

**AMENDED  
LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION  
RESOLUTION NO. 2010-03-A**

**EXTERIOR MODIFICATIONS**

WHEREAS, Article III, Section A.1 of the Bylaws for Lake Manassas Residential Owners Association (“Association”) states that the business and affairs of the Association shall be managed by the Board of Directors (“Board”);

WHEREAS, the Virginia Property Owners’ Association Act, Virginia Code Section 55-515 (the "Act"), and Article XII of the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Lake Manassas Residential Owners Association (“Declaration”), requires all lot owners (“lot owners” or “members”) to comply with the provisions of the Declaration and the Governing Documents;

WHEREAS, Section 55-513.A. and B. (ii) of the Act and Article IX, Section 3, of the Declaration provides the Association with the power to enforce the Governing Documents by assessing charges or suspending of the right to vote or use facilities, against any member for any violation of the Declaration or the Rules and Regulations for which the member or his family members, tenants, guests, or other invitees are responsible;

WHEREAS, Section 55-513.B. of the Act provides that certain procedures must be followed before suspensions or charges may be assessed;

WHEREAS, Article XI of the Declaration provides the Board with the authority and standing to enforce its covenants and Design Guidelines, and the decisions of its committees;

WHEREAS, pursuant to Article XI of the Declaration, no construction, exterior alteration or modification of existing improvements or structures, no plantings or removal of plants, trees, or shrubs shall take place without the approval of the Association;

WHEREAS, the Board of Directors deems it necessary to establish further guidelines and procedures for Owners wishing to make changes to their Lot.

NOW, THEREFORE, BE IT RESOLVED THAT the following be adopted:

### I. GENERAL PROVISIONS

- A. No exterior alteration or modification of existing improvements or structures, either temporary or permanent, no significant plantings or removal of plants, trees, or shrubs shall take place without the prior written approval of the Board of Directors, or the Modification's Committee, if such Committee has been created. Approval shall be based upon quality of workmanship and design and as to harmony of external design with existing structures, location in relation to surrounding structures, topography, and finish grade elevation.
- B. Minor landscape improvements will not require an application. This includes foundation plantings, or single specimen plantings. Landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the design review process.
- C. Approval shall be required to paint or repaint if using a different shade than previously approved and installed in accordance with approved color scheme. No approval is needed for an Owner to remodel or paint the interior of his Residential Unit, or to paint the exterior using the same approved color. Please refer to the "Color Palette" that is available in the Management Office if you have a question about the color.
- D. All construction, alterations or modifications (collectively referred to as "Work"), in accordance with the approved plans and specifications, must commence within six (6) months of the approved date of the Application and shall be completed within twelve (12) months of the approved date. In the event the applicant fails to commence or complete the Work within the above-specified time frames, approval for the Work shall be deemed conclusively to have lapsed and to have been withdrawn, and the Construction Deposit (see below) shall be forfeited.

### II. APPLICATION PROCEDURES

#### INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

A. Requirements For All Applications Requiring Association Approval.

1. Owners wishing to make any of the changes requiring approval must submit a proper written application to the, Modifications Committee (“Committee”), on the approved application form. A copy of the Application is attached hereto as Exhibit “A”.
2. Applications shall be forwarded from the Modifications Committee after initial review to the NCC on a case by case by case basis using the following guidelines:
  - a. Any application that affects, or changes the drainage within the lot or between lots. Please note there can be no vertical construction within the recorded drainage easements.
  - b. Any application that requires any grading on the lot
  - c. Any application that requires any exception, or waivers from the guidelines
  - d. Any application that the MC requests assistance from the NCC
3. All applications must be accompanied by an approved Processing Fee (dependent on type of construction requested) and a Deposit fee which will be determined by the Committee upon first review of the project. This fee is determined by the scope of the project. If it is determined by the Committee that an Architect would be needed to oversee the construction, the application will go to the NCC (New Construction Committee) to approve and follow through their process, and the Processing Fee and Deposit will be set at an amount in keeping with such process. The costs of any incomplete work completed by Association or needing to be completed, penalties imposed or fees incurred during the process may be deducted from the Deposit. Remaining Deposit shall be returned to the applicant upon the final inspection and approval of the completed work by the Board or Committee, if any.

All applications must be accompanied by specific information pertaining to the proposed Modification. The Required Components for each of the most common types of Improvements or Modifications are contained in the Exterior Modification Submittal Requirements Components List (“Submittal Requirements”) that shall be established by the Board of Directors, from time to time. A copy of the Submittal Requirements is attached hereto as Exhibit “B”.
4. Oral requests will not be considered.
5. Each addition, modification or improvement must be specifically approved even though the intended addition, modification or improvement conforms to the Association’s governing documents, Design Guidelines, if any, or this Resolution. Each application is viewed on it’s own merit and uniqueness and how it fits in to the landscape and neighborhood regardless if another similar project has been approved elsewhere in community.

