on Mondays. If you need a new recycling bin, please contact the Department of Environmental Resources (DER) at (301) 952-7630. Bulk trash is not provided by the association. Home owners must make their own arrangement for bulk trash services by contacting the DER at (301) 952-7600. As a reminder, trash and recycling must be placed in approved trash and recycling containers. Trash and recycling cannot be placed out prior to 6:00 p.m. the night before scheduled collection and must be returned

*12138 Central Avenue Suite 863
Mitchellville, Maryland 20721
(240) 770-5381 voice; (240) 260-0755 fax
Office@quality1propertymanagement.com
www.quality1propertymanagement.com*

to the garage or to the rear of the unit before midnight on the collection day. Containers are not allowed to be stored anywhere on the property except in the rear or inside of the garage.

Bulk trash cannot be placed out until a date has been scheduled by the County.

Towing is provided by K&D Towing. K&D Towing monitors the community, looking for vehicles illegally parked in fire lanes, on the grass, or blocking driveways. Inoperable vehicles, including those with expired tags, flat tires, broken windshields, are susceptible to being towed. In the event your vehicle is towed, please contact K&D Towing at (301) 399-9225. The Association is not responsible for any towing cost in the event your vehicle is towed.

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