

# HSVTHA Newsletter

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Hot Spring Village, AR 71909

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October 2018



## HSVTHA Board of Directors

Richard Smith—President  
Julianne Henderson—Vice Pres.  
Sandra Smith—Treasurer  
Joan Smith—Secretary  
Charles Derryberry—Director  
Jean Woodworth—Director  
Doug Butler—Director  
O.J. Miles—Director  
Larry Patrick—Director

## HSVTHA Contacts

Gayle Annis Administrative Assist.  
Melissa Speers Administrative Assist.

## Fee Payments Contacts

Best Management Co., LLC  
501-224-4840

## Mail Payments To:

HSVTHA  
P. O. Box 22206  
Little Rock, AR 72221-2206

## THA Office Hours

Monday - Thursday, 8:00 am  
to 12:00 noon. For an appointment,  
call 501-922-1375 or e-mail  
[hsv.tha@sbcglobal.net](mailto:hsv.tha@sbcglobal.net).



## Inside topics.....

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## FROM THE PRESIDENT

In the previous months we can see several improvements that have taken place in various Townhouse Association courts: replacing side-walks and stairs in Desoto and stairs in Valencia; drainage repair in Desoto that was undermining parking pad, removing rotting, wooden, hand rail and replacing it with a cinder block wall; removing side walk that had dropped creating a tripping hazard and installing a new side walk; replacing four parking pads in Coronado. All these issues concern our residents' safety.



The Desoto Court's pool building has had the equipment room removed, new walls and bike rack installed. This work was done with the cooperation of the School District's Transportation Department. The students in Desoto now are picked up at that area. When there is rainy weather they will not have to stand in the rain. This project was suggested by Kathy Petersen, a resident of Desoto. The work done on the old Desoto Courts pool house was the suggestion of Board member, Doug Butler.

Parking Pads have been crack-sealed and seal-coated on Dulzura Lane and Way in La Coruna Courts. The trash corrals in some courts have had repairs made and new gates installed and repainted. The removal of dead trees and trimming are an ongoing project, as is the repair of breaks in the watering system in all courts. To all residents, owners and non-resident owners, when you are considering having work done on your townhouse - a new roof, repainting, new deck, landscaping—you must fill out an application. They are available on the THA web site and at the THA office. The Townhouse Association has approved colors for roofing and painting for all courts. I want to thank Gayle and Melissa our office staff for all the work they do.

Richard Smith  
President HSVTHA



## THA MEMBERS ARE POA MEMBERS

As a townhouse owner, you automatically become a member of the HSV Townhouse Association. Your active participation on committees and in Townhouse Association affairs is welcomed.

The Board of Directors of the HSV Townhouse Association meets in the months of January, March, May, July, September, November, and December at 9:30 A.M. (see Board schedule on page 2). During the meeting, the Board of Directors and the THA staff are available to answer questions or concerns that owners may have. All members of the HSV Townhouse Association are urged to attend.

The HSV Townhouse Association (THA) members are also members of the HSV Property Owners Association (POA), subject to the POA monthly assessment and, accordingly, are governed by the *HSVPOA governing documents and Covenants and Restrictions* in addition to the *HSVTHA Supplemental Declaration of Covenants and Restrictions, Articles of Incorporation, By-Laws, and Rules & Regulations*.

The THA Board of Directors would like to make you aware that you have certain responsibilities as townhouse owners and the THA has responsibilities to you. For a complete listing of these responsibilities, please refer to the HSV Townhouse Association governing documents which are available at the HSV Townhouse Association office and online at [www.hsvtha.com](http://www.hsvtha.com). The *HSVPOA governing documents and Covenants and Restrictions* are available at the POA office at 895 Desoto Boulevard.