6. Since the Association cannot control work performed on a Lot, the Owner is responsible for assuring that any changes or additions are made in conformance with the Association's governing documents, the Design Guidelines, if any, as may be adopted, from time to time, and this Resolution.
7. Approval of any project by the Board, or Committee, if any, does not waive the necessity of obtaining the required governmental permits.
8. Obtaining a governmental permit does not waive the need for Board or Committee approval.
9. Approval of the Modification Request by the Board or Committee shall not be deemed to indicate the project's compliance with any local zoning ordinances, laws or building codes.
10. The burden rests with the applicant to demonstrate the acceptability of the proposal. Applicant may submit with the application any materials such as exhibits, petitions, photographs, experts statements and the like that the applicant deems necessary. The applicant may request an opportunity to appear before the Board or Committee, along with any witnesses the applicant desires to appear on his or her behalf.

B. Additional Requirements.

1. Where the change affects common utilities or involves temporary interruption of common utility service, applicants are required to coordinate arrangements with the Association's Managing Agent prior to commencement of work. In any case, common utility service may not be interrupted except between the hours of 8:00 a.m. and 5:00 p.m. on weekdays. Service may not be interrupted on weekends or generally observed holidays.
2. Applicants are responsible for the control and removal of debris generated in the course of the change.
3. Sawing, hammering, or other noisy construction activities are restricted in accordance with the Prince William County Code of Ordinances for construction and noise. Please contact Prince William County for times and information.
4. Administrative requirements:
  - a. Applicant must inform the Managing Agent of the date on which construction starts.
  - b. If applicant desires to make changes during construction a revised Application must be submitted to the Board or Committee, if any, which shall promptly act upon the revised application.

- c. Applicant must provide the Association with notice of completion and request an inspection. The Modifications Committee does not automatically inspect properties.
- d. Upon completion, the Board , managing agent, or Committee, if any, may inspect the Lot and, if satisfied that construction is in compliance with approved plans, shall return the Construction Deposit.

### III. RESULTS OF REVIEW

- A. The Board of Directors or the Committee, if any, shall act on the submission and give notice to the applicant within forty-five (45) days from receipt of the complete application. The forty-five (45) day review period shall not commence until the Managing Agent has received a complete application, including any required exhibits and the Deposit required.
- B. If an applicant fails to receive a reply from the Board or Committee, if any, either indicating a decision, or requesting additional information, within thirty (30) days they should contact the Board or Managing Agent to inquire as to the progress on their application. In the event the application is not approved or disapproved, and no additional information is requested by the Board or Committee, by forty five (45) days from receipt of the complete application and submissions, the request shall be deemed approved.
- C. If a proposal is rejected, the reason(s) for disapproval shall be stated as part of the written decision.
- D. The applicant may request reconsideration by the Board of Directors of an application rejected by the Board or Modifications Committee, within ten (10) days after the date of the Committee's decision. This request should include any new or additional information which might clarify the request or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board shall respond to an appeal, in writing, within sixty (60) days from the date of receipt of the request for appeal.
- E. All approvals shall expire six (6) months after the date of approval if the item approved has not been completed, unless an extension is approved by the Board of Directors or the Committee.

### IV. PROCEDURES FOR MONITORING COMPLIANCE

- A. Inspection. The Board of Directors, Managing agent, or the Association's Covenants or Modification's Committee, shall periodically survey the Association for compliance with design standards and the governing documents. Additionally, the submission of an Application for Modification shall indicate that the applicant grants to the Board of Directors, the Association Manager, the Modifications Committee members and/or their designees, permission to enter onto the applicant's property for the purpose of reviewing the application or inspecting the work for compliance with the approved Modification Request.

