

# WOODLEA MANOR CONSERVANCY

*C/o TWC ASSOCIATION MANAGEMENT*

397 Herndon Parkway, Suite 100

Herndon, Virginia 20170

(703) 437-5800 (703) 471-6578 (fax)

twcmanage@aol.com

## MEMO

---

**TO:** Woodlea Manor Homeowners

**FROM:** The Board of Trustees

**DATE:** April 19, 2020

**RE:** Please Read the Reminders Below

---

The Woodlea Manor Board of Trustees would like to remind everyone of a few things. We have all noticed that there are more residents at home on a regular basis due to the Virginia Governor's COVID-19 executive order. As a result, many of us have noticed changes to the neighborhood because of our new life style.

We ask that you review the reminders below that were taken from the Woodlea Manor Conservancy governing documents and Architectural Guidelines. Property maintenance impacts the visual character of the neighborhood and affects all of us.

- Trash cans should not be placed outside for pickup prior to 6:00pm on the evening before pick up. Trash containers need to be stored between collection days where they are not visible from the street. Please do not store your cans on the driveway.
- Lawns must be maintained with regular mowing and weed control.
- No improvements, alterations, change of paint color, additions or any other exterior changes is permitted without first getting approval by submitting an application to the ARB. Applications that are complete usually take just three days or less to process.
- Boats, trailers, campers or other recreation or commercial vehicles may not be parked or stored in open view to another residential property, a public or private street or on open space. Trailers may not be parked in driveways.

- The streets in Woodlea Manor are maintained and under the control of the Town of Leesburg. Violations related to the streets should be reported to the Town at 703-771-4500.
- Portable basketball goals may be located in the front of the house but should not block the sidewalk or pedestrian walkway. Please do not leave the basketball hoop in the street or pull the hoop off of the street and onto your property when finished.

We appreciate everyone's assistance and cooperation, especially during this unprecedented time.