**2019 BOARD MEETING SCHEDULE**

| Meeting Type            | Date       | Day     | Time    |
|-------------------------|------------|---------|---------|
| Working                 | 1/8/2019   | Tuesday | 9:30 am |
| <b>Monthly</b>          | 1/18 /2019 | Friday  | 9:30 am |
| Working                 | 3/5/2019   | Tuesday | 9:30 am |
| <b>Monthly</b>          | 3/15/2019  | Friday  | 9:30 am |
| Working                 | 5/7/2019   | Tuesday | 9:30 am |
| <b>Monthly / Annual</b> | 5/17/2019  | Friday  | 9:30 am |
| Working                 | 7/2/2019   | Tuesday | 9:30 am |
| <b>Monthly</b>          | 7/12/2019  | Friday  | 9:30 am |
| Working                 | 9/3/2019   | Tuesday | 9:30 am |
| <b>Monthly</b>          | 9/13/2019  | Friday  | 9:30 am |
| Working                 | 11/5/2019  | Tuesday | 9:30 am |
| <b>Monthly</b>          | 11/15/2019 | Friday  | 9:30 am |
| Working                 | 12/3/2019  | Tuesday | 9:30 am |
| <b>Monthly</b>          | 12/13/2019 | Friday  | 9:30 am |

**NOMINATING & ELECTION COMMITTEE**

The Townhouse Association budgets for a three-year period. In mid-June the budget ballot for 2019 through 2021 had been mailed to all townhouse owners. The Nominating and Election Committee called a Special Meeting for July 31, 2018 to count the ballots that were received in the THA office for approval of the budget. The results showed an insufficient number of ballots were received. Therefore, the THA budget will remain the same for January 1, 2019 through December 31, 2021.

**2019 HOLIDAY SCHEDULE**

| Holiday              | Date Observed         | Day               | THA Office |
|----------------------|-----------------------|-------------------|------------|
| New Year's Day       | 12/31/2018-1/1/2019   | Monday-Tuesday    | Closed     |
| Memorial Day         | 5/27/2019             | Monday            | Closed     |
| July 4th             | 7/4/2019              | Thursday          | Closed     |
| Labor Day            | 9/2/2019              | Monday            | Closed     |
| Thanksgiving Holiday | 11/28/2019-11/29/2019 | Thursday - Friday | Closed     |
| Christmas Holiday    | 12/24/2019-12/25/2019 | Tuesday-Wednesday | Closed     |

**SC&CIC COURT REPRESENTATIVE LISTING**

|                       |              |              |
|-----------------------|--------------|--------------|
|                       |              |              |
| Pat Shade             | 501-915-3281 | Arista       |
| Larry Draeger         | 501-922-6406 | Balboa       |
| Jean Roberts          | 501-922-3146 | Castellon    |
| Sandra Charlton       | 262-442-7092 | Coronado     |
| Suellen Wiggins       | 501-226-3053 | Coronado     |
| Bobbie Wilson         | 501-922-3357 | Coronado     |
| R. K. Sanders         | 501-226-5106 | Cortez       |
| Sheila Hill           | 501-984-1017 | Desoto       |
| Keith Abram           | 352-220-0999 | Guadalajara  |
| Dianna Higgins        | 501-551-6073 | La Coruna    |
| Sam Arant             | 501-204 4446 | Lanza        |
| Teresa Arant          | 501-204 4446 | Lanza        |
| Patrick Collins       | 501-226-5510 | Madrid #1    |
| Betty & Robert Delong | 501-915-9765 | Madrid #2    |
| Lindy Watts           | 501-590-5675 | Madrid #3    |
| Sheila Hill           | 501-984-1017 | Madrid #4    |
| Everett C. Brown      | 602-677-7230 | Madrid #5    |
| Jeannette Slattery    | 501-922-3954 | Magellan     |
| Joyce Benning         | 501-941-8758 | Majorca #2   |
| Gary Smith            | 501-915-0703 | Majorca #4   |
| Robert Downey         | 501-226-5937 | Majorca #4   |
| Cheryl Boehmke        | 501-204-4670 | Segovia      |
| Janet Peterson        | 501-915-8874 | Valencia     |
| Sandy Corzatt         | 501-915-9351 | Villa Alegre |
| Gloria Alford         | 501-922-0955 | Villa Alegre |

