

# Forest Lakes Property Owners Association

c/o Brownstone Properties, Inc.  
3720 Old Forest Road  
Lynchburg, VA 24501

## PROPERTY OWNER INFORMATION

Revised 05/1/2022

### BOARD OF DIRECTORS

Craig Szczutkowski, President	434 385-9696
Sharon Sitterley, Vice President	434 444-1866
Rubens Marcilio, Treasurer	434 258-1910
Todd Matthews, Secretary	434 515-2437
Deborah Hartman	509 599-2064
Carlos Mejia	434 329-9919
Linda Robinson	434 238-8490
Josh Rockey	540 797-6642
Open	

### COMMITTEES AND CONTACTS

Covenants: Kevin Parry, Chair	434 435-1469
Architectural Review: Fred Fralick, Chair	434 385-6830
Grounds & Facilities: Sharon Sitterley	434 444-1866
Pool: Sharon Sitterley, Chair	434 444-1866
Pool House (Memorial Day – Labor Day)	434 316-9635
Pool Manager: (use pool phone or email)	<a href="mailto:poolmgr@flpoa.org">poolmgr@flpoa.org</a>
Lakes & Wildlife: Sharon Sitterley, Chair	434 444-1866
Newsletter: Sharon Sitterley	434 444-1866
Website: Craig Szczutkowski	434 385-9696
Welcome Committee: Linda Robinson	434 238-8490

### FLPOA Property Manager / Accounts Admin:

Holly Snead, Brownstone Properties	434 771-6013
Boat Decals, Community Boat Info, Pool Cards, and all general inquiries	<a href="mailto:hsnead@brownstoneproperties.com">hsnead@brownstoneproperties.com</a>

Forest Lakes POA Website	<a href="http://www.flpoa.org">www.flpoa.org</a>
Forest Lakes Pool Website	<a href="http://www.ForestLakesPool.com">www.ForestLakesPool.com</a>
Forest Lakes E-mail	<a href="mailto:info@flpoa.org">info@flpoa.org</a>

### EMERGENCY / LAW ENFORCEMENT NUMBERS

Dial 911 for Emergencies **911**

Bedford County Sheriff's Department **586-7827**

## DUES, MAILBOX POSTS AND TRASH CANS

**Association Dues** are currently \$83.00 per month, and are due on the first (1st) of each month for that month. The dues cover use of lakes, pool, playground, community boat, basketball court, tennis/pickle ball courts, trash pick-up, streetlights and maintenance of common areas. Note, in February 2021 an additional special assessment of \$400, payable as four \$100 payments starting May 1<sup>st</sup>, was approved by the Board to support the funding of the lakes maintenance inlet dredging project.

Dues may be paid monthly, quarterly, semi-annually or annually to “Forest Lakes POA,” mailing your check to the address on your coupon book stub. Billpay and credit card payments can also be made. See [www.flpoa.org](http://www.flpoa.org) under the menu “General > Dues” for more information, or contact Holly at [hsnead@brownstoneproperties.com](mailto:hsnead@brownstoneproperties.com), or 434 771-6013.

A statement including a late charge will be mailed to each resident who has not paid by the twentieth (20<sup>th</sup>) of the month. This statement notifies the resident that payment is due immediately, along with a \$15.00 late fee. **Remember the monthly Association Dues are still due the first (1st) of each month. We want to continue to keep costs down by receiving your payments on time.**

To set up your association account, contact Holly Snead, 434 771-6013 (Brownstone Properties) or write FLPOA c/o Brownstone Properties, 3720 Old Forest Road, Lynchburg, Virginia 24501.

**Mailbox Posts** may either be constructed according to the drawing provided in the FLPOA Architectural Standards (Appendix C), or can be purchased at the owner’s expense. To repair or purchase a mailbox post, email [flpoamailbox@gmail.com](mailto:flpoamailbox@gmail.com). All Forest Lakes mailbox posts are to be constructed of the same design and painted “*pure white.*”

**Waste and Recycle** containers are provided by County Waste and Recycling (formerly “Waste Solutions”, which was formerly “BDI”) and are ordered by Holly Snead, 434 771-6013. Please do not call County Waste directly. Monday is trash/recycle pickup day. Containers should only be put at street-side on Sunday night.

## SECURITY

The FLPOA Rules and Regulations, including Security Regulations, are in your Disclosure Packet and on the FLPOA website. Please take the time to read them carefully. The Board of Directors cannot emphasize enough the importance of the rules and regulations being followed, enforced and carried out.

A Directory of Forest Lakes residents is also in your Disclosure Package and on the FLPOA website. You can contact a Committee Chairperson or Board Member if you have any questions or problems.

For emergencies, you should dial 911. For non-emergencies, such as reporting suspicious activity, you can call Bedford County Sheriff’s Office at 586-7827.

## AMENITIES INFORMATION

**The Forest Lakes Pool** usually opens on Memorial Day weekend. The availability of the pool monitors determines if it closes Labor Day weekend or later in September. Admittance to the pool requires a card to access the front entry gate. The first pool access card is free for all new residents. Additional cards are \$15.00 each. You may obtain a card from the Pool Manager by emailing [staff@forestlakespool.com](mailto:staff@forestlakespool.com) or call 434 771-6013. Pool hours, swim lesson schedules and pool policies are posted on the FLPOA pool website. The area swim team called FAST (Forest Area Swim Team) practices and competes at our pool. For Swim Team information, see [www.fastmakos.com](http://www.fastmakos.com).

