



Olde Capital Commercial Grounds Maintenance
102 Industrial Blvd
Toano, VA 23168
occgmva@gmail.com
(757) 236-1110

Specializing in your commercial maintenance needs

January 30, 2025

Dear Charlotte Park and Abbey Commons Homeowner,

Our company has been chosen to take care of your landscaping for the upcoming year, and we are excited to work with you! Setting us apart from other companies in the industry is our attention to detail, prompt response to questions or concerns and onsite owner supervision. We are happy to answer any questions or concerns regarding our services at the email address shown above.

The Homeowner's Board has chosen to allow each homeowner the option to choose services specific to your home. For the annual price schedule, please see the Opt-In form on our website. We are providing the following services at the approximate timeframe shown below:

- Mulch installation - Spring
- Weeding – throughout year
- Chemical applications – throughout year
- Aerate/seed - Fall

Olde Capital CGM will bill you directly for the services. You will have the option to choose a one-time annual payment or a bi-annual payment. The first payment (half or full annual amount) will be due March 1, 2025, the second payment will be due September 1, 2025 (for bi-annual option).

Mulch installation will occur in the first week of March, therefore it is important that we hear from you no later than 3/1/25 on your decision to choose these additional services. If we do not hear from you by this date, we will not be able to install mulch at your property. After this date you may still opt-in for the other service options at a pro-rated cost. Please contact us for more information on this pro-rated option.

INSTRUCTIONS ON HOW TO REQUEST SERVICE ONLINE:

Please visit our website <https://oldecapitalcgm.com/newtown/> and complete the online form.

You will need to provide the following information:

- Name
- Address
- Email address – for invoice and service announcements
- Payment option (annual/bi-annual)
- Phone number
- Neighborhood/Unit type (townhome, cottage, single family home)
- Fenced backyard opt-in/out
- Agreement to accept services

***DISCLAIMER: The prices contained herein are contingent on NTRA approval of the global service contract with Olde Capital Commercial Grounds Maintenance, LLC.**