

**Welcome Package**  
**OLD DOMINION SQUARE OWNERS ASSOCIATION**

Order: HVSN9PMMV  
Address: 6613 McLean Ct  
Order Date: 07-11-2024  
Document not for resale  
HomeWiseDocs



**Automatic Debit Agreement for Electronic Funds Transfers**

I hereby authorize, on this day of \_\_\_\_\_, 20\_\_, Legacy Community Services to initiate electronic debit and/or credit entries to the bank account shown below for the annual assessment for **Old Dominion Square Owners Association.** This authorization will remain in effect until:

- a) I notify my Bank and the above named Company in writing to terminate this agreement and give the Bank and the above named Company reasonable time to so terminate the agreement,
- b) The Bank and/or the above named Company have sent me five (5) business days advance written notice of the Bank's and/or Company's termination of this Agreement

I understand that any cancellation in writing will become effective no earlier than five (5) business days after the day the last transaction has cleared and there are no outstanding balances on the account.

**DIRECT DEPOSIT AUTHORIZATION**

I hereby authorize Legacy Community Services, hereinafter called LCS, to initiate debit entries and to initiate any adjustments for any credit entry in error to my (our) account indicated below and the financial institution named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account. This authority is to remain in full force and effect until LCS has received written notification from me (or either of us) of its termination in such time and in such manner as to afford LCS and DEPOSITORY a reasonable opportunity to act on it. The bank information contained herein is confidential and shall only be used for this purpose.

Electronic Funds Transfer (15 U.S.C. § 1693): I hereby acknowledge receipt of notice by the financial institution described here within of the undersigned's liability for an unauthorized electronic fund transfer, duty to promptly report such unauthorized transfers, charges for electronic fund transfers, the right to stop payment or pre-authorized electronic fund transfers, procedure to initiate such stop payment order, the right to receive documentation of electronic fund transfers, and the Bank's liability pursuant to the Electronic Funds Transfer Act found at 15 U.S.C. § 1693, ex el., and waives all rights thereunder.

ASSESSMENT \$ \_\_\_\_\_

\_\_\_\_\_  
PLEASE PRINT YOUR NAME

\_\_\_\_\_  
PROPERTY ADDRESS

\_\_\_\_\_  
YOUR PHONE NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

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ROUTING (ABA) NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ACCOUNT NUMBER AT FINANCIAL INSTITUTION

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**A voided personal check must be attached to this authorization for verification of all financial institution information.**

**You must continue paying your assessment fee until you receive notification via mail or email of the direct debit start date.**

Order: TIVSN51MMV  
Address: 6618 Malvern Ct  
Order Date: 07-11-2024



## **FREQUENTLY ASKED QUESTIONS**

**1. Where do I send my quarterly payments for my annual assessment?**

**Effective 1/1/24:** make your check/money order payable to:

Old Dominion Square Owners Association  
c/o Legacy Community Services LLC  
PO Box 1638  
Commerce, GA 30529-1638

Please include your new account number on the payment. If you already mailed your assessment payment to the PO Box, it will be forwarded to us within the next few weeks.

**2. Can I have my payments deducted automatically from my bank via electronic funds transfer?**

Yes, simply login to the resident portal on CINC systems to download the auto-debit form or complete the form attached. The website to visit is [lcs.cincwebaxis.com](http://lcs.cincwebaxis.com). Please be sure to attach a copy of a voided check for processing.

**PLEASE NOTE THAT DIRECT DEBITS PREVIOUSLY SET UP WILL NOT TRANSFER TO LEGACY. YOU MUST LOGIN TO THE CINC SOFTWARE TO SET-UP NEW DIRECT DEBIT AUTHORIZATION WITH LEGACY.**