B. Alleged Violations

1. All reports of alleged violations of the Covenants/Use Restrictions must be submitted to the Board of Directors or the Covenants Committee, as appropriate, who will inspect, or authorize the Managing Agent to inspect, to determine whether a violation actually exists. All questions involving the Modifications/Application Process go to the Managing Agent, Modifications Committee, New Construction Committee or Board in the case of an Appeal.
2. If it is determined that a violation exists, the Board of Directors, Managing Agent or the Covenants Committee, as appropriate, shall attempt informally to obtain compliance. If that fails, the Board of Directors or the Covenants Committee shall initiate enforcement procedures as specified by the Association's current due process procedures of the Association.
3. Following compliance with all due process requirements, the actions of the Board of Directors or the Covenants Committee may include, at the discretion of the Board or the Covenants Committee, any or all of the following:
  - a. Issuing a cease and desist request.
  - b. Causing the forfeiture and application of the Construction Deposit towards the repair or completion of the project.
  - c. Requiring the Owner to remove the unacceptable improvement or restore the affected area to its condition before the change.
  - d. Levying violation charges in accordance with the provisions of this Resolution, the enforcement procedures of the Association's Design Guidelines, if any, and the Virginia Property Owners' Association Act, Section 55-513.
  - e. Suspending or revoking the right of the Owner to utilize specific services or the recreational facilities of the Association.
  - f. Filing a request for injunctive relief or other appropriate action with a court of competent jurisdiction.

This resolution shall become effective on November 1, 2010, and shall supersede any and all previously adopted resolutions pertaining to exterior modifications to Lots or due process procedures.

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION  
RESOLUTION ACTION RECORD**

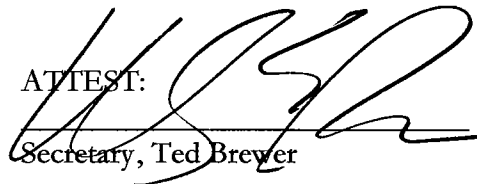
Resolution Type: Policy No. 2010-03-A

Pertaining to: Exterior Modifications Duly adopted/amended at a meeting of the Board of Directors held October 25, 2010.

Motion by: Ted Brewer Seconded by: Errol Unikel

	YES	NO	ABSTAIN	ABSENT
_____ President, Errol Unikel	<u>X</u>	—	—	
_____ Treasurer, Henry Lopez	<u>X</u>	—	—	
_____ Secretary, Ted Brewer	<u>X</u>	—	—	
_____ Director, Warren Watkins	<u>X</u>	—	—	
_____ Director, Ed Long	<u>X</u>	—	—	

ATTEST:

  
Secretary, Ted Brewer

October 25, 2010  
Date

FILE:

Book of Minutes \_ 2007

Book of Resolutions:

	Book No.	Page No.
Policy	_____	_____
Regulatory	<u>2010</u>	_____
Special	_____	_____
General	_____	_____

Resolution effective: November 1, 2010

Field C

Exhibit A

(Office Use Only)

**Lake Manassas Resident Owners Association  
APPLICATION FOR EXTERIOR MODIFICATION**

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

Response Due: \_\_\_\_\_

Processing fee Rcvd: \_\_\_\_\_

Deposit Rcvd: \_\_\_\_\_

*A processing fee and a Construction deposit is required for each application upon submission based upon the attached, approved scale. Each fully completed application (an incomplete application will not be accepted) should be sent to the office of Community Management Corporation as follows: Attention: Lake Manassas Architectural Administrator, PO Box 10821, Chantilly, VA 20153-0821.*

**NOTE: An approved Prince William County Building Permit does not constitute an approval by the Lake Manassas Modification Committee. This Modification must conform with the community guidelines as well**

**Unit/Home Owner(s):** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City, State, Zip Code** \_\_\_\_\_

**Builder:** \_\_\_\_\_

**Telephone, Day:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone, Eve:** \_\_\_\_\_

**Proposed Improvement/Modification:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Style:** \_\_\_\_\_ **Dimensions:** \_\_\_\_\_

**Color:** \_\_\_\_\_ **Materials:** \_\_\_\_\_

**Location of Modification/Improvement:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Schedule for Installation of Modification/Improvement (Date/Month/Year):**

**Start:** \_\_\_\_\_ **Completion:** \_\_\_\_\_

**Est. Total Cost (inc labor and materials)**

**Other Pertinent Details (color scheme of home, etc.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


Will a dumpster be on-site during construction? \_\_\_\_\_

If so, an additional deposit will be required (see attached chart).

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION, INC.**  
**APPLICATION FOR EXTERIOR MODIFICATION (CONTINUED)**

I hereby certify that the information I have provided is accurate to the best of my knowledge. I further certify that the proposed Exterior Modification:

1. Meets the requirements of the Prince William County Zoning/Building Codes.
2. Meets the minimum setback requirements of the Lake Manassas Design Guidelines (25 ft front & rear – 12 ft each side.
3. Will be constructed according to the plans, specifications, and schedule approved by the Lake Manassas Modifications Committee (*commenced within 6 months and completed within 12 months of the approval or your deposit will be forfeited*).

