

PANTHER TRACE TOWNHOMES

ASSOCIATION, INC.

Community Information Sheet

- You are now a part of a Community Association of 166 homeowners. A membership meeting is held annually, and you will receive official notification prior to this meeting. Board meetings are held throughout the year and homeowners are welcome to attend.
- **Mandatory monthly assessments are due at the beginning of each month.** Please contact management if you need a coupon book as one can be provided for a charge. Each December, you should receive official notification regarding the assessment for the upcoming year. If you do not receive an assessment notice including payment coupons, please contact management prior to the beginning of the new assessment year.
- The McNeil Management Homeowner Portal is available at www.mcneilmsi.com. Please register your account to gain access to perform the complete management of your Association owner account including your dues, property/alteration requests, notification history, enforcement requests, community forms, and other related communications.
- The community website is located at www.foxmoortownhomes.com. Subscribe at the bottom of the homepage to receive website updates and community news.
- This is a deed restricted community, so please make yourself aware of the restrictions located on the community website. **Also be aware that any changes you wish to make to the exterior of your property must be pre-approved in writing by the architectural committee.** Owners can submit an alteration application through the Homeowner Portal.
- It is each **homeowner's responsibility to update the association regarding any change to contact information.** A change to your mailing address of record, telephone number or e-mail address can be updated through the Homeowner Portal. **Please note there is only one Mailing Address of Record per lot.** Proof of name change must be submitted to management@mcneilmsi.com.
- If you lease your property and/or secure the service of a property manager, you must submit a tenant lease application form to the Association with the required fee. If applicable, a property management information form must also be submitted. Both forms are located on the website. If you lease your property, **please ensure tenants living in this home are provided with copies of the deed restrictions and understand their need to abide by them.** We remind you that as the owner, you are responsible for the actions of your tenants.
- **Entry gate remote controls, pool access card and restroom key** can be provided at a fee if not received from the previous owner. A gate programming form is available on the website. You **must** submit a completed form to management to ensure that you have access to the entry gate and pool area. Access devices assigned to a previous owner **will be deleted** from the system 30 days after closing, **unless** re-assigned to the new owner via the gate programming form.

McNeil Management Services, Inc.
P.O. Box 6235, Brandon, FL 33508-6004
Phone: (813) 571-7100 Fax: (813) 689-2747
Email: management@mcneilmsi.com
Management Website: www.mcneilmsi.com
Community Website: www.foxmoortownhomes.com

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- You are **required** to **submit proof of homeowner insurance to the Association** upon moving into the community. An HO3 policy is required or a DP3 policy if the property is leased or rented. You may receive reminder notices from the Association upon insurance expiration requiring you provide an updated policy declaration page.
- Please note that all solid waste is to be properly deposited of in the **collection dumpsters** located throughout the property. **Items should never be placed on the ground in or around the dumpster enclosures.** If a dumpster is full, please deposit your trash in another dumpster. There are five located on the premises.
- The United States Post Office maintains all mailbox numbers at the kiosk. You must reach out to Riverview Post Office at (813) 672-4562 to coordinate.
- Per Hillsborough County Ordinance, owners are required to **pick-up waste (feces) deposited outside within the community.** Please ensure that you do your part to keep our community clean by adhering to this ordinance (Ord. Article II, Sec. 6-32).

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