**2019—2021 MONTHLY ASSESSMENT RATES**

Approved by Membership 8-31-2018

| Court        | No. of Units | Assessment | Sanitation Fee | TOTAL  |
|--------------|--------------|------------|----------------|--------|
| ARISTA       | 20           | 74.00      | 17.00          | 91.00  |
| BALBOA       | 10           | 119.00     | 17.00          | 136.00 |
| CASTELLON    | 52           | 83.00      | 23.00          | 106.00 |
| CORONADO     | 101          | 58.00      | 27.00          | 85.00  |
| CORTEZ       | 58           | 72.00      | 27.00          | 99.00  |
| DESOTO       | 90           | 58.00      | 27.00          | 85.00  |
| GUADALAJARA  | 63           | 73.00      | 27.00          | 100.00 |
| LA CORUNA    | 67           | 54.00      | 27.00          | 81.00  |
| LANZA        | 16           | 90.00      | 17.00          | 107.00 |
| MADRID       | 152          | 68.00      | 27.00          | 95.00  |
| MAGELLAN     | 20           | 87.00      | 17.00          | 104.00 |
| MAJORCA 2    | 38           | 87.00      | 17.00          | 104.00 |
| MAJORCA 4    | 33           | 65.00      | 21.00          | 86.00  |
| SEGOVIA      | 21           | 76.00      | 21.00          | 97.00  |
| VALENCIA     | 131          | 60.00      | 27.00          | 87.00  |
| VILLA ALEGRA | 56           | 87.00      | 17.00          | 104.00 |



## 'TIS THE SEASON OF LEAVES AND ACORNS

This is the autumn of the year and the Association townhouse yards will begin seeing an increase in the accumulation of leaves and acorns. Since the THA courts are basically situated in a forest, it is inevitable that the leaves will fall.

You may see the maintenance crews with leaf blowers working in your area at one time and half an hour later, it looks like nothing has been done. The leaves are back again! This is going to continue to happen until all the leaves have fallen. Be patient.

The crews are contracted to be in the courts once a week.

However, if you do see a particular concern regarding the leaf removal, call the THA office at 501-922-1375.



## INFORMATION FORMS ON WEBSITE

The THA website, [www.hsvtha.com](http://www.hsvtha.com), is a valuable source of information regarding the Townhouse Association. Two forms of particular interest are on the website under "Forms and Applications". The first is an automatic bank draft request (ACH). You can complete the form and return to the THA office, if applicable.

The second is an Owners' Information Form. If there have been any changes in your contact information recently, it is to your benefit to keep the THA updated. Complete and return to:

HSV Townhouse Association  
1 Perralena Lane  
Hot Springs Village, AR 71909

## CLAIM CLUSTER MAILBOX KEYS

As reported in the Spring *HSVTHA Newsletter*, cluster mailboxes have been installed in Valencia and Desoto Courts. Owners were notified to come to the THA office to pick up the mail box keys. At this time there are still 30 out of 90 keys not yet picked up in Desoto Courts. In Valencia Courts, 26 keys have not been claimed. If the homeowner is unable to claim the keys, notify the office (501-922-1375) to make arrangements for handing out the key to the authorized person.

### IMPORTANT INFORMATION

1. Owners are responsible for advising their rental agents and tenants.
2. Owner identification is required. (Ex. driver's license.)
3. Owner's signature is required when keys are picked up.
4. Owner is to provide confirmation to release the key to rental agent or authorized person. Identification and signature are required.
5. Key replacement - Owners are responsible for replacing lost keys by contacting a locksmith. The Townhouse Association will **NOT** have access to your mailbox after key distribution.

## Fee Payments Contacts

Renee Carr  
Best Management Co., LLC  
501-224-4840

## Mail Payments To:

HSVTHA  
P. O. Box 22206  
Little Rock, AR 72221-2206

## NEED TO CANCEL AUTO BANK DRAFT?

If you sell your townhouse and are on automatic bank draft for your assessment payment, contact Renee at Best Management Co. at 501-224-4840 to cancel the draft. The THA office personnel are not authorized to request this process on your behalf.

Likewise, if you are changing banking information—routing number, account number, etc.—contact Best Management.

When enrolling in automatic bank draft, always include a voided blank check for security purposes.

## TRASH DISPOSAL PROCEDURES & REGULATIONS

The following are requirements **which must be met by every townhouse owner, tenant, property manager or rental agency.**

1. Trash routes will begin at 8:00 A.M.
2. The normal trash routes will pick up household waste.
3. Trash must be bagged even though it is put into a can.
4. Do not place loose trash in the trash can.
5. Do not place any trash on the corral floor; all must be in a trash can.
6. Due to Garland County landfill policy, household trash cannot be mixed with other items such as building materials, special pick up items or yard waste. The sanitation crew cannot take these items.
7. Special pick up items include things such as: wood, furniture, water heaters, grills, metal pieces, etc.
8. Special pick up collection is by request only. **Do not leave special pick up items in communal corridors.** If you have a special pick up request, call the POA Public Works Dept. to schedule it for a nominal fee which is added to your POA Utility Bill; 501-922-5524.

