



Havilah Manor Townhomes

2011

Keeping Up Appearance

Take pride in your community and keep it looking great. We would like to thank all owners who give that extra effort in making Havilah Manor a more desirable place to live.

The association is responsible for grounds maintenance. Owners are encouraged to assist in the beautification of your grounds. Please contact the management office before planting large trees or shrubs.

Your decks are not to be used as storage. There is a vast amount of clutter on many decks in Havilah Manor. Please be aware fines may be issued for an unsightly appearance.



Work Orders

Havilah Manor Townhome Association, Inc. is responsible for most exterior maintenance of the buildings and grounds. Please contact the management office with any work requests.

Need a referral for a plumber, carpenter, electrician, or just a handyman...contact Little & Young. They can provide a list of licensed, insured, and qualified contractors to perform your maintenance needs.



Have any questions or concerns about your Association.....contact Little & Young, Inc.

Little & Young, Management Staff

Mark Little.....Association Manager
Ruth Ann Chavis.....Association Manager
Donna Roraback.....Accounting



2939 Breezewood Avenue Suite 100 (28303)*PO Box 87209 (28304)
Fayetteville, NC
Phone 910/484-5400*Fax 910/484-0132

Trash Cans

Please keep your trash can from view of the street.

You may store them in your patio area or garage. Trash may be set curbside no earlier than 6:00 p.m. the day before collection and must be removed no later than 6:00 p.m. the day of service.



Be People and Pet Friendly!

- ★ Using a leash can give your pet a sense of security, provide safety, and show your consideration of others when sharing common spaces.
- ★ Using a leash can keep your pet away from plants and flowers that are easily broken or damaged by urine.
- ★ Using a leash is required by the Rules of Havilah Manor Townhome Association.
- ★ Using a leash is required for pets by law in Cumberland County.
- ★ Using a leash and cleaning up your pet's solid waste avoids fines that may be levied for disregarding the rules.



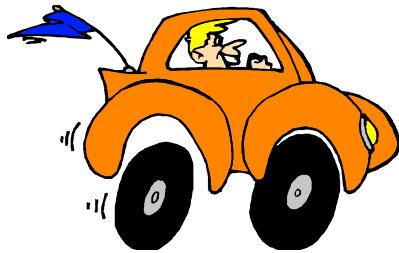
Be thoughtful of your neighbors. Quiet hours are between 10:00 p.m. and 8:00 a.m. Keep sound producing equipment at minimum volumes at all times. Everyone may not always have the same schedule so try to be considerate to your neighbors' right to quiet enjoyment. You may contact the Fayetteville City Police Department with noise complaints as well as your association manager.



TRAFFIC

Be sure to drive at a slow speed to keep all residents and pets safe.

Havilah Manor is a rather small community. Use your designated parking area. Do not park in the street. Visitors need to park in your driveway or garage. Parking in the grass is strictly prohibited.



FRIENDLY REMINDERS

- ★ Time falls back November 6, 2011.
- ★ Change air filters every 30 days.
- ★ Check smoke detectors.
- ★ Read up on Havilah Manor Rules and Regulations.
- ★ Inform Little & Young of change in your address or contact information.



INSURANCE INFO

ALL HOMEOWNERS SHOULD HAVE HOMEOWNERS INSURANCE TO COVER THE REPLACEMENT COST OF THEIR DWELLING. THE ASSOCIATION PROVIDES LIABILITY INSURANCE FOR THE COMMON GROUNDS ONLY. WE ALSO ENCOURAGE RENTERS TO HAVE RENTERS INSURANCE. IT IS ALWAYS GOOD TO EVALUATE YOUR INSURANCE NEEDS. HERE ARE SOMETHINGS YOU CAN DO:



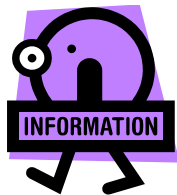
- (1) MAKE SURE YOU HAVE ENOUGH INSURANCE TO COVER YOU PERSONAL BELONGINGS.
- (2) MAKE A LIST OF YOUR PERSONAL BELONGINGS (JEWELRY, FURNITURE, COMPUTERS, CAMERAS, ETC) TO MAKE SURE YOU ARE COVERED FOR THE LOSS OF THOSE ITEMS. AFFIX A VALUE TO EACH ITEM.
- (3) TAKE PHOTOGRAPHS OF YOUR PERSONAL BELONGINGS. PHOTOGRAPHS WILL HELP IN IDENTIFYING WHAT YOU HAVE. MEMORIES GET FRAZZLED DURING THE STRESSES OF ANY GIVEN INCIDENT.
- (4) STORE THIS IMPORTANT INFORMATION AND ANY OTHER IMPORTANT DOCUMENTS IN A SAFE, FIRE RETARDANT CONTAINER OR RENT A SAFE DEPOSIT BOX AT YOUR BANK.

NEED MORE INFORMATION??????

Many of your questions or concerns may be answered online. In an effort to better assist you better Little & Young have provided much of your information on our website at www.littleandyoung.net.

You will be able to:

- ❖ Pay association dues online using the www.smartstreet.com link.
- ❖ Obtain a draft request form.
- ❖ Update your owner/property management information.
- ❖ Place an association work request.
- ❖ View and print a copy of the association Bylaws & Rules and Regulations.



www.littleandyoung.net

**Havilah Manor Townhomes
Association Inc.**

P.O. Box 87209 ♦ Fayetteville, NC 28304