

TowneVillas South Homeowners Association  
c/o Victory Community Mgt., Inc.  
5007C Victory Blvd., #240  
Yorktown, VA 23693



August 28, 2023

Homeowner  
Valasia Road  
Poquoson, VA 23662

***Important Information and Updates  
For TVS HOA Homeowners!***

**New TVS Website:** You can now go to [www.TVillaSouth.org](http://www.TVillaSouth.org) to download the association's governing documents and forms, order a Resale Disclosure Packet, send us an email, and find information about paying your assessment. The site is still under construction so please pardon our dust!

☆ **Governing Documents Amendment:** Your Board of Directors has worked with an attorney to write an amendment to your Declaration. There is nothing in the amendment that changes the way your Board manages the Association, but changes in the law and how the Virginia Supreme Court is interpreting those laws require your Declaration to be amended to support how the Board is doing business. It is very important that you review the amendments and ask us any questions you have. The full text of the amendment is on your website. It will also be available at the Meet & Greet (see below) and a hardcopy will be mailed out later in the year.

**Owner & Tenant Information Sheets:** We want to make sure we have accurate contact information on file for each home. We would also like to start being able to send out messages via email as it is quicker and less costly than a paper mailing. Everyone must complete the Owner Information form and return it to us as soon as possible. If you are renting your home, complete the Tenant Information form. You must complete this form each time a new tenant moves into your unit. If you own more than one unit, please make copies of the form or go to the website and download the form.

**Meet & Greet:** Mark your calendar for Sunday, September 10 from 3 – 4:30 pm. Your board members and management team will be at the pavilion, and we are looking forward to meeting you! Come to pick up a hardcopy of the amendment to the Declaration and get any questions you have about it answered. We'll be around to chat about any ideas you have for the neighborhood, and you can bring your Information Sheets with you instead of mailing them in.

**Assessments:** Your final assessment of the year is due October 1. You will receive an invoice in the mail soon with information about all the different ways you can pay.

**Inspections:** We have included a flyer about the Covenants Compliance Program. *Check your property against the list provided, and if you see any discrepancies plan to address them as soon as possible.* Some common problems are clutter in front yards and on porches, damaged fences and sheds, mold on siding, and neglected front yards. Compliance notices will be sent out soon!

***I look forward to seeing you on September 10! Please contact me if you have any questions.***

Sarah Knaub, CMCA®, AMS®  
TVS HOA Community Association Manager  
(757) 593-0166 | [VictoryComMgt@gmail.com](mailto:VictoryComMgt@gmail.com)

Attachments: Covenants Compliance Program flyer, Owner & Tenant Information Sheets



# *Towne Villas South Homes Association*

## **Covenants Compliance Program**

Below is a non-exhaustive list of items which are subject to citation through the TVS HOA Covenants Compliance Program. If a specific Restriction from the Declaration applies, it is identified. If there is no Restriction listed, then the item falls under one of the more general Restrictions listed on the back.

- ☐ Basketball hoop moldy/dirty/damaged.
- ☐ Basketball hoop not set up properly.
- ☐ All recreation equipment, including boats, trailers, and campers must be parked behind the dwelling and/or out of general view. (TVS Art VI, Sec. 14)
- ☐ Trash cans/recycling bins must be returned to their usual place of storage promptly after garbage has been collected. (TVS Art VI, Sec. 15)
- ☐ Trash cans/recycling bins must be stored neatly, preferably out of public view. (TVS Art VI, Sec. 15)
- ☐ Chimney cap/chase cover rusted.
- ☐ Yard debris in front of house.
- ☐ Grass/weeds growing in driveway, brick steps, and/or curb cracks.
- ☐ Grass growing over edge of driveway and/or curb.
- ☐ Backyard fence damaged.
- ☐ Backyard fence dirty/moldy.
- ☐ Grass overgrown—needs to be mowed and edged regularly.
- ☐ Gutter sagging/damaged.
- ☐ Vegetation growing out of gutters.
- ☐ House number not visible from street. (City Code Art III, Sec. 70-121)
- ☐ Lamp post leaning/damaged.
- ☐ Miscellaneous items in yard, driveway, or porch—need to be stored out of view from the street.
- ☐ Mold/dirt on house/trim.
- ☐ Roof dirty/stained.
- ☐ Shrubs overgrown.
- ☐ Shutters faded.
- ☐ Shutters damaged/missing.
- ☐ Siding damaged.
- ☐ Sign—No sign of any kind shall be displayed to the public view on any lot, except one professional real estate sign. (TVS Article VI, Sec. 7)
- ☐ Trim peeling.
- ☐ Trees need to be maintained—must be pruned to be kept off adjacent property's roof.
- ☐ Dead tree on property.
- ☐ No inoperable, unlicensed or abandoned motor vehicle of any type shall be parked or stored upon the properties and no portion of the properties shall be used for the repairs, overhauling, painting, or work of similar nature of any motor vehicle. (TVS Art VI, Sec. 14)
- ☐ Upper vents damaged/peeling.
- ☐ Weeds in landscape beds.