9. **DO NOT PUT LIQUID PAINT IN THE TRASH CONTAINER OR CORRAL!** If you have liquid paint, take lid off the paint can and mix kitty litter with it until it becomes a solid. When it becomes a solid, you can take it out to your trash can and sit it beside the trash can with the lid

off so the waste haulers can see that it is a solid. It will then be picked up.



Owners, Tenants, Property Managers who use the community trash corral are responsible for disposing their trash in a neat and orderly manner.

## SANITATION HOLIDAY SCHEDULE 2018

Thursday, November 23 – Thanksgiving Day

Thursday's route on Wednesday

Monday's, Tuesday's, Friday's routes - no change

Monday, December 25 –

Monday's route on Tuesday; Tuesday's route on Wednesday

Thursday's route on Thursday; Friday's route on Friday

## NOTICE

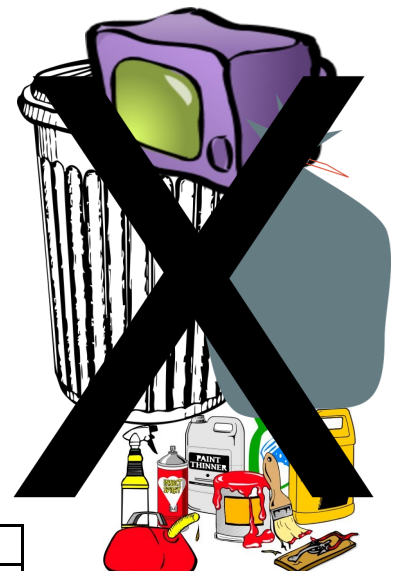
### WATCH FOR 2019 SANITATION HOLIDAY SCHEDULE

Superior Sanitation Company schedules pick-ups during a holiday week according to the **Garland County Sanitation** holiday schedule. The complete **2019 HSVTHA Holiday Schedule** will be posted at a later date, once Garland County posts its holiday schedule.

YES



NO



## HSVTHA WEEKLY TRASH PICK-UP DAYS BY COURT

|      | <u>MONDAY</u> |      | <u>TUESDAY</u> |      | <u>THURSDAY</u> |      | <u>FRIDAY</u> |
|------|---------------|------|----------------|------|-----------------|------|---------------|
| 2/Wk | Desoto        | 2/Wk | Cortez         | 2/Wk | Desoto          | 2/Wk | Cortez        |
| 2/Wk | Valencia      | 2/Wk | Madrid         | 2/Wk | Valencia        | 2/Wk | Madrid        |
| 2/Wk | Coronado      | 2/Wk | Guadalajara    | 2/Wk | Coronado        | 2/Wk | Guadalajara   |
| 1/Wk | Majorca 4     | 2/Wk | La Coruna      | 1/Wk | Lanza           | 2/Wk | La Coruna     |
| 1/Wk | Majorca 2     | 1/Wk | Segovia        | 1/Wk | Balboa Cove     | 1/Wk | Villa Alegre  |
|      |               | 1/Wk | Castellon      | 1/Wk | Magellan        |      |               |
|      |               |      |                | 1/Wk | Arista          |      |               |

## HSVTHA STANDARDS, CONTROL & CAPITOL IMPROVEMENTS COMMITTEE

### Painting / Siding / Roofing

Painting/Siding/Roofing applications are available at the THA office between the hours of 8:00 AM and 12:00 PM, Monday Thru' Thursday. Applications must be submitted before work begins. The HSVTHA Standards & Controls Court Representative must approve any paint color, siding, or roofing materials before work begins. If possible, it is best that owners who share the same structural unit paint at the same time. Roofs, especially, should be done at the same time.

The approved color palettes for exterior siding, trim and doors are on file in the THA office. Roofing samples are also available at the THA office, along with a pre-approved color selection for each court. The THA has on file a list of painters whose work was recommended by local paint suppliers or homeowners who are satisfied with the painters' work.

