

FAWN **L**AKE **C**OMMUNITY **A**SSOCIATION

NEW RESIDENT INFORMATION



FAWN LAKE COMMUNITY ASSOCIATION

Welcome Home

We are so glad you are here. Today is a special day for you as you move into your new home, but we know that it can be overwhelming as you look at the pile of boxes and wonder where to start. This Information guide can help you navigate through a few important items that are needed as you get settled.

Use the checklist to ensure that you have all the required information complete. If you have any questions, feel free to reach out to the FLCA office at 540-972-1000. We are here to help.

Fawn Lake offers a variety of distinctive amenities, including a 288-acre lake, beach, parks, walking trails, playgrounds and a pool. Events are held throughout the year that will provide you great opportunities to socialize with fellow residents and enjoy the community's beautiful and serene landscape.

Part of the community's beauty can be attributed to the architectural standards that are in place. Included in your disclosure package at the time of sale are the Community Guidelines and Articles of Incorporation, Declaration and Bylaws. These documents detail the rules and regulations for living in Fawn Lake, including requirements for exterior upgrades and maintenance. Our staff can answer any specific questions you may have on these standards.

The Board of Directors, and all of your new neighbors, wish you the best as you settle into your new home at Fawn Lake. The Board and management staff are happy to hear from residents, whether you are interested in getting involved or simply have a question or suggestion. Please feel free to contact us at any time.

FLCA office - 540-972-1000

fawnlake.connectresident.com

Fawn Lake is managed by FirstService Residential.

CHECKLIST

We hope that this checklist is handy for you to navigate all the forms and registrations that are required.

Do not hesitate to call the FLCA office at 540-972-1000 if you have any questions.

Forms:

- **Resident Information Form**
- **Vehicle Registration Form**
- **Vehicle Sensor Form**
- **Annual Guest List Application (if applicable)**

Online resources:

- **Register for Fawn Lake Connect Resident Portal**
- **Download the Connect Mobile App**
- **Register for Clickpay**
- **Register for dwellingLIVE on the website**
- **Download the dwellingLIVE app**

Welcome Home

IMPORTANT CONTACTS

FLCA Office: 540-972-1000

11300 Longstreet Drive

Spotsylvania, VA 22551

Office Hours: Monday-Friday 8:30 am - 5:00 pm

24/7 Customer Care Center: 703-385-1133

Front Desk

Nancy James

540-972-1000

nancy.james@fsresidential.com

General Manager

Jessica Kemp, CMCA, AMS

jessica.kemp@fsresidential.com

Operations

Bart Miller, Operations Manager

bart.miller@fsresidential.com

Kayla Russo, Assistant Operations Manager

kaylabrooke.russo@fsresidential.com

Assistant General Manager

Laura Fraughnaugh

laura.fraughnaugh@fsresidential.com

Security

Chief of Security

Agnes Harlow

540-972-6766

Agnes.harlow@fsresidential.com

Main Gate (24/7)

540-972-0394

Flcagatehouse.va@fsresidential.com

Commercial Gate

540-972-3676

commercialgate.va@fsresidential.com

ARC

Ali Wright, ARC Coordinator

ali.wright@fsresidential.com

Compliance

Cindy Pittman, Compliance Coordinator

cindy.pittman@fsresidential.com

Administrative

Kim Cartoski, Administrative Assistant

kim.cartoski@fsresidential.com



FAWN LAKE COUNTRY CLUB CONTACTS

11305 Longstreet Dr.
Spotsylvania, VA 22551
Main: 540-972-6200
info@fawnlakecc.com

Harbor Club & Lakeside Grille
540-972-6200 x 1
reservations@fawnlakecc.com

Pro Shop – Drew Falvey
540-972-4653
dfalvey@fawnlakecc.com

FLCC General Manager – Bret Shifflett
540-972-6200 x 4, Option #2
bshifflett@fawnlakecc.com

Golf Course Maintenance – David Smith
540-972-9255
dsmith@fawnlakecc.com

FLCC Business Office – Sarah Hollars
540-972-6200 x 5
shollars@fawnlakecc.com

Tennis – Brian Ratzlaff
540-805-8509
bratzlaff@fawnlakecc.com

Private Event Office – Jessica Hewlett
540-972-6200 x 3, Option #1
jhewlett@fawnlakecc.com

Harbor Club Manager
540-972-6200 x 3, Option #2

Membership Office – Jenelle Lavarine
540-972-6200 x 4, Option #1
jlavarine@fawnlakecc.com

SPOTSYLVANIA COUNTY CONVENIENCE CENTER

TRASH AND RECYCLE

To assist you with the unpacking process, we have listed below the 2 convenience centers that are closest to Fawn Lake. Each convenience center allows certain types of refuse so pay attention to the information below.