**3. Where are the offices for Legacy Community Services located?**

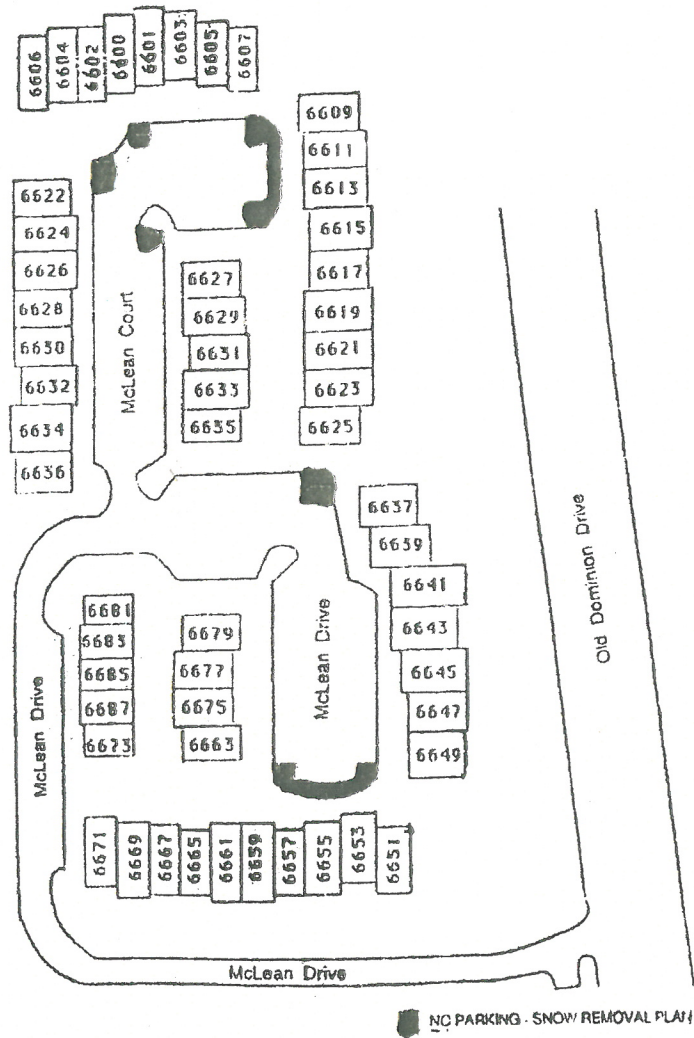
Our offices are located at:	45945 Trefoil Lane #112, Sterling, VA 20166
Our telephone number is:	571-313-1004
After hours Answering Service is:	703.520.9493
Manager E-mail	<a href="mailto:ccallahan@legacycommunityservices.com">ccallahan@legacycommunityservices.com</a>

**4. How will this change in management affect my home and me?**

The only change we hope you will see is improved service to your community.

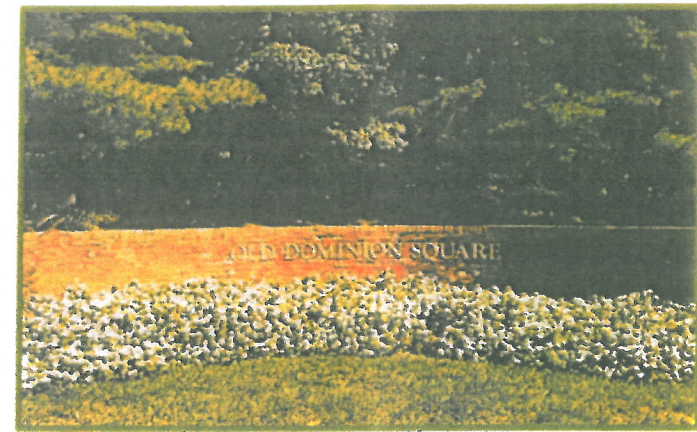
Order: HVS9PMMV  
Address: 6613 McLean Ct  
Order Date: 07-11-2024

# Snow Emergency No Parking Areas



# Old Dominion Square

McLean, Virginia



Old Dominion Square Owners Association  
P.O. Box 562  
McLean, VA 22101

## SUMMARY OF CONDITIONS & RESTRICTIONS

ODS Covenants provide for the maintenance and preservation of individual homes and community property. Several of these provisions are summarized below. Refer to the complete Covenants or contact a member of the Board for questions.

1. As a matter of safety, children may not play in parking lots or roads. Residents, including children, should not use the roads for recreation. Children can play in the ODS meadow, located behind units 6606-6607. Franklin Sherman Elementary School has a playground.
2. Owners shall maintain their lot and premises in good repair and condition. Failure to do so can result in the Association, after appropriate notice, providing necessary exterior maintenance, with the cost to be born by the lot owner.
3. No exterior addition or alteration of walks, light fixtures, fences, storm windows and doors, air conditioners, etc. shall be made until the plans and specifications have been submitted to and approved by the Board. Exterior paint must be approved by the Board. Colors are generally limited to the Colonial Williamsburg palette.
4. Properties are to be used only for purposes as allowed by Fairfax county residential zoning.
5. Structures of a temporary nature such as trailers, tents or out buildings shall not be used on any lot as a residence.
6. All vehicles regularly parked in ODS parking areas shall have current motor vehicle tags and state safety inspection. Vehicles not in legal operating condition are subject to towing at the direction of the Board. Overnight parking of commercial or recreational vehicles (boats, trailers or motor homes) is not permitted. Vehicles must be registered with the ODSOA.
7. No animals, livestock, or poultry shall be raised or kept on any lot, except that dogs, cats and other household pets (not exceeding two) may be kept.
9. No dog shall be outside of the resident's dwelling unless the dog is on a leash. Waste from dogs shall be collected immediately by the owner. It is requested that anyone observed not following this rule be reported to the Board.

## GUIDELINES FOR OWNERS AND RENTERS

**DUES**—Homeowners dues are payable in advance and may be paid either annually or quarterly. Annual dues are \$2,000, or \$500 quarterly. Payments made quarterly are due on the first of the following months: January, April, July and October.

