

UNIVERSITY PARK

Homeowner Guide



ACCOUNT INFO/ONLINE PAYMENTS

Please visit

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

Click the account login/payment button and enter your information. Once your information is verified, you will receive your password by email.

Assessment Fee Information

Assessments due on the 1st of each month.

Send ALL Payments To

University Park

P.O Box 1207

Commerce, GA 30529

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

Board Members

Michael Allen

Joy Halcond

Marcus Dickerson

Association Email

universitypark@cmgcharleston.com

ARB APPLICATION & FEES

You can find the Architectural Review Form at:

<http://cmgcharleston.com/University%20Docs/UP%20ARC%20Review%20Form.pdf?x44830>

There is a \$75.00 fee to perform an Architectural Review in University Park

What does the assessment pay for:

HOA responsible for all structures and portions situated on the common area, landscaping within public right-of-ways within or abutting the community, ponds, any part of the irrigation system located on the property but not the units. Townhome landscaping, power washing, termite bond. Siding and roof replaced at the end of its useful life. All maintenance to the units interior/exterior/roof, are the HO responsibility. The Assessments are used to cover these expenses. As a member of the Association, you are required to pay a share of the costs, whether or not you use the community amenities.

FREQUENTLY ASKED QUESTIONS

UNIVERSITY PARK

ARC Details

Q: What is the Process?

A: Upon submitting an ARB form with your request for changes/modifications the Architectural Review Committee 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 you can retain for your records.

Q: Where do I find the form?

A: The form can be found here: <http://cmgcharleston.com/University%20Docs/UP%20ARC%20Review%20Form.pdf?x44830>

Q: How do I get my plat?

A: The first place to check is your closing packet—you should have received a copy when you purchased your property. If you are unable to locate it there, contact your developer. If your builder or developer is no longer able to be reached, you can pay to have a surveyor create one for you. Check your local listings for a surveyor.

Q: Where do I send the form?

A: University Park HOA
349 Folly Rd, Ste. 2B Charleston, SC, 29412
Email: UniversityPark@cmgcharleston.com Fax: 843-795-8482

Important Links

Community Page:

<http://cmgcharleston.com/university-park/>

Governing Documents:

<http://cmgcharleston.com/University%20Docs/University%20Park%20Governing%20Documents%20OCR.pdf?x44830>

Contact Information (please keep your contact information up-to-date so we can keep you informed!) :

<http://cmgcharleston.com/contacts/>

Dates to Remember

Annual Meeting Date:
The annual meeting is held in October of each year. All members will be notified at least 30 days in advance of 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/>

universitypark@cmgcharleston.com

FREQUENT CONTACTS

UNIVERSITY PARK

Insurance Information

CT Lowndes - Denise Perkins
843-486-1266 Direct
843-875-2300 Office

Utilities Information

Electric Company Contact: SCE&G—Phone: 1-800-251-7234 <https://www.sceg.com/>

Water Department Contact: Charleston Water Systems
(843) 727-6800 www.charlestonwater.com

Garbage Collection Contact: City of N. Charleston - 843-745-1026

Trash pickup day: Wednesday

Other Information

Landscaper— Covenant Landscaping

Trees down in city/county property— North Charleston
Maintenance Division (843) 745-1026

Drainage/sewage issue— Charleston Water Systems
(843) 727-6800 www.charlestonwater.com

To report malfunctioning street lights, please visit: SCE&G—Phone: 1-800-251-7234 <https://www.sceg.com/> **When reporting a malfunctioning street light, you will need to provide SCE&G with the address and the number on the front of the light pole.

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.

<http://cmgcharleston.com/university-park/>