The county requires that you be a resident of Spotsylvania County to use the centers and a decal is required. The link to the county website and the decal program follows:

Spotsylvania County Website: www.spotsylvania.va.us

Refuse Decal program: www.spotsylvania.va.us/2070/Refuse-Decals

Locations of the 2 closest convenience centers:

Wilderness Convenience Center

10501 Orange Plank Road

Spotsylvania, VA 22553

540-972-3958

Hours: Monday through Sunday 8am to 6pm

Household trash only. Recycled items accepted.

- Aluminum
- Cardboard
- Compact Fluorescent light bulbs
- Glass
- Latex Paint
- Mixed paper
- Plastics (#1-#7)
- Steel cans
- Used motor oil

Over →

Chancellor Convenience Center

5917 Harrison Road

Fredericksburg, VA 22407

540-507-7725

Hours: Monday through Sunday 8am to 6pm

Household trash only. Recycled items accepted.

- Aluminum
- Appliances (please remove doors from refrigerators)
- Brush
- Cardboard
- Compact Fluorescent light bulbs
- Glass
- Latex paint
- Leaves
- Mattresses
- Metal items
- Mixed paper
- Plastics (#1 thru #7)
- Propane tanks (20 lb or smaller)
- Steel cans
- Tires
- Used motor oil

AMENITIES

Community Clubhouse

Beach

Pool

Canoe/Kayak Park* with
launch dock

Tennis Courts

Pickleball Courts

Playgrounds

Volleyball Court

Fitness Center

Soccer Field

Baseball Field

Basketball Court

Dog Park*

Walking trails

Fly Fishing Pond

Pole Barn with adjacent
Community Gardens*

Marina*, Boat launch, Kayak
launch dock and Storage
areas*, fire pit

*fees and availability apply

2023 Recognized Groups/Clubs Contact Information

(as of May 9, 2023)

* **Alley Cats**

Betzi Bankey izteb@hotmail.com

Carol Welford

* **Book Club**

Evi Hickman 703-772-2346 rejdal6@verizon.net

* **Block Makers**

Joanne Barden joanbarden@comcast.net

* **Duplicate Bridge**

Dave Walsh 540-972-1032 dwalsh3940@aol.com

* **Duplicate Divas**

Carla Deutsch 540-657-4568 carla_deutsch@comcast.net

* **Global Affairs Discussion Group**

Don Pressley 703-623-1958 donpressley1@gmail.com.

* **Home & Garden Club**

Marietta Gress 703-863-7126 mgress4@me.com

* **Homeschoolers**

Tracy Jillard 703-559-5517 tlcvs123@gmail.com

* **Ladies Bible Study**

Kathleen Macmanus 540-972-1804 mrsdctrque@yahoo.com

* **Let's Play Bridge**

Judy Thompson judithathompson@gmail.com

540-972-3757 or 703-209-2308

* **Men's Bowling League**

John Quaderer jquaderer@verizon.net

Steve Patterson stephenkpatrick@yahoo.com

* **Men's Christian Fellowship**

David Gazzetta 540-272-3225 dgazzetta55@gmail.com

* **Needlework Club**

Susan Glaze suzyqt53@gmail.com

*** PAWS**

Linda Westerhoff 540-972-1827 westerlm@aol.com
Sharilyn Watts 540-972-7072 brandydog00@gmail.com

