

# MARTIN'S GARDENS

HOMEOWNER'S ASSOCIATION, INC.

## Community Information Sheet

- You are now a part of a community association of 61 homeowners. A membership meeting is held annually, and you will receive official notification prior to this meeting. Board meetings are held throughout the year and homeowners are welcome to attend.
- **Mandatory quarterly assessments are due on the first of the following months: January, April, July and October each year.** 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](http://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.martinsgardenshoa.com](http://www.martinsgardenshoa.com). Subscribe at the bottom of the homepage to receive website updates and community news.
- 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 your property, landscape or home exterior 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](mailto:management@mcneilmsi.com).
- Leasing is prohibited within the first twenty-four (24) months after acquiring ownership of a lot. Thereafter, leases for a term of less than six (6) months are prohibited. Please visit the Association's website for details regarding the lease amendment. If you lease your property, **please ensure tenants living in this home are provided with copies of the 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.
- **Two entry gate decals** are provided upon moving into the community. Additional decals can be provided for a fee. A gate programming form is available on the website. You must submit a completed form to management to ensure you have access to the community.
- 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.

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