

**LIBERTY SQUARE  
POINT OF CONTACT REQUEST FORM**

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Dear Homeowner:

The Association is going to a paperless system where possible except when mailed notice is required by state law. Email will be used for all newsletters, updates, construction notices, water shut-off events, etc.

Please take a few minutes to fill out this form. This information **will not** be published or released to any outside agencies. It is strictly for Association use should you ever need to be contacted or in the case of an emergency. Thank you.

**Owner Name(s):** \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address if Different from Unit: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #1: \_\_\_\_\_ Cell #1: \_\_\_\_\_

Work #2: \_\_\_\_\_ Cell #2: \_\_\_\_\_

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

**Tenant Information:**

Name(s): \_\_\_\_\_

Home #: \_\_\_\_\_ Work #1: \_\_\_\_\_ Cell #1: \_\_\_\_\_

Work #2: \_\_\_\_\_ Cell #2: \_\_\_\_\_

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

Please return to: [Derek.Patterson@RowCal.com](mailto:Derek.Patterson@RowCal.com)

# LIBERTY SQUARE

JUNE 2023

## Summer Community Updates

### Board of Directors:



The Board consists of three (3) homeowners who volunteer their time to serve our community. They are:

**Geoff Clarke (President)**  
**John Adams (Secretary)**  
**Chris Varga (Treasurer)**

The Board makes the financial, contractual and operational decisions for the Association. If you wish to speak with a member, please contact Derek Patterson. The 2023 Board meeting schedule has not yet been scheduled.

### Pool / Laundry Room Access - Fob (key):

New **electronic fobs** were issued last summer to all residents. If you did not obtain yours, please email Derek. These are issued/programmed and the owner will need to sign for it. A replacement Fob costs \$50.00. There is one **Laundry Room** in the community; and it is accessed by the same pool gate lock fob (one per home). If you need a replacement, please email Derek.

Weather dependent: the **pool** is normally open for the Memorial Day weekend and will stay open until Labor Day. You must have the new Fob to enter the pool.

- Please ensure all of your window and patio door screens are serviceable, in good condition and are present;
  - If you see a security or entry door light out, please let Derek know;
- Storage doors are an owner's responsibility, please replace them as needed.



[Observed City Issues?](#)  
[get the GoCOS! phone App:](#)

Need to report a pothole, missing traffic sign, street light out or other concern for a City asset - please use this App which reports the problem directly to the City and you can also include

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## Rule Reminders

### RowCal:

As our property managers, RowCal implements all of the Board's decisions. Any Association questions can be forwarded to:

Derek at  
719-471-1703 or  
Derek.Patterson@  
RowCal.com.

Dues Payments go to: Liberty Square  
c/o RowCal  
PO Box 936  
Commerce, GA  
30529

Any homeowner who has a problem, comment or suggestion is asked to submit a letter to RowCal for proper follow-up and Board review.

The address for correspondence:

RowCal  
PO Box 421150  
Minneapolis, MN  
55442

### Trash:

The service is provided by Waste Connections (WC). They service the community 3 times a week. Ensure all trash is placed in the provided roll-off in sealed bags. If you have special items for pick up (furniture, appliances, etc.) please contact Derek and he will inquire for the price and arrange for the pickup.

**Holiday** pickup will be delayed one (1) day on: Independence Day, Labor Day, Memorial Day, Thanksgiving Day, Christmas Day and New Year's Day. If the holiday falls on or before our scheduled pickup day, service will be delayed one day.

### Parking Reminders:

Only 2 vehicles per home may be parked in the community. Vehicles must be parked in a designated parking space. No mechanical work will be permitted in the complex. No loitering in vehicles at any time. **The visitor spaces are for guests on a first-come first-served basis.** These open spaces are not intended for Owner use on a regular basis.



An unauthorized vehicle, parked in a reserved parking space will be towed immediately at the vehicle owner's expense. Residents shall have the right to request a towing company to tow anyone who is parked in their designated parking spot. Vehicles must be operable and currently licensed at all times. All parking spaces must be kept clean of trash, debris and not leak any vehicle fluids.

### Lawn Care Company:



The Board renewed the contract with **Mitchell's Landscaping** for grass mowing, trimming, edging, aeration, fertilization, weed control, fall and spring cleanups, pruning and sprinkler repairs. To report problems please contact Derek.

### Rule Reminders - Be Neighborly and Courteous:

- With the impacts of the COVID-19 pandemic, everyone's lives have been changed in some manner. With more residents working from home or are forced to be at home ... other family members are also at home and playing outside.
- Please try and limit any outside noise and respect the quiet hours in the community. There will need to be a little give and take from everyone during this time, please do what you can.

## Other Important Items

### Architectural Review:

If you plan on making any exterior change to your home, your plans must be submitted to Derek for Association review. This includes changing anything outside your home, such as windows, doors, the patio door, entry or closet storage door, etc.

NOTE: If an item is installed without approval, the owner could be subject to removal of the item and possible fines - pending an after the fact submittal and review process.

If you are unsure about an item, please ask first.

### Front Entry Planter (whiskey barrels):

If you would be interested in adopting one of these barrels and plant Perennials or Annuals, please contact Derek. Supplying water is the main concern outside of the normal seasonal maintenance.

#### Please Keep It Slow - Caution!

Please drive slow while in the community ... adults, family members and pets may exit from a building or sidewalk without being seen.

Recreational games and sports, motorized scooters, roller blades, skateboards and street hockey are prohibited.

#### Fire Safety:

Please do not discard your cigarettes, cigars, etc. in the Common Areas, rear decks or the streets. Please make sure these items are properly extinguished and disposed of. Disposal containers are not allowed in the Common Areas or on stairs.

#### Rental Properties:

If you rent your property you **MUST** provide Derek with a copy of the lease and the tenant name and phone number for Association use.

HOA Dues Payments: If you use online Bill Pay or mail a check, the payment address for the HOA's Bank is:

**Liberty Square  
c/o RowCal  
P.O. Box 936  
Commerce, GA 30529**

You can also access your account in RowCal's software. Please visit:

<https://rowcal.cincwebaxis.com>

## *Important Items Continued*

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### **Did you know?**

If you are performing any work at your home which may impact other homes, please notify your neighbors.

**Insurance:** The Association's new carrier is with **State Farm**, the Agent is **Randy Bales #303-985-3276**.

If you think you may have an insured loss relating to your home, please contact Derek. There is a deductible per claim and a Wind & Hail deductible which may be assessed to the Unit owner. All owner's are responsible for securing insurance for personal property, loss of use, loss assessment, the HOA deductible and personal liability. For more information, contact Derek.

### **Dog Owners - Pet Pickup Stations:**

There are stations for your use. Some of the Association Common Areas are still being littered with pet waste.



- **Dogs must be cleaned up after immediately;**
- **All dogs MUST be on a physical leash at all times.**
- **Please do not allow excessive barking during the day or evening.**

If you're a pet owner, do your part and help keep the community clean.

### **Utility Conservation "Gas & Water":**

As a reminder, the HOA pays for all individual water, electric, sewer and gas use. Please try to conserve and continue your efforts to reduce water usage. Thanks to everyone who installed programmable thermostats, replaced original fixtures and older windows and patio doors. For more information and conservation tips visit: [www.csu.org](http://www.csu.org)

**Individual Storage Areas:** All storage areas must be kept in a clean, safe and clean condition, to include replacing the entry door/lock. No hazardous materials are allowed to be stored in these rooms.