*** Performing Arts Club**

Fred Jenne fredjenne34@gmail.com
Sally Elliott selliott2727@gmail.com

*** Pickleball Club**

James Smith 540-972-0115 jimtj1230@verizon.net

*** Plotters (Community Garden)**

Carla Deutsch 540-657-4568 carla_deutsch@comcast.net

*** Quilters**

Gwen Fournet 540-972-2633 gwen4net@hotmail.com

*** Running Club**

Dana Taormina 540-308-8173 runfawnlake@gmail.com

*** Skate Club**

Mike Packard 540-219-3223 mpackard82@gmail.com

*** Ski Club**

Darren Jiron 202-253-2382 darren.jiron@finnegan.com

*** Sport Fishing Club**

Jim Feagans 703-471-8918

*** Suppers for Seven**

Michelle Schwarzmann Suppers4Seven@yahoo.com

*** Swim Team**

Emily Tosh, President emily.m.tosh@gmail.com

Website: fawnlakefliers.swimtopia.com

*** Triathlon**

Robert Stumpf 540-972-8253 robertstumpf34@gmail.com

*** Veterans Group**

Mark Johnson Director 540-412-6042 mark.johnson@fawnlakevets.org

Mike Edwards 540-388-1610 edwardsmt54@msn.com

*** Yacht Club**

Moya Doss dosshaus@aol.com

Barbara Chamberlain bchamber@mccormickgroup.com

FORMS

There are several forms that you will want to fill out as you establish your family in the community. Make sure that you complete these forms and return them to the FLCA Office. These forms are also available on the Resident Portal (fawnlake.connectresident.com).

- **Resident Information Form:** Complete this form with the information requested so we can have this information on file.
- **Vehicle Registration Form:** Complete this form for all of your vehicles and include a copy of your vehicle registration so we have this information on file. You will be issued a Fawn Lake Decal for each vehicle as well. Instructions for the placement of the decal is included in the information sheet in this package.
- **Vehicle Sensor Registration Form:** Complete this form for each of your vehicles. You will be issued a sensor for your vehicles as described in the information sheet in this package.
- **Annual Guest List Application:** If you have visitors that you would like to put on the list for the year, complete this form and submit with payment as described on the information sheet in this package. If your guests are not frequent visitors, use the dwellingLIVE application or website.
- Other forms you may be interested in are located on the Resident Portal (fawnlake.connectresident.com). These would include the Committee Membership Application, Watercraft Registration Form, ARC forms, etc.).



Resident Information Form

Please read entire form carefully. The purpose of this form is to annually update your existing information, submit changes as needed or to add your information for the first time if you are new to Fawn Lake.

Please fill out completely. Write "N/A" for items that do not apply to you.

*Owner #1: _____

*Cell: _____ *Email: _____

*Owner #2: _____

*Cell: _____ *Email: _____

*Street Address: _____ Lot Number: _____

Mailing address (if different from above): _____

*Home Phone: _____

Opt-in my cell numbers for future FLCA text messages including emergency alerts.

Emergency Contact Information

Emergency Contact Person: _____

Cell: _____ Home: _____ Email: _____

Fawn Lake Resident Directories

Each year, the FLCA puts out an updated Resident Directory both in print and online. You may choose to opt-out of having your information included in the print version, the online version or both. If you choose not to opt-out, the asterisked (*) information on this form will be included in your directory listing which is available to be viewed by all Fawn Lake residents and staff.

I DO NOT want to be included in the print directory. I DO NOT want to be included in the online directory.

Owner Signature

Date

**By signing, you are affirming that the information and choices made on this form are accurate and complete.
Please return completed form to the FLCA office.**

Fawn Lake Community Association
11300 Longstreet Dr.
Spotsylvania, VA 22551
Phone: 540-972-1000

Fawn Lake

COMMUNITY ASSOCIATION

2023 Vehicle Registration Form

Name: _____ Lot #: _____
Address: _____
Phone: _____ Email: _____
Signature: _____ Date: _____

**** Please attach a copy of the vehicle registration for each vehicle.****

Vehicle 1

Vehicle 2

State: _____ State: _____
Tag/Plate: _____ Tag/Plate: _____
Make: _____ Make: _____
Model: _____ Model: _____
Year: _____ Year: _____
Color: _____ Color: _____

Vehicle 3

Vehicle 4

State: _____ State: _____
Tag/Plate: _____ Tag/Plate: _____
Make: _____ Make: _____
Model: _____ Model: _____
Year: _____ Year: _____
Color: _____ Color: _____

Vehicle 5

Vehicle 6

State: _____ State: _____
Tag/Plate: _____ Tag/Plate: _____
Make: _____ Make: _____
Model: _____ Model: _____
Year: _____ Year: _____
Color: _____ Color: _____

Fawn Lake Administrative Use Only

of Decals Issued _____ Full Set _____ Issued to PO _____ Approved By: _____ Date: _____
_____ Yr Only _____ Mailed

HOW TO PLACE YOUR FAWN LAKE DECAL

The proper placement of the Fawn Lake vehicle decal is on the driver's side front bumper of your vehicle. The annual validation sticker (2023) should be placed directly to the right of your Fawn Lake decal (see below illustration). This will make it easier for our security staff to see your decal.