**Other relevant requirements per the TowneVillas South Declaration:**

Article V, Section 11

- ✓ Owner agrees that he will maintain the exterior of his building and will maintain his lot in such state of repair as will conform to the general appearance of the surrounding buildings and accordance with the maintenance rules adopted by the TownVillas Homes Association. In the event any owner fails to maintain his premises in accordance with this section, the TownVillas Homes Association after ten (10) days notice to the owner by certified mail, may enter on the lot and make necessary repairs and charge same to the Owner.

Art VI, Use Restrictions, Sec 4

- ✓ No obnoxious or offensive activity shall be conducted or permitted on any of the lots, and nothing shall be done thereon which may be or become an annoyance or a nuisance to the neighborhood.

Article IX, Architectural Control

- ✓ No building, fence, wall, or other structure shall be commenced, erected, or maintained up on the properties, nor shall any exterior addition to or change or alteration therein be made, including the color scheme of the exterior, until the plans and specifications showing the nature, kind, shape, height, materials, color, and location of the same shall have been submitted to and approved in writing by the Board of Directors.

**Reminders:**

- The governing documents pertain to your whole property.
- If you are currently renting your home, you are responsible for ensuring your tenants comply with the covenants, although ultimate responsibility for compliance with the Association covenants rests with you. Please contact Victory Community Management any time your mailing address changes.
- If you receive a Covenants Compliance Notice, you will be given a reasonable amount of time to correct the issue. The number of days you are given will be on the notice.
- If at any time you have a question about a notice you receive or if there are circumstances that prevent you from addressing a maintenance issue(s) or meeting a deadline, please reach out to Victory Community Management.



## *Towne Villas South Homes Association*

### **Owner Information Sheet**

Unit:	
Owner Name(s):	
Mailing Address, if different:	
Preferred Phone:	Alternate Phone:
Email Address(es):*	

*\*All email addresses will be added to the community email list. The list will not be sold or used for any purpose other than providing information related to the TowneVillas South community. Addresses are not shared with recipients. If you do NOT wish to be included on this list, please check the box below.*

☐ Please do not add my email address to the neighborhood email list

**This Unit will be:**

\_\_\_\_\_ My principal residence

\_\_\_\_\_ Occupied by a tenant (Complete Tenant Information sheet)

**Monthly assessment payments will be made by:**

\_\_\_\_\_ Direct debit from my bank account, credit card, or my own bank's online bill pay system

\_\_\_\_\_ Physical check or in person at a Truist Bank branch (coupon book required)

\_\_\_\_\_ I wish to sign up for Truist Bank's automatic payment system ("Association Pay")

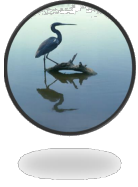
*Specific payment information will be sent to you after we receive this form.*

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to:**

**Victory Community Management, 5007-C Victory Blvd., #240, Yorktown, VA 23693**

**OR VictoryComMgt@gmail.com**



# *Towne Villas South Homes Association*

## **Tenant Information Sheet**

Unit:	
Tenant Name(s):	
Preferred Phone:	Alternate Phone:
Email Address(es):*	

Term of lease: \_\_\_\_\_ months      Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**It is the property owners' responsibility, when renting their unit(s), to provide a copy of the TVS governing documents to their tenant(s) or lessee(s) and to carefully review its contents with those tenants/lessees.**

Tenant(s) signature below acknowledges receipt of the governing documents:

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*All email addresses will be added to the community email list. The list will not be sold or used for any purpose other than providing information related to the TowneVillas South community. Addresses are not shared with recipients. If you do NOT wish to be included on this list, please check the box below.***

☐ Please do not add my (tenant) email address to the neighborhood email list

## **Property Management Company Contact**

Company Name:	
Property Manager Name:	
Address:	
Preferred Phone:	Email:

Who pays the assessments?

☐ Property Manager

☐ Owner

Who receives compliance and  
other notices about the unit?

☐ Property Manager

☐ Owner

**Return this form to: Victory Community Management, 5007-C Victory Blvd., #240, Yorktown, VA 23693**

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