

COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

DATE: September 28, 2018
TO: Cottages at Meadowbrooke Owners & Residents
FROM: Cottages at Meadowbrooke Board of Directors
SUBJECT: Community Projects

The Board of Directors has initiated the following community projects. Thank you in advance for your patience and cooperation as these projects will require your individual action and attention.

1. **Pest Control Service (beginning the first week of October)** – Pestshield Termite & Pest Services will provide quarterly **exterior** pest control service as part of your assessment. This service will include treatment for general insects on the exterior including ants, earwigs, roaches, silverfish, scorpions, spiders and wasps. Owners are still responsible for their own **interior** pest control. The vendor currently provides subterranean termite protection to the Cottages.

2. **Palm Tree Trimming (Thursday, October 11th)** – Panorama Tree Care will trim 62 Queen Palms throughout the community. A 20 foot circumference is **REQUIRED** away from the palms. **Residents are asked to move ALL vehicles to an unaffected portion of the community before 6:30 AM. Please consider your plans in advance.**

3. **Roof Repairs (week of October 15th – 19th)** – Florida Southern Roofing will perform roof maintenance/repairs on all 14 buildings. The repairs have been recommended as a result of a recent roof engineering audit, and will extend the life of the roofs. This will also allow the Association to build enough funds in the Reserve account to perform roof replacement of all of the homes at the same time in approximately 4 years. **During the repairs, debris may fall from the roofs. Please exercise caution when outside on those days.**

4. **Pressure Washing (week of October 22nd – 26th)** - Gladiator Pressure Cleaning will be on site to pressure wash the following areas: both sides of each monument sign at the entrances, exterior of all homes including doors, windows, fascia, gutters, driveways, sidewalks, walkways, street gutters, street curbing, and both sides of the perimeter wall/fence. Residents should ensure that the vendor has appropriate access to ALL areas to be pressure washed. **Residents should remove ALL personal items from the perimeter of the buildings, including items on a patio area and/or inside a screened lanai enclosure. Pressure washing will start at the entry of the community and the vendor will work their way to the back of the community throughout the week.**

Please Note: Owners with fenced back yards will be responsible for pressure washing **their own fence** that does not border the perimeter of the property. **Owners with an enclosed screened lanai will be responsible for pressure washing the inside of their lanai**, which will include the exterior wall on the **inside** of the lanai. If you would like Gladiator to assist you with these items, please schedule these services on your own by calling (800) 270-9411 to make arrangements. The Association will **not** be held responsible for payment to Gladiator for the cleaning of your fence that does not border the perimeter of the Community or the inside of your screened lanai enclosure. **Residents are asked to move ALL vehicles to an unaffected portion of the community before 6:30 AM on the day that their section is affected so that DRIVEWAYS, SIDEWALKS and STREET GUTTERS/CURBING can be pressure washed. Please consider your plans in advance.**

5. **Mailbox Installation (November)** – In order to achieve a uniform look and feel throughout the community, ALL mailboxes will be removed and disposed of, and new mailboxes will be installed. This may mean an interruption of mail delivery for a day. Personal items that owners wish to preserve must be removed by November 1st. All personal items, curbing, rocks, shrubs, flowers, etc., will be disposed of and not reinstalled during the process. Landscaping enhancements around the mailboxes will occur after the project is complete. A sample of the new mailboxes to be installed is available on the community's website.

Please refer to the HOA's website for updates at www.cottagesatmeadowbrooke.com.

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