HOW TO REMOVE YOUR FAWN LAKE DECAL

1. Heat the pass with hot water or a blow dryer.
2. With the edge of a plastic credit card, lift one edge of the pass enough to enable you to hold it with your fingers.
3. Gently pull the edge back at a 90° angle until the pass is removed.
4. To ease removal and/or to remove any adhesive residue, you may use glass cleaner or WD-40.



2023 Vehicle Sensor Registration Form

FLCA USE ONLY	INITIALS	DATE
TAGS ISSUED TO PO:		
VEHICLE INFO ENTERED:		

Lot #: _____ Phone: _____

Property Owner(s): _____

Address: _____

Please allow 72 hours for processing before picking your activated sensors up at the Commercial Gate.

***Please complete all fields for each vehicle you would like to receive a sensor tag for**

*Please complete all fields for each vehicle you would like to receive a sensor tag for						FLCA USE ONLY	
State	Plate #	Year	Make	Model	Color	Code	Cost

****You MUST have a current registration on file in the FLCA office for any vehicle you wish to receive a sensor tag for.**

Upon sale of a residence, sensors will be deactivated and should be removed from the vehicle.

In the event a sensor is deactivated for any reason (i.e.: member is not in good standing with the FLCA), there will be a \$16.20 reactivation fee. Two (2) sensors will be issued per lot at no cost; any additional sensors will be \$16.20 each.

 Property Owner Signature

 Date

Please return completed form to the FLCA Office.



2023 Annual Guest List Application

Resident Name: _____ Lot #: _____

Address: _____

Email: _____ Phone: _____

- I would like to place the individual(s) below on the Annual Guest List (one individual per line).
- I understand that those listed will be admitted into Fawn Lake at any time they present themselves, unless otherwise noted.
- I understand that the annual fee is **\$21.60** per individual listed. **Payments made by check only.**
- Any change to the Guest List, whether an addition or deletion of a name, shall be submitted in writing to the Fawn Lake Community Association and must be submitted with the appropriate fee.
- No refunds are given if removing/replacing an individual on the list.
- A maximum of ten (10) individual guests are permitted on the list.

FLCA USE ONLY

	Name of Guest (1 person per line)	Days/Hours Allowed (if blank, guests will be admitted at any time)	Date Added	Amount Paid	Initials
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

I authorize the above named individual(s) to be placed on the Annual Guest List under my name and understand this authorization will be valid through December 31, 2023. I take full responsibility for my guests and their actions when they are on Fawn Lake property.

Property Owner's Signature

Date

Fawn Lake Administrative Use Only

Date Received: _____

Date Approved: _____

Assessment Paid: Y N

NEW RESIDENT RESOURCES

There are several resources defined on the following pages for your reference.

- **Assessment Letter:** A copy of the letter from your management company on 2023 assessments. It describes the assessment amount, payments and payment methods.
- **FirstService Residential Connect Resident Portal:** This portal will help you stay connected to the community, make payments, view the community calendar and locate important forms and documents. Instructions are included for registration and login.
- **Mobile App:** The Resident Portal is also available in the form of an app! The app includes all of the same features as the online site. Information is included regarding downloading the app and logging in.
- **ClickPay:** A convenient way to make your payments online! Create your account today and you will have the ability to pay using the Resident Portal. Instructions are included for registration and login.
- **DwellingLive:** This is Fawn Lake's visitor entry/management system. This is an easy way to permit access for your guests. DwellingLive can be accessed online or by downloading their mobile app. Instructions are included for registration and login.



November 3, 2022

Re: Annual Assessment and Payment Options

Dear Fawn Lake Homeowner,

At the October 10, 2022 Board of Directors' meeting, the Board approved the 2023 budget for Fawn Lake Community Association. The 2023 annual assessment will be \$3,117, a 7.85% increase over the 2022 assessment of \$2,890. For comparison, the 2020 increase was 0%, the 2021 increase was 0% and the 2022 increase was 1.5%. The 2023 assessment increase for Fawn Lake is slightly lower than the increases that will be seen in other local communities with similar service and maintenance requirements. A description and summary of the extensive 2023 budget preparation process is attached. The final approved budget will be sent to all owners in November.