Permission is hereby granted to members of the Lake Manassas Residential Owners Association Board of Directors and the members of the Modifications Committee, and their representatives, to enter on my property as necessary to review the proposed project.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
*(if different from Property Address)*

## IMPORTANT

### **\*REQUIRED COMPONENTS\***

All applications must be accompanied by specific information pertaining to any proposed Modification. The Required Components for each of the most common types of Improvements or Modifications are contained in the Exterior Modification Submittal Requirements Components List, attached for your convenience. Any questions regarding submittal requirements should be forwarded to Community Management Corporation.

It is the responsibility of the Homeowner (or in the case of a Tenant, the Resident) to ensure that the Application is completed in its entirety prior to submission. If the Application is submitted by a Tenant, the owner of the property must signify their approval to make this modification. Blank or empty spaces and notations of "see attached" on the Application form will not be accepted. In addition, the Applicant is responsible for ensuring that each of the Required Components specific to the proposed Modification are included with the Application. Failure to submit a complete application and/or all Required Components will result in a processing delay and additional fees, as incomplete Applications will not be reviewed; instead, they will be returned denied.

Please note that all drawings, sketches, photographs, or pictures of the proposed Improvement/Modification should be submitted, to scale, and as noted in the Exterior Modification Submittal Requirements Components List.

**Please send all completed Applications to the office of Community Management Corporation as follows:**

Lake Manassas ROA attn. Architectural Administrator,  
PO Box 10821, Chantilly, VA 20153-0821

### **Owners' Acknowledgments: (initial each item)**

I/we understand and acknowledge

1. \_\_\_\_\_ that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. \_\_\_\_\_ that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.

3. \_\_\_\_\_ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. \_\_\_\_\_ that no work on the proposed change shall begin until written approval of the Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. \_\_\_\_\_ that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.
6. \_\_\_\_\_ that I authorize members of the Committee or managing agent to enter upon my Property to make one or more routine inspection(s).
7. \_\_\_\_\_ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn and my \$ deposit will be forfeited.
8. \_\_\_\_\_ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. \_\_\_\_\_ that I am responsible for any damage and all cost to repair green space or community property that results from the proposed modification.
10. \_\_\_\_\_ that I am responsible for any costs incurred in the application process above the initial application fee

Owner/Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Co-Owner/Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Acknowledgement of property owners who are most affected by this change because they are adjacent and/or have a view of the change. **To affected property owners:** Your signature indicates that you are aware of and have reviewed the plans for this project (application, drawings, etc.).

**Your signature is not approval or disapproval of the proposed change.**

If you have concerns, immediately express these in writing to Community Management Corp

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

## Exhibit B

### **LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION, INC. EXTERIOR MODIFICATION SUBMITTAL REQUIREMENTS COMPONENTS LIST**

*To be used when submitting an Exterior Modification Application to Community Management for review by the Modifications Committee.  
Please refer to the Resident Guidelines to assist in completion of paperwork.*

#### **General Requirements:**

- Every proposed modification needs to be located on a house location survey (Site Plan, Recorded plat etc.) and included with every submittal. The distance from all edges of the addition/project to the property line must be noted.
- For any excavating/digging or changes in slope or grade a Lot Grading Plan must be submitted. This requirement must be followed when the modification involves the installation of a pool structure. A separate landscape plan must be submitted to depict the screening of all pool equipment.
- For any submittal requiring a decision specific to a color, samples of color other than those on the approved template need to be submitted via sample or color chip with a color photograph showing existing conditions.
- All modifications to be built will require drawings (plans and elevations with all three dimensions (Length, Width, & Height) as appropriate
- For any modification to be planted/installed: length, height, width, and spacing (distance) is required

#### **Decks:**

- Location on survey (Site Plan) and distances to lot lines.
- Plans with dimensions, stairs, railing style, and material to be used
- Elevations noted with dimensions
- Copy of estimate/proposal showing all contractor notes, including color
- Screening requirements, as required per the Lake Manassas Resident Guidelines
- Photo, picture or drawing that is representative of proposed deck
- Photograph of existing elevations
- List of proposed material(s) and Samples for those not already having ARB approval per Guidelines\*
- If lighting is being used, submit pictures of fixtures, wattage output information, and locations
- Plans for any benches, pergolas, trellises or structures attached to the deck or railings.

