

COTTAGES AT MEADOWBROOKE

HOMEOWNER'S ASSOCIATION, INC.

Community Information Sheet

- You are now a part of a community association of 58 homeowners. A membership meeting is held annually, and you will receive official notification prior to this meeting. Board meetings are held quarterly throughout the year and homeowners are welcome to attend.
- **Mandatory monthly assessments are due at the beginning of each month.** Please contact management if you need a coupon book as one can be provided for a charge. Each December, you should receive official notification regarding the assessment for the upcoming year. If you do not receive an assessment notice including payment coupons, please contact management prior to the beginning of the new assessment year.
- The McNeil Management Homeowner Portal is available at www.mcneilmsi.com. Please register your account to gain access to perform the complete management of your Association owner account including your dues, property/alteration requests, notification history, enforcement requests, community forms, and other related communications.
- The community website is located at www.cottagesatmeadowbrooke.com. Subscribe to receive website updates and community news at the bottom of the homepage.
- You are also a member of Summerfield Master Association whose website is www.oursummerfield.org.
- This is a deed restricted community, so please make yourself aware of the restrictions located on the community website. **Also be aware that any changes you wish to make to the exterior of your property must be pre-approved in writing by the architectural committee.** Owners can submit an alteration application through the Homeowner Portal.
- It is each **homeowner's responsibility to update the association regarding any change to contact information.** A change to your mailing address of record, telephone number or e-mail address can be updated through the Homeowner Portal. **Please note there is only one Mailing Address of Record per lot.** Proof of name change must be submitted to management@mcneilmsi.com.
- If you lease your property, a lease application is required. Please visit the Association's website for details. **Please ensure that 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 provide 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.
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