Payment Options

Owners have two options available to pay the assessment – either as a one-time annual payment or four quarterly payments with an additional \$35 installment fee per quarter. The installment fee for 2023 is an increase from prior years due to the increased cost of administration of the quarterly payment option.

If you choose to pay as an annual assessment, the assessment payment will be due in full by January 1, 2023. If you select the annual payment option, you do not need to do anything further at this time.

If you choose to pay in quarterly installments, a \$35.00 installment fee will be charged each quarter and must be included with your quarterly installment payments, resulting in total quarterly payments of \$814.25 each. (\$3,117 divided by four plus \$35 each quarter). Early payoff of the annual assessment will eliminate additional quarterly installment fees.

1st Installment due January 1, 2023 is \$814.25

2nd Installment due April 1, 2023 is \$814.25

3rd Installment due July 1, 2023 is \$814.25

4th Installment due October 1, 2023 is \$814.25

Please note – *According to Fawn Lake's collection policy, if you choose to pay the assessment using the quarterly payment option and do not make your payment by any of the quarterly due dates, the remaining balance of the yearly assessment will be accelerated, making the entire balance immediately due and payable in full.*

To choose the quarterly payment option, you must complete the Quarterly Payment Form and return it to the management office by 5:00 p.m. on November 21, 2022. Quarterly Payment Forms received after this date will be placed on the annual assessment payment option. **This will be the only opportunity to choose the quarterly assessment payment option for 2023.**

Your completed Quarterly Payment Form can be returned by mail to 11300 Longstreet Drive, Spotsylvania, VA 22551, by email to fawnlakecommunityva@gmail.com or in the FLCA drop box in the clubhouse circle.

If you have any questions about this letter, please contact the FLCA management staff at (540) 972-1000 or by email at jessica.kemp@fsresidential.com.

Sincerely,

Fawn Lake Board of Directors

WELCOME HOME

Enjoy all the services and amenities our community has to offer. We're proud to be professionally managed by FirstService Residential.



You're Invited to Register to Connect™!

FirstService Residential is excited to present FirstService Residential Connect™ Resident Portal, a tool that makes it easy to stay connected to your community association – anytime (24 hours a day/7 days a week), from anywhere. With just a few clicks, you can:

- ▶ Communicate with your property manager, board members and neighbors
- ▶ Access community forms and documents
- ▶ Pay association fees
- ▶ And so much more!

We've built in additional security safeguards to make sure your information is secure, so all residents must register to use the new FirstService Residential Connect Resident Portal. Register today!



Step 1: Log onto <https://portal.connectresident.com/>

Step 2: Click **Resident Access** and select the option to **Register**

Step 3: Register with both your mobile phone number and email address

FirstService Residential Connect™ is another way that FirstService Residential makes a difference, every day, in the communities we manage.

If you have any questions or need any assistance, please call our FirstService Residential Customer Care Center at 800.870.0010.

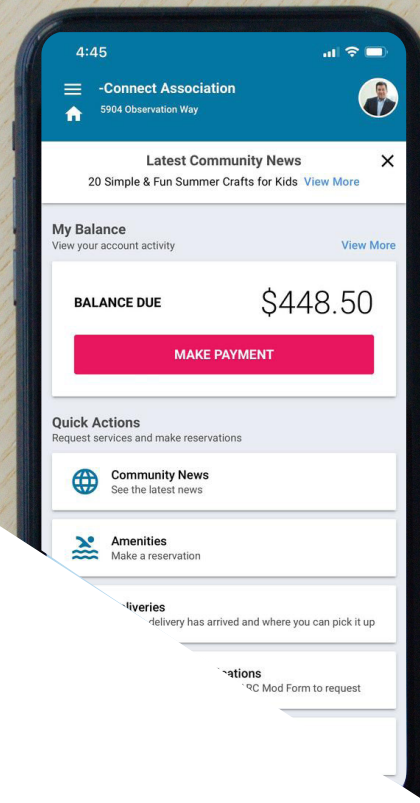
Download the app today!



Making a Difference. Every day.



FirstService Residential
CONNECT



RESIDENT PORTAL *Mobile App*

Download the **Connect Resident** mobile app, where instant access to your community is always at your fingertips. Easy navigation and 24/7 availability mean you can quickly take care of community business, at your convenience. Key features include the ability to update communication preferences, as well as access to forms and documents, account history and payments, community news and more!

