

# RESIDENT SERVICES at MEADOW CREEK CONDOMINIUMS

## RESIDENT SERVICES

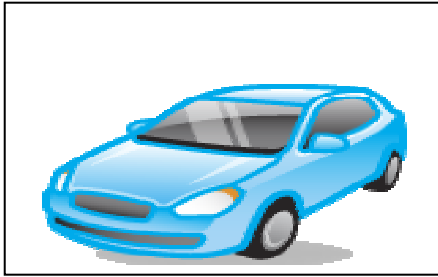
are available in the Association Office – during Office hours:



- \* Accept packages for residents.
- \* Use of copier and fax (small jobs and occasional use).
- \* Use of shredder in the Association Office.
- \* Provide notary service. Please call to confirm.
- \* Copy unit keys for owners -- if we have key blanks.
- \* Assist with cable TV and satellite TV installation.
- \* Provide information on contractors and suppliers.
- \* Provide unit access for deliveries and contractors.
- \* Sell postage.
- \* Accept outgoing mail.
- \* Lost & found in Association office.
- \* Lend tools and equipment. Call for available items
- \* Lend tables and chairs.
- \* Community Room rental available for private functions (\$0 for owners or \$30 for renters).
- \* Track and report unit sales information.
- \* Office visitors (owner's responsible for providing and up-dating the information).

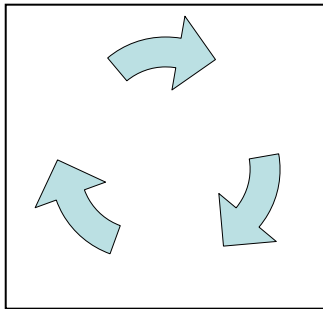
### Other RESIDENT SERVICES provided by the Association:

- ❖ Provide free cable access to local TV channels.
- ❖ On-site maintenance service.
- ❖ Distribute the bi-monthly Association newsletter.
- ❖ Deliver *SunSailor* and TV guide weekly.
- ❖ Coordinate and advertise Spring and Fall garage/yard sales.



### **Additional Services, upon request:**

- ✓ Accept various items for residents, or hold items for pickup by others.
- ✓ Check to make sure nothing sits outside apartment doors while residents are out of town.
- ✓ Checking units while residents are out of town or while units are vacant to ensure no water leaks or loss of heat.
- ✓ Information on how to dispose of/recycle items.
- ✓ Provide rental locker (\$6 to \$18 per month).
- ✓ Cold weather vehicle starting during office hours or when vehicles need to be out of parking lots.
- ✓ Move cars if it snows while residents are out of town (with signed authorization).



### **ASSOCIATION PROGRAMS FOR OWNER IMPROVEMENTS**

#### **No cost to Owner:**

- ☑ Screw down sub-flooring in second-floor units or caulk and seal unit perimeter in first-floor units (when carpet or vinyl is replaced).
- ☑ Test for sound channel problems.

#### **Partial Cost to Owner\*:**

- + Install permanent patio plantings (maximum Association contribution is \$480).

#### **Total Cost to Owner\*:**

- Replace patio slabs
- Replace patio doors and window sash
- Install garage door openers (Association installation or Association supervised installation required).



*\*Note: Payment programs are available for work done by or through the Association.*

