

# ***Townhomes of Tuscan Square Owners' Association, Inc.***

Professionally Managed by SBB Management Company

An Accredited Association Management Company

8360 LBJ Freeway, Suite 300

Dallas, Texas 75243

(972) 960-2800 Fax (972) 991-6642

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Dear Homeowner(s):

**Your payment coupons for 2021 are enclosed and will remain at \$550 per quarter.** As a convenience, please consider setting up automated payments through your financial institution or SBB Management to ensure that your payments are received on time (see attachment for more information).

Ongoing maintenance and repairs in our community continue to be addressed. Trees in the front yards and common areas are being trimmed and canopies are being lifted each year. The native trees along the green belt are also being trimmed as needed. Various irrigation repairs have been done throughout the year.

As reported at the Annual Meeting, in the past year the Architectural Control Committee (ACC) processed 13 applications, the majority for new fences. We appreciate the improvements owners are making to their townhomes. Modifications in your backyard may affect the irrigation system. Please request an inspection by our irrigation specialist prior to making any changes to avoid being charged for any repairs that result from damage to the system. **As a reminder, any modification to the outside of your townhome requires prior approval by the ACC.** ACC application forms can be found on the website, [www.tuscanysquaretownhomes.com](http://www.tuscanysquaretownhomes.com).

Also reported at the Annual Meeting, 204 violation letters were sent out for fences that need to be repaired/re-stained, trash/recycle carts being left out after trash day, landscape maintenance including shrubs that need to be replaced, backyard trees that need to be trimmed, backyards that need to be mowed, and debris/household items that are not being disposed of properly. Construction materials, landscape debris, and other bulk items that do not fit in the trash/recycle carts must be disposed of properly. Please do not leave these items on the curb or in the common areas. Contact the city for bulk trash pickup or donate unwanted items to a non-profit agency in our community. Also, a reminder that vehicles with signage or advertising displays are not permitted to park overnight in driveways or on the streets within the community.

Please take time to register on our website, [www.tuscanysquaretownhomes.com](http://www.tuscanysquaretownhomes.com). There is a lot of information available, including all the important governing documents. **If you are an offsite owner, it is your responsibility to provide the governing documents to your tenants.** Please take the time to familiarize yourself with these documents to avoid incurring violations and fines. Only residents can register for site access and you choose what information you want to display to other residents (including none) so that you can still receive email blasts. Personal information is never sold or traded.

The Board makes every effort to ensure decisions made are in the best interest of the community for current and future needs. As always, your cooperation and support are greatly appreciated.

You may contact Community Manager Vanessa Burch with any questions you may have at 972-960-2800, ext. 306 or email at [v.burch@sbbmanagement.com](mailto:v.burch@sbbmanagement.com).

Regards,

Your Board of Directors

## **RESPONSIBILITY OF THE HOMEOWNER**

The homeowner is responsible for all of the interior of the home and operating systems, including plumbing, electrical, HVAC system, fire sprinkler system, security system, etc. As an example, if you have water dripping from the outside overflow drain, your HVAC system needs to be serviced. To prevent flooding due to a leaking HVAC or water heater, homeowners should consider installing a flood stop on the overflow pans so it will turn off the HVAC or water heater before there is extensive damage to the townhome.

Individual components of the exterior of the home are also the responsibility of the homeowner. This would include exterior doors, windows and screens, light fixtures, bulbs, sidewalks, driveways, electrical outlets, and wood fences. Homeowners are also responsible for replacement of trees and shrubs in the front yard, and backyard maintenance.

During our regular inspections of the community, we have noticed that many of the light fixtures by the garage doors have faded and become rusty looking, and some fixtures need to be repaired. If the light fixture is faded but otherwise in good condition, the fixture can be cleaned with a metal cleaner or painted either black or brown to restore the finish. If the fixture needs to be replaced, a black or brown fixture similar in style and size can be installed after being approved by the Architectural Control Committee (ACC).

Homeowners are required to have an HO6 policy or condo insurance policy that covers replacement construction “from sheetrock in” and that would also include personal property inside the home. If a homeowner is renting out the townhouse, they need to carry another endorsement for that and the actual renter would be responsible for a renter’s policy. The Association policy covers the buildings including the roof and all exteriors up to the sheetrock as well as the common areas.

Please take time to inspect your townhome for any maintenance and/or repairs that need to be made. We appreciate your cooperation in helping to maintain the overall appearance of the townhomes and our community, which helps to maintain property values. Thank you.