

TOWNE ESTATES AT SUMMERFIELD

HOMEOWNERS ASSOCIATION, INC.

Community Information Sheet

- You are now a part of a community association of 133 homeowners. A membership meeting is held annually and you will receive official notification prior to this meeting. Board meetings are held quarterly and homeowners are welcomed to attend.
- The community website, **www.towneestateshoa.com**, is a great source for community information, documents, local events, board meetings, contacts, etc.
- **Mandatory quarterly assessments are due on the first of the following months: January, April, July and October each year.** You should receive official notification each December regarding the assessment for the upcoming year. If you do not receive an assessment notice including payment coupons, please contact management prior to the end of the year.
- This is a deed restricted community, so please make yourself aware of the restrictions. **Please also be aware that any changes you wish to make to your property, landscape or home exterior must be pre-approved in writing by the architectural committee.** You may obtain an alteration application form on the website.
- It is each **homeowner's responsibility to update the association regarding any change in contact information**, i.e. new phone number, new mailing address, name change, etc. A change of address/contact information form is available on the website. **Please note there may be only one Address of Record per lot.**
- If you lease your property, **please ensure tenants are provided copies of deed restrictions and understand their need to abide by them.** We remind you that as the owner, you are responsible for the actions of your tenants.
- If you contact your waste service provider, they will be able to supply you with current information about your scheduled trash, recycling and yard waste collection days. **Trash/recycle receptacles MUST be concealed from view at all times** except when placed at the curb on designated trash pick-up days.

McNeil Management Services, Inc.
P.O. Box 6235, Brandon, FL 33508-6004
Phone: (813) 571-7100 Fax: (813) 689-2747
Email: management@mcneilmsi.com
Internet: www.mcneilmsi.com