**Tennis / Pickle Ball Courts** and boat ramp have a combination lock. Please check the website, "Property Owners" > "Property Owners Info", or call Holly Snead, 434 771-6013 ([hsnead@brownstoneproperties.com](mailto:hsnead@brownstoneproperties.com)) for the combination, if needed.

A **Community Boat** is available at Swan Lake for residents who do not have their own boat. A sign-out sheet and completed Waiver of Liability form are required to use the boat. A cable and combination lock secure the boat to its rack. More information is available at [www.flpoa.org](http://www.flpoa.org) ("General Info" > "Community Boat" link), or call Holly Snead, 434 771-6013 or email: [hsnead@brownstoneproperties.com](mailto:hsnead@brownstoneproperties.com).

## COMMITTEES AND COORDINATORS

*Volunteers are needed for the various committees.* Our Association functions through the residents donating their time and effort on the different committees or being elected to the Board of Directors. Please consider becoming active in your new community. This is a good way to meet your neighbors and to find out more about your Association. Give one of the Board Members a call about a committee you're interested in.

The Association's Annual Meeting is held in October. At this meeting, the Board of Directors present the upcoming year's budget, each committee gives a report, the election for open Board positions is held, and a question and answer time is provided. A notice is mailed about 3 weeks prior to the meeting date.

**COVENANTS** encompass our rules for the Forest Lakes Property Owners Association. They are listed in the Declaration of Rights, Covenants, Restrictions, Conditions and Obligations Booklet you received before moving into your residence. Listed below are a few of our rules and regulations (also, see "Committees" > "Covenants" link on the FLPOA website):

- No trailers of any kind, campers, recreational vehicles, boats, etc. may be parked on a lot without the prior approval of the Covenants Committee.
- Dogs, cats, and other animals should be controlled at all times either by a leash or in your yard. See FLPOA Pet Policy on website, under "Covenants" link, regarding policy on barking and other pet nuisances.
- Boats, canoes, etc. require decals when using Swan and Spring Lakes. The registration fee is \$15.00 for one or more boats and the first boat's decals, and \$5.00 per additional boat decal set. See front page for FLPOA Admin contact info to register boats and purchase decals.
- Removal of trees requires approval.
- Be considerate to your neighbors regarding noise and observe a quiet period of 10 pm to 7 am.
- Small satellite dishes are permitted, preferably located in an unobtrusive location.

**ARCHITECTURAL REVIEW:** All new construction, exterior changes, or additions to your primary residence, decks, porches and patios need to be submitted to the Architectural Review Committee for approval. Submit your plans on the “Property Improvement Form” (PIF – see website info below). Any outbuildings, for example, gazebos, sheds, fences, etc. also will need approval prior to beginning the project. Some changes to your landscaping such as retaining walls and sprinkler systems may need approval prior to building or installation. The Architectural Standards document was included with your Disclosure Package, and can be downloaded from the FLPOA website (“Committees > Architectural” link). Please review carefully before starting any outdoor project, or call the Architectural Committee Chairperson (see first page of this document).

**LAKES AND WILDLIFE:** manages the Swan Lake and Spring Lake Dams, and the associated lakes and wildlife. Please do not feed the Geese!! It is neither healthy for the Geese nor healthy for the environment. Feeding the geese encourages overpopulation, which creates a host of problems ranging from just being a nuisance to a serious health hazard, such as bacteria in the water and on adjacent lawns.

Residents can fish from common areas on Swan Lake or Spring Lake. Bass, Catfish and Carp is catch & release, and only Panfish, Bluegill, and Sunfish may be taken or kept. A Virginia Fishing License is required for anyone aged 16 years or older. All guests must be with a resident at all times.

FLPOA has recommendations along with a timetable for the proper use of Lawn Fertilizers to protect our lakes. Please check the website (“Committees > Lakes and Wildlife” link) for those recommendations.

## **SPECIAL POLICIES**

Lots that border the Corporate Centre (which are the business properties on Vista Centre Drive, off of Graves Mill Rd) are required to leave the existing tree buffer of 50 feet from the property line toward the Corporate Centre.

It is recommended that all trees with a trunk size of 10” in diameter or larger be maintained where possible throughout the lot.

## **GENERAL INFORMATION**

*Recycling* is provided by our waste hauling service, and recyclables may also be taken to the Bedford County recycle center located off Rt. 221 near Aylor’s Farm Store (Check for posted times).

### ***Bedford County School System***

Schools:	Forest Elementary:	525-2681
	Forest Middle:	525-6630
	Jefferson Forest High:	525-2674

**For School closings call 586-1045, X333 or tune into WSET 13 or listen to the radio:**

Bedford County School Website: <http://www.bedford.k12.va.us/>

Bedford County Website: <http://www.co.bedford.va.us/>

Bedford County – Forest Library on Rt. 221 near Rt. 811: 525-1817