



Dear New Sweet Pine Creek Resident(s):

Riverside Property Management would like to welcome you to the Sweet Pine Creek Homeowners Association of which you are now a member. We are dedicated to providing consistent attention to details in the day-to-day operations of your community.

Protective Covenants: One of the responsibilities of Riverside Property Management is the enforcement of the protective covenants of Sweet Pine Creek Homeowners Association. The protective covenants not only help us to protect your investment in your home, but ensure that Sweet Pine Creek will continue to be a beautiful, well-maintained and safe neighborhood for you and your family.

Sweet Pine Creek Inspections are conducted monthly by Property Manager, Vince Dolan. All covenant violations are reported to the BOD. For your convenience and to ensure timely receipt of notifications, violators are sent two notices - one via regular USPS mail and one via registered mail. The goal of these letters is to provide a description of the observed violations as well as ample time for homeowners to comply with the covenants. These letters are not intended to offend you but to make you aware of any situation that needs correcting. In general, a homeowner will have 60 days to correct a violation before fines are assessed.

Assessments: You will receive an invoice for the Sweet Pine Creek annual assessment at the beginning of May. Payments are due by May 31. Late fees are applied on June 1st. For your convenience, payments may also be made online by visiting our website (www.riversidepropertymgt.com) and clicking the PAY DUES NOW tab. Follow the instructions for making a one time payment. You will need your account number listed on your coupon to make a payment.

Architectural Change Requests: Any changes visible from outside your home need to be submitted to the Architectural Review Committee (ARC) and may be submitted online or printed and faxed or mailed to our office. Go to www.sweetpinecreek.org to access the ARC request form. ARC request for change forms and/or supporting documents/attachments (diagrams, paint color names/chips, drawings, etc.) may be emailed, faxed or mailed to the address above. Label **all** ARC attachments with your name and address. Please remember that the ARC has up to 30 days to respond to your requests, so plan accordingly. There is a list of examples of items that need approval located on the Sweet Pine Creek website.

Pool & Amenity Bathroom Access: Enclosed is your key to the amenity bathrooms. Please email us to be sure that you have the most up to date access code to the pool gate – current is 42.

Contact Us: Email Vince Dolan at any time (vpdolan@riversidepropertymgt.com) or if you prefer to call (470-377-4100 x1006). Our office hours are 9AM-5PM, Monday-Friday. We look forward to working with your community.

Cordially,

Vince Dolan
vpdolan@riversidepropertymgt.com
470-377-4100 x1006 (direct)