Most courts will be painted with the same colors for the main structure and trim. Courts which already have various colors, and/or units with vinyl siding **MUST** choose colors which match adjoining units and the color has been approved by the Standards & Controls Committee (SC&C). Ideally, an entire structure would be painted the same color. If a different color is chosen, it must be from a pre-approved color selection and the owner must have a signed consent form from all owners of that structure. Owners may select different pre-approved colors for the front doors to express their individuality. Any changes in color must be approved by the HSVTHA Standards & Controls Committee Court Representative prior to work being done.

Each homeowner should get estimates and recommendations on his/her own. It is important to coordinate painting and roofing with adjoining owners. Contractors will often give a better price for doing a complete building at the same time. If the owners in your structural unit do not agree to paint at the same time you do, you must request they sign a consent form before the work begins and turn it into the THA office. Consent forms are available at the THA office.

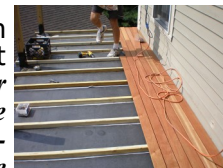
The Standard, Control and Capital Improvements Committee members have consulted with numerous local paint supply companies. All recommend the highest quality exterior latex with a mildew inhibitor added.

### The POA requires a permit for installing siding, roofing and exterior alterations.



## HSV TOWNHOUSE ASSOCIATION Application Procedure for Building and Site Improvement

Because of strict building codes in Hot Springs Village (HSV), and to protect the townhouse owners, *all building or site modifications must be approved by the Townhouse Association Architectural Review Committee (THA ARC) and the HSVPOA Architectural Control Committee (POA ACC). All necessary permits must be issued, before construction begins. This includes deck extensions, enclosures or additions, awnings, etc., on all townhouse units. Following THA approval, plans will be forwarded to the HSVPOA ACC for final approval.*



Any construction that affects landscaping shall cause said landscaping to be corrected and/or replaced at the cost of the contractor or the owner (not the THA). In addition, the contractor doing any work is responsible for removing any debris at the construction site.

A change of color of the exterior paint, or change of exterior siding, or change in roofing materials or color must have the prior approval of the THA ARC as well as written approval of the other owners in their structural unit.

In order to protect you, the owner, all construction requires the preparation of adequate engineering drawings, plans and specifications which show the following:

- Plat lines and all views of the planned improvement, including elevations, side, end, isometric, etc., to allow THA ARC to determine if property is being improved within the limits of the covenant.
- All dimensions, i.e., length, depth, roof structure, number of posts, depth of posts in the ground, storage areas, facing on posts; stone, brick, wood, etc., and a list of all building materials.
- Support posts properly anchored in a concrete footing 12 – 24" in the ground.
- All deck railings are to be no further than 4" apart and MUST be vertical.

#### In addition:

- All materials are to be the same as previously used in/on the building, with the exception of wood shake shingles, because of the fire hazard they present.
- All construction will be done per approved drawings and specifications only.
- The Townhouse ARC will monitor the building or improvement project, as will the HSVPOA ACC.
- Applicants must include gutters and/or splashguards on additions or enclosures to keep water from draining onto adjoining townhouse decks or structures.

#### The following procedures must be followed prior to beginning any construction:

- The "Application for Permit to Make Alteration and/or Additions to Existing Property" and consent forms must be obtained from the Townhouse Association office.
- Signatures on the consent form must be obtained from Townhouse Owners of the same structural unit unless the THA ARC waives consent. Obtaining these signatures is the responsibility of the homeowner.
- The name of the "Contractor" must be shown on the HSVPOA ACC form before it can be approved.
- The appropriate application, signed consent forms, one (1) copy of the plans, drawings and specifications, as outlined above, must be delivered to the THA office.
- The THA ARC will review all applications and pass them on to the POA ACC for review. (cont. on pg. 6)

(cont. from pg. 5)

- After receiving recommendations from the THA ARC, the POA ACC will review the application and, upon approval, issue permit(s) necessary for the project. No construction may begin prior to this final approval!
- When a roof needs replacement, approval must be obtained from the THA ARC and the POA ACC. (Wood shake shingles will not be allowed as replacement due to fire hazard.)
- The THA ARC may recommend that the Townhouse Board of Directors approve any application for improve-



## **FREQUENTLY ASKED QUESTIONS**

### **1. When I buy a townhouse do I own any of the land around the townhouse?**

Yes, you own the property within the platted property lines. A copy of the plat map may be obtained at the HSV Townhouse Association office.

### **2. Are townhouses and condos insured the same?**

No. When you buy a townhouse you are responsible for repairs and maintenance of the inside and outside of the dwelling. Townhouses should be insured just like a free standing house would be, with the exception of the common wall.

