

## PARK SQUARE SOUTH RESIDENT INFORMATION SHEET – NOVEMBER 2023

### **Email**

The Park Square South Homeowners Association Board meets on a monthly basis. Following each meeting we forward meeting minutes to all the members via email. If you are not receiving our minutes, please contact Jacquie Pilger at Crofton Perdue to be placed on our resident email list. She can be reached at: [jacquie@croftoninc.com](mailto:jacquie@croftoninc.com) or 585-248-3840

### **Variance Requirements**

Any repairs or improvements made by homeowners to the exterior of their home must receive prior approval from the Board before the work is performed. Examples of this include:

- Garage door repairs or replacement.
- Storm door installations
- Window replacement
- Deck installations/expansion/painting
- Tree planting or removal
- Patio improvements
- Home additions
- Rails, Grab Handles & Ramps

With garage doors aging we set a standard for garage door replacement. The doors must be of a flat panel design and the color must be a close match to the existing exterior color of the home. The color selection as well as the door's design requires Board approval to ensure a consistent look throughout our community. Variance application forms can be found on our community website.

### **What does the HOA repair or replace?**

The monthly fee paid by each home in Park Square South covers a number of repair and replacement items for the exterior of each residence. A complete listing of these items can be found on our community website.

### **Community Website Information**

Our community has a website sponsored by the HOA's management company (Crofton Perdue). The website address is: <https://www.croftoninc.com/park-square-south-1>. Lots of information related to our HOA can be found on the site.

### **Leaving for an extended period?**

#### *Interior Items...*

- Unplug computers/electronics.
- Unplug small appliances.
- Turn off icemaker if you have one.
- Set light timers if you have them.
- Consider closing curtains and blinds.
- Shut off main water supply.
- Consider setting water heater on pilot
- Check your thermostat for desired setting based upon season.
- Lock windows and doors.

#### *Exterior Items...*

- Set timers for outdoor lights if you have them.
- Disconnect hoses and disconnect them from outdoor faucets if you are away during cold weather.
- Store or cover your outdoor furniture.

#### *Other...*

- Consider stopping/forwarding mail.
- Ask someone to periodically check your home.
- Notify Crofton Perdue if you will be away for an extended time.