

# the Trowbridge company, inc.

Association Management Division

Dear Preserve at Lake Thomas Homeowner(s):

Welcome to your new neighborhood! the Trowbridge company, inc. is the Management Company for the Preserve at Lake Thomas Homeowner Association, Inc.

The following information for the Association is provided in an effort to answer some of your questions regarding the Preserve at Lake Thomas:

**Mailing Address:**

The Preserve at Lake Thomas Homeowners Association, Inc.  
c/o – the Trowbridge company, inc.  
P.O. Box 273708  
Tampa, FL 33688

**Telephone:**

(813) 264-1119  
(813) 265-2598 Fax

**Manager:**

Ron Trowbridge

**Regular Business**

**Hours:**

Monday – Friday                      9:00 a.m. – 5:00 p.m.

**After-Hours**

**Emergency:**

Call (813) 264-1119. Leave your name, address & give detailed message.

**Communicating with the Management Company:**

the Trowbridge company, inc. and Ron Trowbridge manage several communities. At times no one may be in the office to take your call and you may need to utilize the voicemail system. Your call will normally be returned within 24 hours or on the next business day. It is imperative that you leave your name, property address, phone number, and a detailed message.

**The Board of Directors**

**Meetings:**

Meeting notices with locations will be posted at the community exits prior to the meeting.

## **Architectural Control**

### **Meetings:**

Meeting notices will be posted on the community exits prior to the meeting.

### **Alterations:**

Exterior modifications to your home and property require Architectural Committee (ACC) approval. Modifications requiring approval include exterior paint color scheme, siding, additions, fences, lanais, lanai enclosures, swimming pools, pool enclosures, decks, patios, sheds, major landscaping. The Association has strict guidelines on fences, repaint colors, and landscaping. Additional details may be downloaded from the HOA website.

### **Trash Collection:**

The contractor for garbage/household trash pick-up and recycling is Waste Connections of Florida (727) 849-3333. Garbage/ household trash and yard waste are picked up on Tuesday and Friday. Recycling Containers are picked up the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month. Contact Waste Connections directly for answers to any questions you may have regarding service or to schedule special pick-ups. Trash containers may only be displayed at the end of driveways between 6:00 p.m. the day prior to pick-up until 6:00 p.m. the day of pick-up. Detailed information may be downloaded from the website.

**AmeriGas:** The exclusive provider of propane gas is AmeriGas. Underground tanks are located within the community common grounds. Contact information for AmeriGas in Brooksville is, 401 Ponce de Leon, Brooksville, FL 34601, phone number 352-796-4988

### **Yards:**

Yards within the community are required to be routinely mowed, trimmed, and edged. All landscaping must be maintained in first class condition.

### **Mailboxes:**

Detailed information regarding mailbox standard structures and paint colors may be downloaded from the HOA website.

### **Vehicles:**

Please, no parking on the grass or in the streets. No repairs to vehicles. No boats/trailers/RVs., or commercial vehicles.

### **Association Assessments:**

Association assessment installments are due and payable on the 1<sup>st</sup> of each month. Remittance coupons should be obtained from the seller. Late fees are assessed on the 10<sup>th</sup> of the month. Contact Management if you do not have payment coupons.

In October of each year the Board meets to discuss the upcoming budget to determine the amount of assessments for the upcoming year. Notification of the meeting will be posted.

**Association Governing Documents:**

You should have received a complete set of the Association Governing Documents either from the seller or a realtor. If you did not receive the documents, please notify our office. Additional hard copies may be obtained for a fee of \$50.00. Documents may also be downloaded from the HOA website.

**Website:**

The community website is: [www.preserveatlakethoams.com](http://www.preserveatlakethoams.com)

**Gate Access:**

Please be sure that your gate information is up to date. Guests can only contact you from the front gate if your name and correct telephone # are entered in the gate computer. (Phone # does not appear on the gate box screen, only your name.) If you have not furnished this information this information may be missing or incorrect in the gate's computer. Press 9 to open the gate for callers at the entrance.

If you have purchased your home and inherited the gate opener and codes from the previous owner, make sure that you have notified the HOA of the openers' serial # in your name and the codes you would like to use. Please note that we remove the old homeowner's information when they leave.

If you need gate openers, codes or your phone number in the system, please notify Manny Mendez, at 813-996-4518. If the gate is not working correctly please contact the Trowbridge company at 813-264-1119. The gates can be opened manually if there is a power failure or the gates malfunction. Keep in mind that if there is power failure at one gate the other gate is on a different circuit and it may work. Please remember that at the southern gate you do need a gate opener to get in.

Sincerely,

**THE PRESERVE AT LAKE THOMAS HOMEOWNERS ASSOCIATION, INC.**



Ronald S. Trowbridge  
President  
the Trowbridge company, inc.  
Managing Agent