



# PARKSIDE AT MAYFIELD RANCH

VOLUME 3, ISSUE 8

AUGUST 2017



## 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.

## BOARD RESPONSIBILITIES

Our community is more than just a neighborhood. In many ways, it's a lot like a business. Collectively, our regular annual assessments amount to tens of thousands of dollars that need to be budgeted carefully and spent wisely. And our neighbors who have volunteered and been elected to serve on the association's board are responsible for making critical decisions—on our behalf—about managing the community and our money.

Our board also develops long-range plans—like when the parking lot will need to be repaved and when the elevators will need to be replaced—about the parts of the community that are shared property. The board must set aside funds so that these kinds of projects can be accomplished on schedule or even ahead of schedule in the event there's an unexpected breakdown.

The board also sends out requests for bids and contracts with vendors to do the work necessary to maintain our shared amenities. Board members decide who will do the best job of replacing the roof at the best price or who will be the most reliable company to hire to mow the grass and remove dead tree limbs.

The board's decisions can have a significant impact on the community's appearance and, consequently, on our property values. Regardless of our professional manager, the board ultimately is responsible for overseeing association operations. Be sure to communicate with the board regularly, observe board meetings, and attend annual meetings to elect responsible board members and to participate in the conversations about significant community issues.



# PARKSIDE

## CONTACT INFORMATION

### ON THE WEB:

**Parkside at Mayfield Ranch Official web site:**

[www.southwestmanagement.net/parksideatmayfieldranch/home.asp](http://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](http://www.fsresidential.com)

### E-MAIL CONTACTS:

**Accounting** .....accounts@fsresidential.com  
(for questions about your HOA account or vendors with billing questions)

**Architectural Review:**.....acc@ fsresidential.com  
(for questions about making modifications to the exterior of your home)

**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:**

Ali Vonal ..... ali.vonal@fsresidential.com  
(for questions or suggestions about events or activities)

#### **Community Manager:**

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

#### **Community Assistant Manager:**

Kerbie Anderson ..... kerbie.anderson@fsresidential.com

## IMPORTANT NUMBERS

### EMERGENCY NUMBERS

EMERGENCY .....911  
Fire..... 911  
Ambulance ..... 911  
Williamson County Sheriff (Non Emergency)..... 512-943-1300

### SCHOOLS

Leander ISD..... 512-434-5000  
Parkside Elementary School..... 512-570-7100  
Stiles Middle School..... 512-570-3800  
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

### NEWSLETTER PUBLISHER

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## WHAT ARE GOVERNING DOCUMENTS

We're always talking about the association's governing documents, but what are they?

### State Law

Almost every state has statutes governing condominiums and homeowner associations. In addition most associations are subject to the state corporations' code.

### Declaration, Master Deed, or Proprietary Lease and Their Covenants and Restrictions

Planned communities are created by declarations (also known as master deeds). Cooperatives are created with proprietary leases (also called occupancy agreement). These contain the restrictions that regulate residents' behavior, they define owner's rights and obligations, and establish the association's responsibilities.

### Articles of Incorporation

Most associations, and all cooperatives, incorporate and have articles of incorporation that define their purposes and powers. They may specify such things as the number of directors and their terms of office.

### Bylaws

Bylaws address association operations such as procedures for

meetings and elections and specifying the general duties of the board.

### Resolutions—Rules and Regulations

Board members adopt rules and regulations, and sometimes members have to approve them. Rules and regulations are recorded as board resolutions. Resolutions must be consistent with the declaration or proprietary lease, the bylaws and state law.

Association governing documents are almost always trumped by state law. But, when association documents conflict among themselves, the declaration or proprietary lease carries the greatest weight, followed by the bylaws and then the rules and regulations.



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## TAKE ACTION AFTER A NATURAL DISASTER

If your property has been damaged in a natural disaster—hurricane, tornado, flood, earthquake or fire—there are some important steps you can take in the immediate aftermath to ensure your safety and minimize financial loss. Consider the following actions:

**Enter with caution.** Damaged homes or buildings could be structurally unsafe; use extreme caution when navigating those areas, and don't enter unless absolutely necessary. Debris and other hazards are unsafe.

