



Information for New Residents

First and foremost - welcome to the neighborhood! Moving into a new community is both exciting and stressful. As your professional community association management company, we are here to help. There are many useful tips on living in Parkside at Mayfield Ranch as well as links and number that you will need to set up your utilities below. If you have any questions that are not answered below, please contact the Southwest Management Services office and we will be happy to assist you.

How do I obtain a pool key?

Please login to the community website with your user name and password and complete the online request form -Pool Use Agreement. Here you will agree to the terms and conditions of using the amenities, purchase, and submit your request to the

management office. All requests will be filled within 48 and the card will be mailed to your home address on file with us.

How do I obtain a mailbox key?

Please take a copy of your closing papers or lease to the local post office box and they will issue a mailbox key.

How do I reserve the amenity center for a private event?

We make reservations easy for you! Please log in to the community website with your user name and password provided, and click on Activities-Reservation-Request a Reservation. There you can view dates available and submit your request. You will receive a response and further instructions from our office.

Who maintains the ponds at Parkside at Mayfield Ranch? The Parkside MUD maintains the ponds.

CONTACT INFORMATION

ON THE WEB:

Parkside at Mayfield Ranch Official web site:

www.southwestmanagement.net/parksideatmayfieldranch/home.asp

Parkside at Mayfield Ranch Official Facebook page:

COMMUNITY PROFESSIONALLY MANAGED BY:

First Service Residential

PO Box 342585 Austin, TX 78734

Phone: (512) 266-6771 Fax: (512) 266-6791

www.fsresidential.com

E-MAIL CONTACTS:

Accounting	accounts@fsresidential.co	m
(for questions	about your HOA account or vendors with billing questions	:)

Board of Directors: board@fsresidential.com

(for feedback and requests to address the board at meetings)

General Info Amenity Center & Pool Info:.....

.....info@fsresidential.com

(for general questions about your Owners Association, Reservations & Pool Keys)

Lifestyle Director:

yor questions or suggestions about events or activit

Community Manager:

Sophie Carrington.....sophie.carrington@fsresidential.com

Assistant Manager:

Lauren Dominguezlauren.dominguez@fsresidential.com

IMPORTANT NUMBERS

EMERGENCY NUMBERS

EMERGEN	JY911
Fire	911
Ambulance	911
Williamson C	County Sheriff (Non Emergency)512-943-1300

SCHOOLS

Leander ISD	512-434-5000
Parkside Elementary School	512-570-7100
Stiles Middle School	
Rouse High School	512-570-2000

UTILITIES

AT&T/Uverse (phone, internet, cable)	800-288-2020
Atmos Energy	800-460-3030
City of Georgetown	512-930-3640
Pedernales Electric Co	512-331-9929
Time Warner (phone, internet, cable)	512-576-3521
Wastewater (Parkside MUD)	512-930-3640

OTHER NUMBERS

Williamson County Phone	512-943-1100
Williamson County Road Department	512-943-3330
Parks & Recreation Department	512-943-1920
Williamson County Regional Park	512-260-4283
Williamson County Animal Shelter	512-943-3322
Georgetown Post Office	512-868-9925
Georgetown Animal Control	512-930-3592
Round Rock Animal Control	512-218-5500
Travis County Animal Control	512-972-6060

NEWS ETTED BUILDINGHED

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PET HEALTH 101

Dogs and cats can be great companions, but they also can carry fleas, ticks and parasites into your home and our community. Infestations can spread quickly through a community when flea-infested carpeting or pet bedding is disposed of improperly, when a flea-infested pet plays with your pet and when pet waste is left uncollected on common areas.

Help avoid harmful pests in your home and community with the following tips, and follow up with your veterinarian to learn more about other ways to prevent and treat outbreaks.

- Apply a topical flea and tick pesticide. Fleas lay 40 to 50 eggs a day. Unless a pesticide kills 95 percent of the fleas, you won't eliminate the problem. To do this, you need to use the products sold by your veterinarian. Over-the-counter products just aren't strong or effective enough. Monthly applications will help keep pets healthy even when they're exposed to parasites—including mosquitos and mites.
- Always leash your pet. Although you may trust your pets to obey commands, keeping them leashed lessens the likelihood they'll be infected by other pets and wildlife.
- Keep your pet clean. Even indoor pets should be inspected for ticks and flea "dirt," which looks like pepper at the base of the coat

on the skin. An occasional bath with flea shampoo is a good idea as well. Visit your local pet store or grooming facility or check online for information on bathing routines and options that are best for your pet.

