

SPRING TIME IS UPON US.... MAYBE!

As Spring is trying to approach us, we have a few friendly reminders.

- 1.) **Rentals**- Please remember, if you have a rental property and obtain a new tenant, please make sure you submit the updated contact information for new tenants so we can properly update the files and the gate system. Also, be sure to collect all gate devices, pool permits, keys and any other items necessary. Failure to collect said items will result in you, the owner, paying to replace all items necessary.
- 2.) **Landscaping**- The strip of your property in front of your Townhome is *your* responsibility to maintain. You must upkeep the area and free it of all weeds and trash at all times. Failure to properly do so will result in our landscaping company coming in and doing the work and billing you, the owner. If your property is a rental, you need to touch base with your tenants and either ensure they do the work or you take care of it yourself or by hiring an outside source to come in and maintain it.
- 3.) **Lock your vehicles**- We have had recent reports of cars being broken in to again. In attempts to lower the chances of this happening, please keep your vehicles locked at all times! All instances reported are a result of cars being unlocked. If you notice any suspicious activity, don't hesitate to call the guard on duty so they can check out the situation. 304-598-5815.
- 4.) **Mail Pickup**- We have extended our Office Hours during the week for mail pickup purposes only. You can now pick up any parcels left at the office on Monday- Fridays from 9:00am- 6:30pm. You MUST have either your parcel slip or show a valid ID in order to obtain any parcels.
- 5.) **Garbage**- Please properly dispose of all garbage. All garbage needs to go *inside* the compactor and you must compact it every time and break down any and all boxes before placing them inside the compactor. There are directions clearly posted at the compactor, should you have any questions on how the process works.
- 6.) **Pets**- Per County Ordinance, all pets must be on a leash when out on the property. Also, you must clean up after your pets. There are plenty of pet receptacles throughout the Development for your use. As a pet owner, it is your duty to clean up after your pets.
- 7.) **Cigarettes**- If you are a smoker, do NOT throw your cigarette butts out onto the ground or in the mulch beds. This is very unsightly and unsanitary. Most importantly, disposing of them into the mulch beds can start a fire and be very hazardous.