**PARKING**—There is no reserved parking. Parking for parties can be managed by having your guests park beyond the fence at the top of the hill on Julia Avenue.

**SNOW REMOVAL**—The snow removal plan is implemented when the National Weather Service forecasts two or more inches of snow. Certain areas are set aside for the accumulation of plowed snow. The diagram on the back cover shows those areas. Cars should be moved out of these shaded areas as soon as it begins to snow.

**RECYCLING**—Recycling is collected on Wednesdays. Glass can not be included in recycling. The nearest location for glass recycling is Dolley Madison Library, 1244 Oak Ridge Ave., McLean

**TRASH, REGULAR COLLECTION**—ODS contracts with Patriot Disposal. Trash is collected on Tuesdays and Fridays. Please put all items at the curb or walkway in front of your house by 6:00 am on collection days. It is recommended that residents use the Patriot-supplied containers or, if that is not feasible, use other appropriate containers or animal-proof heavy-duty bags.

**TRASH, SPECIAL COLLECTION**—Special items may be collected weekly. Advance notice is required except for small furniture and mattresses, which can be placed with the regular trash. Call 703-257-7100 if you want to schedule a special pick-up.

**TRASH CONTAINERS**—Trash containers should be put out no earlier than dusk on the evening before pick-up, and containers returned to their permanent storage locations as soon as possible following the collection. Trash containers may not be stored in visible locations.



## OLD DOMINION SQUARE OWNERS ASSOCIATION OWNER and RESIDENT INFORMATION FORM

**This form has the three purposes stated below. Your preferences for contact information may differ for each purpose.**

- 1. To collect Vehicle Registration Information.** As a safety measure required by Fairfax County fire and police for emergency purposes and in order to enforce ODSOA parking policies, ODS needs to have ownership information about all vehicles housed in our community. This confidential information is used solely as required for community purposes and shared with emergency authorities when needed. It will be accessible only by ODS Board members. Please complete the information requested below for every vehicle regularly or frequently parked in the community.
- 2. To obtain contact information and preference for receipt of ODS documents**
- 3. To obtain contact information for the ODS Directory.** This directory, publicly available, is updated on an ongoing basis. It is printed periodically and also available electronically.

**House Number:** \_\_\_\_\_

**Adult Resident(s):** \_\_\_\_\_

**Number and Ages of Resident Children:** \_\_\_\_\_

**1. Vehicle Registration.** ODS has enough parking spaces to accommodate approximately two vehicles per home. However, we need information for all vehicles currently associated with your residence. Please provide vehicle information below. If you have more than 3 vehicles, complete an additional form. Each vehicle must be currently registered, have a current safety inspection, and be fully operable. Vehicles may not be stored in ODS community parking (i.e., left unmoved for more than one month).

### Vehicle #1

Make/Model/Year \_\_\_\_\_

Color \_\_\_\_\_

VA License Plate Number \_\_\_\_\_

Owner/Driver \_\_\_\_\_

Owner/Driver Email \_\_\_\_\_

Owner/Driver Phone Number \_\_\_\_\_

### Vehicle #2

Make/Model/Year \_\_\_\_\_

Color \_\_\_\_\_

VA License Plate Number \_\_\_\_\_

Owner/Driver \_\_\_\_\_

Owner/Driver Email \_\_\_\_\_

Owner/Driver Phone Number \_\_\_\_\_

### Vehicle #3

Make/Model/Year \_\_\_\_\_

Color \_\_\_\_\_

VA License Plate Number \_\_\_\_\_

Owner/Driver \_\_\_\_\_

Owner/Driver Email \_\_\_\_\_

Owner/Driver Phone Number \_\_\_\_\_

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List Make/Model/Year/Color of any vehicles previously registered with ODS that are no longer parked in ODS.

**2. Contact Options for receipt of ODS Documents. Check all appropriate.**

E-mail \_\_\_\_\_ Provide e-mail address(es): \_\_\_\_\_

USPS Mail \_\_\_\_\_

**3. ODS Directory Information.** Provide only information that you give permission to place in the ODS Community Directory. If multiple phone numbers or emails, note corresponding resident.

NAME(S) to be included in Directory.

PHONE NUMBER(S) \_\_\_\_\_

E-MAIL(S) \_\_\_\_\_

Select: OWNER \_\_\_\_\_ RENTER \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**After completing this form either:**

- Return by email to [customerservice@legacycommunityservices.com](mailto:customerservice@legacycommunityservices.com)
- Return by mail to:  
Old Dominion Square  
c/o Legacy Community Services  
45945 Trefoil Lane #112  
Sterling VA 20166
- Provide it to Welcoming Committee member who gave you the form.

For additional information or questions, contact the Property Manager at [ccallahan@legacycommunityservices.com](mailto:ccallahan@legacycommunityservices.com)

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