



... a Charlottesville City Community

December 22, 2009

Willoughby Townes Owners and Tenants,

As we approach the New Year I would like to take the opportunity to thank all owners and tenants for making Willoughby Townes a safe and enjoyable community. For all up to date information, please visit [www.willoughbytownes.org](http://www.willoughbytownes.org).

Given the recent snow storm and moving forward in the event this happens again, I have contracted with Scott's Backhoe Service who helped to clear out Willoughby Townes for the next two months until a final decision can be made and approved by all owners come February. They will be giving an estimate on the scope of final clean-up later on today which I will then pass along for owner approval.

As of December 12<sup>th</sup>, 2009 parking passes have been issued and each unit is assigned one pass to park in an "unmarked" space. This may be used for any car or visitor that you see fit and will be regularly monitored by Collier's Towing to insure that parking passes are valid. Please use your 2010 pass and dispose of 2009 passes as of today. If you continue to use 2009 passes beyond the 25<sup>th</sup> of December, you will be towed. If a parking pass has been misplaced, the replacement fee is \$50.

Trash and recycling collection will take place on Saturday, December 26<sup>th</sup> and Saturday, January 2<sup>nd</sup> in lieu of the holidays.

A friendly reminder that all pet waste needs to be properly disposed of and that pets should be attended at all times. We are very pleased to be able to accommodate pets at this time so please be courteous of your neighbors by picking up after your pet.

Should you have any questions or concerns regarding these policies, please do not hesitate to contact me at [stephaniemjackson@gmail.com](mailto:stephaniemjackson@gmail.com).

Happy Holidays!!!

Regards,

Stephanie Jackson  
Property Manager