### **3. Can I add onto my townhouse**

Yes, providing the addition doesn't extend past the platted lines for that townhouse and a building application has been submitted to the HSVTHA. The addition must be approved by the HSVTHA Architectural Review Committee and the HSVPOA Architectural Control Committee. Depending on the type of addition, approval from the adjoining owners may be required before the application will be considered.

### **4. Can I paint or roof my townhouse any color I want?**

No. In 2001 the HSVTHA Board of Directors approved the roofing and painting guidelines submitted by the HSVTHA Standards, Control and Capital Improvement Committee. These guidelines require all townhouses in a section to have the same roof and paint colors. Approved paint and roofing colors can be seen at the Association office.

Paint and Roofing applications must be approved by the Association office before work can begin.

### **5. What if I want to roof or paint a different color than what is approved?**

In some courts all the townhouses are painted and roofed the same colors. In these courts townhouse owners are not allowed to change the colors.

In the other courts where there is no consistent color throughout the court, owners in a section can get together and decide on a color and submit an application to the Association for approval.

### **6. When are assessments due?**

Assessments are due on the 1<sup>st</sup> day of each month. Coupons are sent to townhouse owners at the end of each year for the following year to only those who pay by check. Owners can pay by check, bank draft or on-line checks. Payments in arrears over 30 days will receive a collections letter.

### **7. What do the HSV Townhouse Association monthly assessments cover?**

Direct Court Expenses of General lawn care – mowing, weed-eating, blowing, trimming of shrubs, and watering of the grounds.

Direct Court Expenses of Grounds maintenance care – fertilizing grass areas, weed control, tree cutting and trimming, refurbishing gravel areas, re-seeding grass areas, erosion control, etc.

Direct Court Expenses of the Maintenance of capital items – trash corrals, drains, bridges, steps, water irrigation systems, etc.

Shared Expenses of the maintenance of the limited common property in that specific court, and the operating expenses for the Association to do business. Shared expenses are \$13.67 per month per townhouse as of 01-01-2013.

### **8. Unless I have a private driveway, how many parking spaces do I have for my townhouse?**

Townhouse owners are allowed two parking spaces closest to their townhouse. However, when Cooper Communities built the townhouses some courts did not have enough parking spaces for each townhouse to have two spaces. In this case, townhouse owners may utilize "overflow" parking areas. Examples: Desoto Courts and a few townhouses in Valencia Courts. Parking spaces are not assigned.

### **9. May I park a boat or trailer in my parking space?**

No, they must be parked in one of the two parking spaces allowed for the townhouse. If the trailer is too large for a parking space, it may not be parked in the court and only for 72 hours. Habitual parking is prohibited.

### **10. Can I park a boat or trailer in my parking space?**

No, not on a regular basis, there is a 72 hour limit. They must be parked in one of the two parking spaces allowed for the townhouse. If the trailer is too large for a parking space, it may not be parked in the court.

### **11. Can I put up a fence?**

The majority of the time the answer will be no. However, depending on the location of the townhouse a small 3' picket type fence may be allowed within the lot lines of the townhouse, providing the other owners in that section do not object. A Building Application is required and needs to be submitted to the HSVTHA Architectural Review Committee & the HSVTHA Standards, Control, and Capital Improvement Committee for their approval.

### **12. Pets and Townhouses**

Pets should be controlled at all times and on a leash.

Owners/Renters are responsible for picking up after their pets in ALL AREAS of a court. Gravel areas **ARE NOT "DOGGY BATHROOMS"**.

Leaving pets outside for extended periods or tied to trees, especially on common property, is prohibited.

### **13. If a court street light is out, who should be notified?**

Contact Entergy at 1-800-968-8243, option 4, for street lights. You will have to provide the number on the street light which can be easily found on the lower half of the light. The number begins with the letters, SLN. In Saline County, call First Electricity at 501-922-6949.

### **14. Who is responsible for trimming or cutting down trees?**

The THA, if the tree is located on LCP and is dead; the owner of the townhouse, if it is located on their platted lot. A Tree Cutting Application is required.

