



ANGELINE

May 8, 2023

Angeline Announcements



A Weekly Email Newsletter curated by our Licensed Community Association Manager

[Visit our HOA Website >](#)

[Submit an HOA Work Order>](#)

HOA Updates & Reminders

Good Morning Medley Residents,

Below are some important points that have come up in conversation with some of our residents and I'd like to make the full community aware, as much of this information can hopefully be beneficial to most of you!

Landscape

- Please understand that the landscaping workers who are on the property are not always aware of the specifics of orders or contract terms

between myself and the management team. This is why they may not be able to provide you any further information if you approach them. Please direct all landscaping questions to me via the work order system below and I will address with the crew's management team directly. The workers ARE instructed by *their* management to not communicate with residents to avoid misinformation or miscommunication.

- Please make sure to use the CINC WebAxis Website link above to submit Landscaping Work orders for the ASI Team so that we can ensure we are communicating work over to our vendor in an orderly way with all the necessary information to help assist in work orders being completed in a timely manner.
- Work orders will be completed in the order they are received and based on urgency (Leaks & Breaks first).
- Please make sure if you have a fence and gate, your gate is unlocked. If the crew arrives and the yard is inaccessible, you will need to wait until the following week for service.

ARC Reminder

- This month's ARC Application deadline is May 12th. Applications will be reviewed by May 18th.

Helpful Information

- Attached below is a new chart I've put together to help outline fees and payment information for each assessment all in one spot. I hope this helps!

[Helpful Payment Information >>](#)

ARC

ARC Applications are necessary and required for any modification to the exterior portion of your home, such as:

- Screen Enclosure
- Front Door Glass Insert
- Gutters
- Fence
- Landscaping Change

Applications are reviewed by a Board member by the 3rd Thursday of each month. The deadline to submit the application is the Friday prior. Please have all required

documents submitted to your Community Association Manager by the Friday prior to review.

If you have any questions or need any assistance submitting your ARC Application please reach out to me and I'd be happy to help!

[ARC Application >>](#)

[ARC Guidelines >>](#)

New Homeowners

Welcome to the community! We are so happy to have you!

Below is the New Homeowner Packet sent by email around the time of closing. Please fill out the necessary forms and return it to me at your earliest convenience.

[New Homeowner Packet >>](#)