

PANTHER TRACE VILLAS

ASSOCIATION, INC.

Community Information Sheet

- You are now a part of a community association of 110 homeowners. A membership meeting is held annually, and you will receive official notification prior to this meeting. Board meetings are held throughout the year and homeowners are welcome to attend.
- **Mandatory monthly assessments are due at the beginning of each month.** Please contact management if you need a coupon book as one can be provided for a charge. Each December, you should receive official notification regarding the assessment for the upcoming year. If you do not receive an assessment notice including payment coupons, please contact management prior to the beginning of the new assessment year.
- The McNeil Management Homeowner Portal is available at www.mcneilmsi.com. Please register your account to gain access to perform the complete management of your Association owner account including your dues, property/alteration requests, notification history, enforcement requests, community forms, and other related communications.
- The community website is located at www.cambrayvillashoa.com. Subscribe at the bottom of the homepage to receive website updates and community news.
- This is a deed restricted community, so please make yourself aware of the restrictions located on the community website. **Also be aware that any changes you wish to make to your property or home exterior must be pre-approved in writing by the Panther Trace II Architectural Committee.** Please contact (813) 671-0831 regarding the architectural process.
- There is a CDD pool and various other amenities for your use, located at 11518 Newgate Crest Drive. You may obtain information by contacting the recreation center staff at (813) 671-0831.
- It is each **homeowner's responsibility to update the association regarding any change to contact information.** A change to your mailing address of record, telephone number or e-mail address can be updated through the Homeowner Portal. **Please note there is only one Mailing Address of Record per lot.** Proof of name change must be submitted to management@mcneilmsi.com.
- If you lease your property and/or secure the service of a property manager, you must submit a tenant lease application form to the Association with the required fee. If applicable, a property management information form must also be submitted. Both forms are located on the website. If you lease your property, **please ensure tenants living in this home are provided with copies of the deed restrictions and understand their need to abide by them.** We remind you that as the owner, you are responsible for the actions of your tenants.
- **Entry gate remote controls and a pool card** (Cambray Villas pool) can be provided at a fee if not received from the previous owner. A gate programming form is available on the website. You must submit a completed form to management to ensure you have access to the entry gate and pool area. Access devices assigned to a previous owner **will be deleted** from the

McNeil Management Services, Inc.
P.O. Box 6235, Brandon, FL 33508-6004
Phone: (813) 571-7100 Fax: (813) 689-2747
Email: management@mcneilmsi.com
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system 30 days after closing, **unless** re-assigned to the new owner via the gate programming form.

- You are **required** to **submit proof of homeowner insurance to the Association** upon moving into the community, and annually thereafter. An HO3 policy is required or a DP3 policy if the property is leased or rented. You may receive reminder notices from the Association upon insurance expiration requiring you provide an updated policy declaration page.
- Per Hillsborough County Ordinance, owners are required to **pick-up waste (feces) deposited outside within the community**. Please ensure that you do your part to keep our community clean by adhering to this ordinance (Ord. Article II, Sec. 6-32).
- Contact your waste service provider as they will be able to provide you with current information about your scheduled trash and recycling collection days. **Trash/recycle receptacles MUST be concealed from view at all times** except when placed at the curb on designated trash pick-up days.

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