- Monitor your pet's behavior. Scratching is your first indication that fleas have discovered your dog or cat. Apply a topical pesticide immediately. Fleas, ticks and mosquitos carry potentially life threatening pathogens, so pets can experience a wide range of symptoms if infected; be suspicious of changes in behavior and discuss them promptly with your veterinarian.
- Keep the situation contained. Once you've treated your pet and

your home (and possibly your yard or outdoor surroundings depending on how severe the infestation), keep the pet close to home until the problem is resolved. Wash bedding and toys that may harbor eggs or larvae in hot water. Infested bedding or carpeting should be tightly sealed in plastic bags before disposing to reduce risk of spreading to others.







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MEETING MAYHEM

For many people, meetings are a fact of life. Whether it's a board or member meeting here in our association, a volunteer meeting at your child's school or a department meeting at work, being adept at participating effectively and managing meetings is a useful skill.

Sometimes one or two participants will dominate the discussion, steer it off topic and interrupt others, causing long, uncomfortable or unproductive meetings. Whether you're the meeting chair or a participant, there are techniques you can use to help engage others, limit intrusions and minimize distractions.

- Table the discussion. If a conversation is getting particularly heated, the chair or a participant can move to table the discussion for a later date. This helps clear the air and allows for a calmer and more meaningful conversation at the next meeting. It also sends the signal that debates will be conducted rationally and with respect.
- Take it offline. When a meeting attendee takes a topic off course, everyone's time is wasted. A good tool for the chair to use—or for another attendee to suggest—to get the meeting

back on track is to invite the member to continue the discussion privately. Saying, "Let's take this offline so we can talk more," is an easy way to get back on the subject without alienating the sidetracked speaker.

- Use the agenda. The agenda is a useful tool for keeping a meeting moving efficiently. When a chair begins a meeting by saying, "We have a full agenda today," he or she sets the stage for productivity. Periodically referring to the agenda during the course of the meeting keeps all attendees focused on the discussion. If the chair doesn't have an agenda, ask the group pause a minute to create an informal agenda that simply lists the topics to be covered or goals to be accomplished.
- Call on members. To engage more reticent members of the group, and to balance the impact of more vocal participants, it's helpful to call on members by name to ask for their opinions. "What do you think, Mary?" or "Do you have some input here, Steve?" ensures that all members are valued. And you don't have be the chair to ask for others' opinions.







EMERGENCY Dos

The first thing many of us do during or immediately following a natural disaster is to call family and friends. Unfortunately, in the minutes and hours after a disaster, overloaded cell phone networks can make it difficult—if not impossible—to reach others. While there is no guarantee, the following tips can increase your chances of getting through when it matters most.

- Even if you have a traditional landline, keep a corded phone in your home. It will work even if you lose power.
- Keep a list of emergency phone numbers in your cell phone and near your home phone.
- Prepare a family contact sheet with at least one out-of-town person who can serve as your family's emergency contact. Often it's easier to make long distance rather than local calls during an emergency.

- Have charged batteries and car phone chargers for back-up power.
- Subscribe to text alert services from local or state governments and schools to receive emergency alerts.
- Use text messaging, e-mail or social networks such as Facebook, Twitter and Linked In instead of making calls on your cell phone. Texts and e-mails are less likely to experience network congestion. You can use social media to let family and friends know you're okay.
 - Keep phone calls brief to avoid tying up voice networks.
- Conserve your cell phone battery by reducing screen brightness and closing apps you are not using.
- Limit streaming videos, downloading music or playing video games on cell phones after a disaster to help emergency calls get through to 911.
 - Call 911 only if you have a life-threatening emergency.

ALWAYS COME HOME SAFE.

WOMEN'S SELF DEFENSE

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- . HOW TO AVOID BEING ATTACKED
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