

BERKELEY COMMONS TOWNHOMES

Homeowner Guide



ACCOUNT INFO/ONLINE PAYMENTS

Please visit

<https://cmg.cincweb.com/>

Click the "register" button and enter your information. Once your information is verified, you will receive your password by email.

Assessment Fee Information

Monthly assessments due on the 1st of each month

Send ALL Payments To

Berkeley Commons Townhomes HOA

P.O Box 1207

Commerce, GA 30529

Payment must be received and processed by the 30th to avoid late fees

Board Members

Mitch Mock

Association Email

BerkeleyCommons@cmgcharleston.com

ARB PROCESS

There is a no fee to perform an Architectural Review. Please email description of project, noting materials, colors, and property plat with modification noted showing size, location, etc.

Please allow 30 days for the Review Board to make a decision on your request. You will be notified via mailed letter of the ARB's decision.

What does the assessment pay for:

Maintains the common area landscape maintenance, pressure washing (once per year), termite bond, street lights, pool maintenance, insurance on common elements, property tax on common elements, state/federal taxes, and street signs, insurance, utilities, administrative costs, postage, invoicing, accounting, reserves for future projects, etc.

FREQUENTLY ASKED QUESTIONS

BERKELEY COMMONS TOWNHOMES

ARC Details

Q. What is the Process?

A. Upon emailing information regarding your request for changes/modifications, either the Architectural Review Committee or the Developer will take time to review your plans and determine if they comply with the governing documents and regulations as outlined by the developer. You will be notified of the decision to either approve or deny your request within 30 days of submission and involves a number of steps depending upon the details and specifications of your plans. When a decision is made, you will be sent an official letter from the association that you can retain for your records.

Mailboxes

Q. Who maintains the mailboxes?

A. Repairs and modifications are the responsibility of the homeowner. Please remember to submit for ARB approval prior to any modification!

Important Links

Community Page:

<http://cmgcharleston.com/berkeley-commons/>

Declaration of Covenants:

<http://www.cmgcharleston.com/Berkeley%20Commons%20Docs/Bekeley%20Commons%20Restrictions%20&%20Covenants,%20amended.pdf>

Dates to Remember

The Annual Member's Meeting is held in January or February of each year. All owners of record will be notified prior to the meeting.



Community
Management
Group

Street address:
349 Folly Rd
Suite 2B

Charleston, SC 29412

Phone: (843)795-8484

Fax: (843) 795-8482

<http://cmgcharleston.com/>

FREQUENT CONTACTS

Berkeley Commons Townhomes

Insurance Information

Schirmer Insurance Group

2900 E North Main St
Moncks Corner, SC 29461
Phone: 843.482.0130
Fax: 843.482.0109

Utilities Information

Electric Company Contact: Berkeley County Co-operative
843-553-5020

Water Department Contact: Berkeley County Water & Sewer
843-761-8817

Garbage Collection Contact: Republic Services 843-873-4810

The services are a once a week household and lawn debris pickup (no plastic lawn bags, brown paper yard bags only). Pickup day is

Other Information

Landscaper— Yard Art— (843) 224-8224

The landscaping includes the mowing, edging, mulch or straw and trimming of shrubbery in unfenced front and back yards

Termite Bond— Clark's Pest Control—(843)747-1804

Signs down/Trees down/county property— Berkeley County- (843) 719-4234

Berkeley County Water and Sanitation

212 Oakley Plantation Drive
Moncks Corner
(843) 572-4400
www.bcwsa.com

VIOLATION POLICY

Community Management Group is contracted by your Association to perform weekly inspections and to note anything that is in noncompliance to the Governing Documents and Enforcement Policy in place. Once a violation has been noted a courtesy notice is sent, if the same violation occurs a second time a second courtesy notice is sent. After the third occurrence fines begin to incur beginning at \$25 and doubling every 10 days thereafter until resolved.