Here Are a Few Quick Steps to Get Started:

- ▶ Open your Google Play or iTunes store on your mobile device or tablet.
- ▶ Search "Connect Resident," download and then open the app.
- ▶ Log in using your existing Resident Portal credentials or register, if needed.



FirstService
RESIDENTIAL



FirstService
RESIDENTIAL

Payments Made Easy

Pay Your Charges Online

Residents have a convenient and secure way to pay charges online through our provider, **ClickPay**. If you aren't already taking advantage of this payment option, we request that you create your account today and begin making individual or automatic recurring payments online.

Get Started: www.ClickPay.com/FirstService

- 1 Click **Register** and then create your online profile with **ClickPay**
- 2 **Link Your Home** using the account number found on your statement or coupon
- 3 Select your preferred **Payment Option** (e-check for FREE or credit card for a fee)
- 4 Set up **Automatic Payments** or click **Pay Now** to make one-time payments

Scan below
to sign up for
e-payments

For help with setting up payments online, please contact **ClickPay** online at www.ClickPay.com/GetHelp or call **1.888.354.0135 (option 1)**.



eCheck



Payments by e-check can be made at no cost. Fees apply to payments made by credit or debit card. Please note the date you make your payment on ClickPay is not the date it is reflected on your account. Payments by e-check (ACH) before 9:00PM EST will debit from your bank account and settle the next business day. Payments by debit or credit card can take 3-4 business days to settle.

Payments by Mail

If you choose to submit your payments by paper check, money order or through your bank's Online Bill Pay feature, please mail your payments to the address listed below.

PO Box 30403
Tampa, FL 33630-3403

Make all checks payable to the entity listed on your statement or coupon, include the remittance slip with your payments, and write the account number found on your statement or coupon in the notes section of your check.

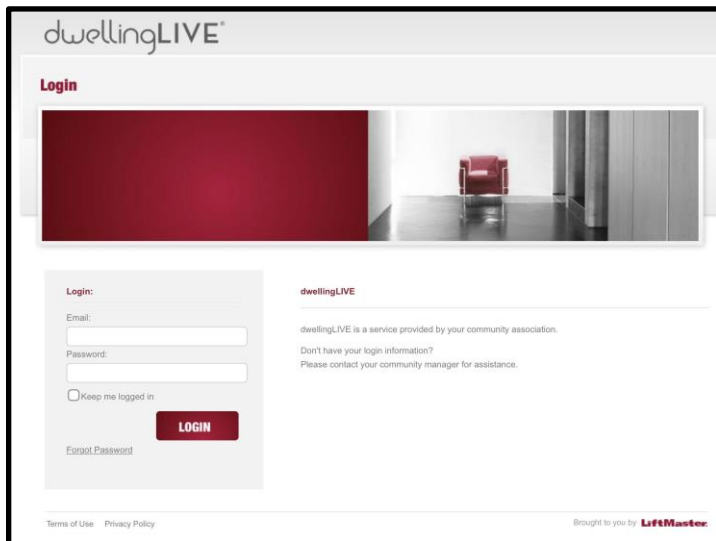
Visitor Management Website and Mobile App - dwellingLIVE

dwellingLIVE's visitor management software is the premier solution for communities of any size that are looking for more control over who accesses and leaves their community. Best yet, the solution ensures easy access for residents and reduces wait times at the gate for visitors.

Residents needing dwellingLIVE accounts can contact the gate at FLCAGateHouse.VA@fsresidential.com or our Chief of Security at agnes.harlow@fsresidential.com.

Security will input new residents into the dwellingLIVE system.

Note: Residents will be registered with one email address only. Once residents gain access to their account, they can add more emails/users.



The screenshot shows the dwellingLIVE login interface. At the top left is the 'dwellingLIVE' logo. Below it is a 'Login' heading. A large banner image shows a red chair in a hallway. On the left, there is a login form with fields for 'Email:' and 'Password:', a 'Keep me logged in' checkbox, and a red 'LOGIN' button. Below the form is a 'Forgot Password' link. On the right, the text reads: 'dwellingLIVE', 'dwellingLIVE is a service provided by your community association.', 'Don't have your login information?', and 'Please contact your community manager for assistance.' At the bottom left are links for 'Terms of Use' and 'Privacy Policy'. At the bottom right, it says 'Brought to you by LiftMaster'.

dwellingLIVE also offers a Mobile App that can make it even easier for you to sign in your guests.