#### **Landscaping:**

- Plantings located on survey (Site Plan) with distance to lot line clearly marked
- Planting plan with list to include plant types, height in feet and inches, spacing (distance apart) and height at maturity.
- If lighting is being used, submit pictures and specifications of fixtures, wattage output information, and locations
- Copy of estimate/proposal showing all contractors notes, including color

#### **Patios:**

- Location on survey (Site Plan) with distance to lot line clearly marked
- Drawing of plan with elevations and dimensions (if necessary)
- Copy of estimate/proposal showing all contractor notes, including colors and designs/patterns
- Screening/landscaping requirements, as required per the Resident Guidelines
- List of proposed material(s) and samples for those not already having ARB approval per Guidelines\*

#### **Irrigation Systems:**

- Location on survey (Site Plan) with distance to lot line clearly marked

- Irrigation Plan with sprinkler placement and direction of water when on identified
- Copy of estimate/proposal showing all contractor notes
- Specifications on system to be used and any above ground equipment placement. Should there be a need for above ground equipment, a screening plan must be provided.

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION, INC.  
EXTERIOR MODIFICATION SUBMITTAL REQUIREMENTS COMPONENTS LIST (CONTINUED)**

**Sheds (or additional structures): Prohibited in Western Peninsula (all homes on Turtle Point Dr, Spyglass Hill Loop, Snead Loop, Roxborough Loop, Tryon Way, Ransom Oaks Ct, Link Hills Loop, Tuxedo Lane, Pedigree Ct, Sapphire Lakes Ct, Hancock Ct.)**

- Location on survey (Site Plan) with distance to lot line clearly marked
- Specifications of Structure type and material with colors of walls and roofing
- Plan and Elevations with Dimensions
- Copy of estimate/proposal showing all contractor notes if being contracted out
- Screening requirements, as required per the Resident Guidelines
- Color photographs of existing home
- List of proposed material(s) and Samples for those not already having ARB approval per Guidelines\*

**Play Equipment: Near Golf Course must be screened from view-submit plan**

- Location on survey (Site Plan) with distance to lot line clearly marked
- Specifications of Play Equipment to be installed ie number and type of equipment and the material, size, and color
- Screening as required per the Resident Guidelines
- Photos of Equipment to be installed

- ◆ **Satellite Dishes/Antennas:** Satellite dishes which are larger than one meter in diameter are prohibited. Devices are not to be installed in the front of the lot or on the front facade of a residence so long as another location exists on the lot or residence from which an acceptable quality signal can be received. They are to be located so as to be as visually unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance and use, and without precluding the reception of an acceptable quality signal. **All ground level devices must be completely screened from open view.** No antenna, dish or mast may encroach upon the common area or the property of another owner. As much as possible they should be installed at roof level and be situated on the rear side of the roof ridge line, so as to have no, or minimal, visibility from the front of the home. If upon installation the company has to locate the device in view have them document this on the installation papers and submit this with a plan for screening.

- Submit a plan for how all ground level devices will be screened from view with the location clearly marked on the plat (Site Plan) with distance to lot lines defined
- Submit photographs of each elevation of the home (all four sides; four photographs to be submitted) and note the proposed location of the dish on the appropriate elevation of the home by placing an "x" directly onto the photograph

*\*Materials not having Modification Committee approval means construction/building materials, colors, or designs not listed as approved per the Resident Guidelines (for example: decking colors other than those listed in the Guidelines, ornate railing designs, atypical posts, etc.).*

## **TIER/FEES**

### **Tier 1**

**Application Fee \$35**

**Final inspection completed by CMC**

### **Improvement examples but not limited to:**

- Door replacement
- Garage door replacement
- Window style change
- Color change

### **Tier 2**

**Application Fee \$200**

**Deposit \$250**

**Final inspection completed by consultants**

### **Improvement examples but not limited to:**

- Decks
- Patios

### **Tier 3**

**Application Fee \$1,500**

**Deposit \$5,000**

**Final inspection completed by consultants**

### **Improvement examples but not limited to:**

- Pools
- Project that involve grading and/or drainage
- Any project that the Modifications Committee requests professional assistance

### **MISC**

**Dumpster Deposit \$500**

## **IMPORTANT INFORMATION-PLEASE READ**

**These fees are subject to change upon Board Approval and are designed to cover costs for individual homeowner modification application processing. The Association uses the services of professional consultants for Tier 2 and Tier 3 applications. This fee schedule is based upon the Association's best estimate of cost from experience. The Association will not be responsible for costs over and above the application fee as a result of an incomplete application or additional hours billed for: review fees, phone calls, emails to homeowners from the consultants, or other additional costs. Homeowners will be responsible for any costs incurred above the application fees. This fee schedule is not all inclusive. There may be exclusions and/or exceptions. Please contact Rebecca Watkins with any questions at [rwatkins@cmc-management.com](mailto:rwatkins@cmc-management.com) or 703-753-7745.**