

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



August 28, 2023

Current Resident
Valasia Road
Poquoson, VA 23662

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

Dear TowneVillas South Resident,

Even though you do not own your unit in TowneVillas South, you are an important part of the community! We recently sent a lot of information to TVS homeowners, and I want to share the items that are relevant to you.

Inspections & Covenants Compliance: While homeowners bear ultimate responsibility for maintaining their homes in accordance with the TVS governing documents, renters are obligated to comply with the rules of the association, as well. We know many of you are responsible for various aspects of home maintenance per your lease, so 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. If something outside your area of responsibility needs to be addressed be sure to make the homeowner aware of it. We will be sending compliance notices out soon, and in most cases, we will send notices to both you and the homeowner in order to keep everyone in the loop.

TVS Website: Check out the new www.TVillaSouth.org. The site is still under construction so please pardon our dust! The site does contain links to the association's governing documents and forms, and a quick way to send us an email. We have also included links to information about Poquoson, your schools, trash pick-up, etc.

Tenant Information Sheets: All non-resident owners have been sent a Tenant Information Sheet. They *should* be contacting you soon to sign the form to certify that you have accessed the governing documents. Because we have a lot of catch-up to do and want to get everyone on the email list as quickly as possible, we have included the form with your mailing, as well. We would like to start being able to send out messages via email as it is quicker and less costly than a paper mailing. If you have not yet heard from the property owner or property management company about completing this form, please do so yourself and send it to us as quickly as possible.

☆**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! We'll be around to answer any questions you have, to chat about any ideas you have for the neighborhood, and you can bring your Information Sheet with you instead of mailing it in. Please plan to stop by for at least a few minutes!

If at any time you have questions, please do not hesitate to reach out to me!

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

Attachments: Covenants Compliance Program flyer, Tenant Information Sheet



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

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

OR VictoryComMgt@gmail.com