

# Cottages at Meadowbrooke Newsletter

SUMMER 2018

[www.CottagesAtMeadowbrooke.com](http://www.CottagesAtMeadowbrooke.com)

*If you would like to receive updates and community news via email, please visit the website above and subscribe your email address in the field at the bottom of the homepage.*



## HOA Accomplishments

Your HOA board and new community management company, McNeil Management, have been busy addressing a long list of tasks. These items have been completed:

1. Sod replacement at various locations throughout the community, to include redirecting irrigation heads where needed.
2. Walk-through with landscapers to review scope of work.
3. New meeting sign has been created.
4. New community website established (see above address).
5. Official community records transferred to McNeil Management.
6. Corporate Resolution regarding owners' responsibilities on lawn care/maintenance (see enclosed document).
7. Architectural Rules and Regulations (see enclosed document).

## Task List of Items to be Completed

We're not finished making the "to do" list: improvements and needed changes to our community. Our property management company will be gathering important information on several issues, submitting amendment changes, and hiring contractors to remove stains.

Here are some items still on



1. Roof engineering study
2. Reserve study
3. Insurance appraisal study
4. Amendment changes to Declaration of Covenants and Restrictions
5. Pressure washing

### On Our New HOA Website:

- Alteration Application Form
- Architectural Rules and Regulations
- Enforcement Request Form
- HOA Meeting Minutes
- 2018 Board Meeting Schedule
- New Owner Information...and more!

### HOA Board Meeting Schedule

- **September 26**, 6:30 pm, 2019 Budget Meeting
- **December 4**, 6:30 pm, HOA Board Meeting

HOA meetings are held at the South Cove Clubhouse, 12511 Cedarfield Drive in Riverview. All homeowners are welcome to attend. Meeting dates and location are subject to change with notice.

## Community Reminders:

In an effort to create a consistent appearance of our homes, the board is asking all residents to remove decorative items from the front of your home. These decorations will be considered a violation, and homeowners will receive a written notice to remove them if such items are left in view. Thank you for helping us make our community look neat and attractive.



We know you have a busy schedule and cannot always attend a regular HOA board meeting. Stay informed by visiting our HOA website! All meeting minutes will be posted for homeowners to read at their convenience.



## Roof Leaks? Report Them!

If you discover a leak in your roof, email our property management company at

[management@mcneilmsi.com](mailto:management@mcneilmsi.com)

with your name, address, telephone number and roof issue. McNeil Management will



contact the roofer to coordinate the repair with you.

## See a Violation? Report It!

If you see an enforcement issue, especially one that occurs at night or on the weekends, or is not easily visible from the street, please use the Enforcement Request Form on our HOA website to submit the information to McNeil Management. The form is easy to fill out and can be submitted right from the website.

## Alteration Application Needed

Any exterior changes or modifications to your home or property, such as front or storm door installation, hurricane shutters, lanais, or outdoor lighting, require PRIOR approval from the Architectural Committee.

You can print 2 copies of the Alteration Application from our HOA website to submit to McNeil Management. The review process can take up to 30 days, so please plan ahead for scheduled improvements to the

exterior of your home.

Failure to receive approval on your project could result in you being required to return your property to its original condition.

A copy of the Architectural Rules and Regulations is available on our website to assist you with your project plans.



**EMERGENCY CONTACT NUMBERS:**

Hillsborough County Sheriff's Office (HCSO):

Emergency: 9-1-1

Non-Emergency:

(813) 247-8200 or  
(813) 247-0455



P.O. Box 6235  
Brandon, FL 33508-6004  
Office: (813) 571-7100  
Email: [management@mcneilmsi.com](mailto:management@mcneilmsi.com)  
[www.mcneilmsi.com](http://www.mcneilmsi.com)