## HSVTHA COMMUNITY CENTER

The HSVTHA Community Center is a great facility available to lease for parties, meetings, weddings, anniversaries, receptions, etc. It is located at 1 Perralena Lane in Valencia Courts adjacent to the THA office. Rental is available to all townhouse members at a reduced rate

The facility is a centrally heated and air-conditioned facility, complete with sound system, food warmer, coffee makers, microwave, refrigerator, and four (4) restrooms (two [2] accessible for the handicapped).

The center can accommodate the maximum seating of 130 with 24 – six foot long tables and 31 card tables.

Other amenities:

- Full size refrigerator
- Microwave
- Food Warmer
- Cassette Tape Player
- Microphone

Persons renting the THA Community Center will need to pay a hold-the-date and cleaning/damage deposit at the time of rental.

There is ample parking available in front of the THA office and around the corner down Valencia Way. (Parking is prohibited in front of all townhouses.)

Reservations may be made through the THA office between 8:00 A.M. and 12:00 P.M., Monday through Thursday. Call 501- 922-1375 to schedule your event.



### **AUTOMATIC DRAFT OF HOMEOWNERS' ASSOCIATION DUES**

The HSVTHA offers the convenience of Automatic Direct Draft for your association assessments. The Automatic Direct Draft debits your homeowners' association assessments from your bank account. This eliminates the need for you to write checks. To set up this Automatic Draft, complete the following authorization form and return it to us with a voided check.

\*\*\* Please note: Forms received without a voided check will be processed using the numbers provided. Bank returns due to incorrect routing or account numbers on the form will be subject to a returned check fee which will be charged to your account. Please send this form to:

**Hot Springs Village Townhouse Association  
PO Box 22206  
Little Rock, AR 72221-2206**

The account that you choose below will be charged on the 4th to the 6th of the month, depending on weekends, holiday or other circumstances. Please note that your funds must be available on the 5th day of the month. Everyone using the ACH draft in your Association is drafted at one time as a batch. We are unable to draft individual accounts on specific days. This service can be canceled at any time by notifying the HSVTHA or your bank in writing.

### **AUTHORIZATION AGREEMENT FOR AUTOMATIC DRAFTS**

I hereby authorize Best Management Association Co., LLC, Agent for your association, to initiate debits from my checking account at the financial institution listed below. Dues will be deducted around the 5th of each billing cycle. This authority shall remain in full force and effect until Best Management has received written notification from me of its termination, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account.

**For questions about this form:  
hsvfinance@bestmanagement.net or hsv.tha@sbcglobal.net.  
Call us at 501-224-4840 or 501-922-1375.  
This Authorization is Non-Negotiable and Non-Transferable.**

Name of Financial Institution: \_\_\_\_\_ Branch: \_\_\_\_\_

Routing (ABA) #: \_\_\_\_\_ Account #: \_\_\_\_\_

Court/Unit: \_\_\_\_\_ Property Address: \_\_\_\_\_

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

**Please include your mailing address, phone number and email address below:**

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Which month would you like to start:** \_\_\_\_\_

# HSV TOWNHOUSE ASSOCIATION

1 Perralena Lane Hot Springs Village, AR 71909

Phone (501) 922-1375 Fax (501) 915-9347 Email Address hsv.tha@sbcglobal.net

## OWNER'S INFORMATION FORM

PLEASE FILL OUT AND RETURN TO THE TOWNHOUSE OFFICE

DATE: \_\_\_\_\_

1. Townhouse Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Court: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

If PO Box, street address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Tele Home: (\_\_\_\_) \_\_\_\_\_ Tele Office: (\_\_\_\_) \_\_\_\_\_

Tele Cell #1: (\_\_\_\_) \_\_\_\_\_ Office Fax: (\_\_\_\_) \_\_\_\_\_

Tele Cell #2: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

2. Is the unit a Rental Property?: Yes No If yes, Long Term or "Nightly"

Name and Phone Number of Property Manager: \_\_\_\_\_

Manager: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

If long term rental, name and phone number of resident(s)

\_\_\_\_\_

If the unit is not a rental, and the owner lives elsewhere, who has the emergency key?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Emergency Contact: Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Tele Home: (\_\_\_\_) \_\_\_\_\_ Tele Office: (\_\_\_\_) \_\_\_\_\_

Tele Cell: (\_\_\_\_) \_\_\_\_\_

4. Permission to provide your contact information to adjoining owners or your court representative(s), if needed?

Yes \_\_\_\_\_ No \_\_\_\_\_