**Secure the property.** In cases of significant structural damage or security concerns, determine whether the damaged area needs to be secured with temporary fencing or another type of barrier to keep out unwanted guests.

**Notify your insurer.** Call your insurance company to inform them there's been a disaster and to file an official claim. Take down the claim number and any relevant contact information for whomever will handle your claim. If your vehicle sustained damage, contact your automobile insurer.

**Notify utility companies.** If property damage includes disruption to water, gas or electric utilities, contact the companies right away to shut off service. Failing to do so could pose a safety risk to you or emergency responders in and around the disaster area.

**Take photos of the damage.** Beginning with the property's exterior, take photographs of the damage. If it's safe to enter the structure, take photographs of interior damage as well. These will come in handy for insurance purposes.

**Take inventory of your damaged belongings.** Make a list of your damaged personal items and ensure you have photographs. Include the price of large appliances or valuable items with your list and, if possible, surviving receipts.



## Smart Phone Camera Tips

With the advent of smartphones, it's easier than ever to take and share photos. Here are 10 tips for making the most of every photo opportunity:

### Perfect your lighting

Use natural light whenever possible, with the sun behind you or over your shoulder. When shooting indoors, find the brightest spot in the room and position your subject directly under it.

### Forget the flash

Because the duration of a smartphone's flash is too long, it doesn't freeze the action in a frame the way a traditional flash does. This results in blurry and poorly lit images. Unless you have no other option, avoid the flash and look for more creative low-light solutions.

### Compose your shot

Avoid placing your subject dead center—you create more visual interest if you vary your composition. Keep the horizon as straight as possible unless you are intentionally shooting an angled shot.

### Move in close

Small details can often make a photo more interesting—move in when shooting. Avoid using the zoom feature—it enlarges pixels but does not bring your subject closer.

### Stay steady

Your photo's clarity depends on how steady you keep your phone, so support your device with your palm, keep your grip firm and lean against a wall or other support when shooting.

### Tap, then snap

Just before taking a photo, tap your subject on the touchscreen—on most smartphones, this will adjust the lighting and focus on the subject.

### Use HDR

Turn on the HDR (high dynamic range imaging) setting to enable your device to take two photos—one that focuses on bright areas and one that focuses on dark areas—and merge them for an optimal image.

### Keep it clean

Chances are your smartphone gets a lot of use and a lot of smudges, so use a Q-tip to gently clean your lens periodically.

### Rein in the rays

To remove glare and soften harsh lines and shadows in outdoor shots, hold a sunglass lens over the camera lens as close as possible.

### Style and share

There are a wealth of apps for editing your digital images, so use them! Instagram, Hipstamatic, Retro Camera and Vignette are just a few of the popular tools for perfecting (and sharing) your pictures.

## FOR THE PEOPLE, BY THE HOMEOWNERS

Community associations like ours have a lot in common with municipal governments. As members of a governing body, our board members meet regularly to discuss and vote on important community issues, like paying the association's bills, funding our reserves and contracting with vendors to keep our community amenities in good repair. The board makes decisions about these and other important topics using a democratic process.

Also like a government, our association board has the legal authority to enforce rules and regulations—somewhat like laws—and to collect assessments, like a government collects taxes, to pay to maintain shared amenities like parking lots, general landscaping and street lights, and to pay the association's bills.

Our association also has the authority to take legal action, if necessary, if a homeowner fails to meet his or her obligations that we all agreed to when we purchased in this community. These obligations include paying regular assessments on time, abiding by architectural or design policies, and observing community rules.



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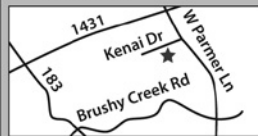
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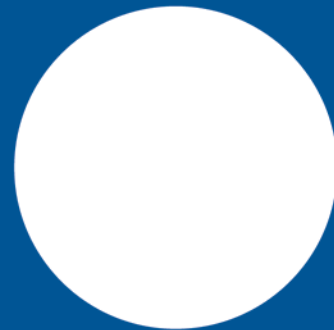
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