

## BOARD UPDATE

The Board of Director's (or the Declarant's) goal, as well as the management company's responsibility is to provide a reasonable standard for the community while protecting the property values and enforcing the covenants of the community.

The Board or management company also must maintain the collections enforcement processes as well as the business practices needed to insure the stability of the Homeowners Association now and in the future for all the owners. As a result of the most recent review of the community information available to Liberty, several items have been approved and proposed by the Board of Directors for the good of the community. They are under the title "**Community Standards**".

## CONTACT US

We have made some new and exciting changes to the community web site to make it easier for the homeowners to use. Please see the last paragraph on the third page of this mailer for detailed instructions on how to access your community website!



## COMMUNITY STANDARDS

The following standards apply to all living in the community:

- Do not park in any other owner's space or driveway without the owner's permission
- Park on the streets *only* as a **last option**
- Homeowners are responsible for where their guests park, and must utilize their own driveways and garages first
- Car stereos to be turned down in the community
- Honking horns used for **emergencies** only
- No homeowner should attach anything to another owner's fence without their written permission
- White marble chips are not permitted
- House color changes must be approved **first**

A complete list of community standards is being reviewed by the Board for the community and will be provided at a later time.

## FINES FOR VIOLATIONS

The covenants provide for a fine to be assessed for violation of the existing covenants. All members please be advised upon the receipt of a third notice for covenant violations a fine will be assessed at the rate of \$50 per week to enforce compliance with the standards of the community. Repeat violations that occur within the same 12 month period will receive an automatic fine of \$50.

## ALL ABOUT PETS

**NOTICE: Breeding of pets is not allowed.** Unattended pets are not allowed in the community. **Dogs should be on a leash when in the community!**



## CLEANING UP AFTER FIDO

Please be a considerate neighbor and clean up after your pet! Many homeowners are not cleaning up after their pets, and this is causing concern among many neighbors. There have been numerous complaints about the “gifts” left in the community and the way this detracts from the community.

Automatic fines will be given for violations to this rule. Please be aware, pets are not permitted loose in the community for any reason.

## VOLUNTEERS NEEDED

Your community needs to organize committees for the community HOA. This group of volunteers will provide assistance to the Board from homeowners regarding their community and we welcome you to get involved.

Over the next several months, we will be forming the following committees:

- Architectural Review Committee
- Social Committee
- Landscaping Committee

We need volunteers for all of these committees. The more people that get involved the better your community will be for all to enjoy. See the Liberty website for descriptions of the responsibilities of all of these committees.



## A REMINDER

As summer winds down, the children will be out in the community on bicycles, roller blades, scooters, and etc. PLEASE watch out for children! And KIDS, wear your helmets - it's the law!

## MODIFICATION REQUEST FORMS

In order to maintain the community standards, all owners must submit a modification request prior to making any exterior changes to the home or property. Fines will be assessed to owners who make changes without prior written approval.

Modification request forms may be obtained from [www.LibertyCM.com](http://www.LibertyCM.com), in the “Forms and Documents” section. If you are not web active, we can fax or mail you a modification request form.



We urge you to read your covenants, rules, and restrictions for more detailed information. In Liberty’s role as the management company, we conduct periodic drive thrus in the community to help maintain the standards of the community.

We are available to discuss any questions concerning a notice you may receive or questions concerning your rights as a member. We do rely on members of the community to help assist us in the oversight of standards and aesthetics of your community. You may report violations to [Violations@LibertyCM.com](mailto:Violations@LibertyCM.com) or at your community website.

## WEBSITE INFORMATION

To log on to your community’s website:

1. Open your browser to [www.LibertyCM.com](http://www.LibertyCM.com)
2. Select your community from the right column
3. Click Continue and enter your ID/password

### Website Sections

- Financials:** Online checkbook register  
**Calendar:** Meeting times, upcoming events  
**Documents:** Minutes, documents, covenants  
**Message Board:** Post suggestions and questions

If you don’t have a website ID or password assigned to you as of yet, send an email to [Info@LibertyCM.com](mailto:Info@LibertyCM.com), and Liberty will update its records and assign you a password. On the general public access portion of the website, you can report violations, learn how to submit a Modification Request Form, and suggest maintenance issues to be considered within your community. Also offered are random voting polls where you can rate the effectiveness of the website as well as common procedures relating to HOAs and your community.

Every so often it is necessary for us to send out a community update or report immediately. The most time-effective manner available is through email. If you have an email address, please email or call Liberty at (770) 466-6331 and help us to update our records so we can keep you informed.

**HAVE A SAFE AND WONDERFUL SUMMER!**



## Liberty Community Management list of services provided for all Homeowners

Work to maintain member satisfaction and goodwill. Have available the systems and software required to maintain and retain all correspondence related to that effort.

All homeowner information is maintained in the records kept for the Association, all calls to and from association members are retained in the system database for the community.

A 24-hour emergency telephone service, 9 to 5 office service for homeowner calls, 24/7 website operation and maintenance of all records, back up of records of the Association maintained and provided on the community website

Enforce Covenants by conducting regular drive thrus in the community, mailing letters regarding enforcement to resolve and address issues including home visits or emails and phone calls

Work with the Board to enforce Covenants, Conditions and Restrictions, Incorporate By-Laws, and provides resolutions on behalf of the Association as part of the consultation to the Board.

Review and maintain records of all architectural modifications. Provide approval or denial based on a review of the community documents. Provide responses to owners regarding their requests.

Training of Board members to serve the community, provide training material for volunteers, establish committees for advisory Board and represent the community at the transition.

Assist Association's legal counsel if action of law becomes necessary, including maintaining and providing all documentation and records required for actions as well as attending such proceedings

Handling member complaints and requests for both violations and HOA related issues which may require maintenance service, requiring the preparation of requests for quotes or bid requests be secured, reviewed and submitted for decision. Additionally, insuring references are checked and insurance is in place with vendors, payments provided and follow up for services provided.

Periodic inspection of property

Planning and developing alteration and modernization projects with the Board

Hiring and supervising maintenance, repair and improvement personnel

Purchasing supplies and equipment

Billing each member including all additional charges

Use best effort to collect assessments through billing, notices, follow up phone calls, home visits and working with attorney with collections and court action if needed.

Setting up bank accounts, reserve accounts, securing fidelity insurance

Paying all bills of the Association on a timely basis.

Prepare newsletters, mailings, send notices and ballots for meetings for the membership, provide and insure current paid membership list used for any meeting voting required, also locate and book venue, provide arrangements to reserve said meeting locations, provide any and all material and reports needed (from 4 to 9 reports) for meetings including agenda, prepare Power Point presentation, provide A/V equipment needed for meeting.

Accurately maintain all books and records in accordance with generally acceptable accounting principles and provide reports of financials, violations, and HOA information to the Board as needed

Furnishing operating reports, including income statement, balance sheet, cash receipts, cash disbursements, delinquency report, month-to-date and year-to-date expense statements with budget analysis

Participation with certified public accountants in the auditing and preparation of tax returns Insuring compliance with all applicable laws

Review of insurance policies to insure proper and current coverage, meet with insurance representative for quarterly review of policy

Meetings with the Board

Insure compliance with County laws regarding amenities and proper signage, supplies and water purity for pools throughout the season (if provided by the community) starting and stopping services as appropriate i.e. phones on in summer off in winter.

Community web page, Full financial reporting, Homeowner directory, Community message board, Community calendar of events, Complete accounting disclosure, Conduct bi-annual meetings, Secretarial functions, Preparation of annual reporting, Assist in tax return preparation, Community documents on-line, Handing of Customer Complaints