



Dear Overlook at Washington View Condominium Association Member:

Congratulations on the purchase of your home! On behalf of the Board of Directors and Quality1 Property Management; welcome to the Overlook at Washington View community.

The quality of life at the Overlook at Washington View depends on the consideration, cooperation, and participation of you, the member. The purpose of the unit owners 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 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 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 30th 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 each 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 the Overlook at Washington View. You will also have the option of paying on-line. On-line payment options will be sent to you via e-mail.

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

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:

Trash and recycling bins are located on the lower level parking lot. Bulk trash is collected the second and fourth Wednesday of each month. Bulk trash cannot be placed out until the night prior to scheduled collection. Anyone found placing bulk trash out earlier is subject to fines. Please contact your own contractor to arrange for removal of bulk trash, should you need to place out earlier than scheduled pick up time or for pickup of items such as refrigerators, stoves, or entire household furniture.

Pest Management services are provided monthly. To arrange for treatment of your unit, please contact our office at (240) 770-5381. Please note that treatment for bedbugs is the responsibility of the unit owner.

You should have received a set of keys to the front door and storage room as well as two key fobs for the front door and a gate clicker for the vehicle gate, at settlement. Additional keys to the front door, key fobs, and a new gate clicker, can be provided. The cost is \$50.00 per building key, \$85.00 for the vehicle gate clicker and \$25 for the key fob. Please contact our office should you need any of these items.

The front door allows the ability to “buzz” in guests. Please provide us your preferred telephone number to be programmed into the access systems. There is no cost to you for this service.

The community is monitored by surveillance cameras which are maintained and

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monitored by Blueline Security.

Each unit owner is assigned one parking space. You are provided two hangtags that must be displayed anytime you are parked on the property. Failure to display the hangtag may result in your vehicle being ticketed and towed. You must remain current on your assessment in order to retain your parking privileges. Once you become delinquent, your parking privileges will be revoked. Towing is provided by A&A Towing. In the event your vehicle is towed, please contact them at (202) 660-8686. The Association is not responsible for any towing cost in the event your vehicle is towed. Should you lose your hangtags, the cost for replacement is \$25.00 per hangtag.

For those of you who may have purchased the unit for investment purposes, please note that we have a limit on rentals. You must obtain approval from the board in order to rent your unit.

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.

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