

Welcome



to the Villages of Stoneybrook

HOA Owner's Guide

(does not replace or supersede any official document)

- May 2020 -

Moving to the Villages of Stoneybrook

Closing your home purchase

Official closing packets are available through [Metropolitan Property Management](#). Among other things, your closing packet should have included a listing of 27 key HOA rules and regulations. Copies of Bylaws, Covenants, and Policies are also available on our independent donated website: <https://mystoneybrook.com> – for access registration may be required using your Villages unit address for access.

A capital reserve payment equal to four months of HOA dues is due and payable at closing. Your first month's dues may also be made or prorated at that time.

Shortly after your closing you should receive a contact from Metropolitan Property Management to arrange electronic account payment or a dues coupon packet.

Obtaining basic services

Gas

- Piedmont Natural Gas
- 1-800-752-7504
- www.Piedmontng.com

Electric

- Nashville Electric Service NES
- 615-736-6900
- www.Nespower.com

Gate code and fob

obtain from prior owner or call Metropolitan Property Management (MPM) – 615-915-3204

Water and sewer

- Hendersonville Utility District
- 615-824-3717
- www.Hendutil.net

Cable/Internet

- Xfinity
- ATT
- Direct

Mailbox key

obtain from prior owner or go to local post office: 105 Imperial Blvd, Hendersonville, TN

Garbage/ Trash Pickup is a city tax provided service –

<https://www.hvilletn.org/departments/public-works/residential-collection-services>. Our curbside pickup is early on Thursdays. Holiday weeks may have altered schedules. Building materials, automobile parts, and/or hazardous materials are not accepted. Any yard trimmings or debris should be bagged. Except as required for pickup, bags and containers must be stored in your garage. If you will be away on pickup day, have a neighbor assist to avoid bags or containers remaining on the curb.

The HOA

The Villages of Stoneybrook is an incorporated gated community including a homeowner's association (HOA) with the aim of preserving and enhancing the community's property values. The HOA is composed of those who purchase property within the Villages of Stoneybrook – the members are the HOA.

The HOA has a non-compensated board of 5 directors elected to perform the administrative functions for the HOA in accordance with the bylaws and covenants of the association. The Board also provides continuity and enforcement of policy leadership to help foster a true sense of community. There are also several committees and volunteers that assist the board. There is an annual review and business meeting of the entire membership.

The HOA membership shares the expenses for a defined set of common benefits -- maintaining community property and appearance of the individual properties via dues based on actual expenditures.

HOA Dues

At the closing of property in the Villages of Stoneybrook, four months of dues are due above and beyond the regular monthly dues for placement in capital reserves for major periodic expenditures (e.g. road paving).

Beginning with Amendment 6 (2018) In recognition of the typical differing characteristics and needs of cluster unit and residential units and their owners. There are 3 categories of dues and defined benefits: 1) cluster units, 2) single residential units built through 2012 awaiting a roofing benefit and 3). all other single residential units.

Please note that beginning in 2018 with Amendment 6, **ALL unit owners are responsible for their own property (interior and exterior) casualty and liability insurance.**

See appendix for a recent expense based annual budget worksheet with the monthly dues calculation.

What HOA Dues Provide

Your HOA dues pay for maintenance, repair, replacement, taxes, and insurance of community common property such as the gate, roads, sidewalks, streetlights, clubhouse, pool, gazebo, pond, and common areas.

Your HOA dues also provide some services related to the maintenance of your unit and property. **The bylaws are the governing document** – a simplified overview appears below:

Provides for all units:

- routine lawn care
- maintenance and care of the unit's irrigation system
- mulching
- maintenance of all bushes, shrubs, and trees

Additionally, provides for Cluster/Condo units (higher dues rate):

- maintenance and repair of driveways
- maintain, repair, and replace all [exterior] painted areas, including crawl space doors, entry doors, caulking, and exterior trim
- annual gutter cleaning
- roof replacement - (shingle and underlayment only)
- sealing of surfaces of decks and covered open decks (not composite or screened or enclosed)

Note that certain “pre-2012” single residential units have hybrid dues with deck and pro-rated roof coverage ending with initial replacement

Any maintenance, repairs, or replacement not listed is the sole responsibility of each unit owner – additionally note that each unit owner is responsible for providing Property Casualty and Liability insurance for their unit and property.

For the HOA covered items needing attention, a maintenance request should be completed and submitted. It is available on the Metro Property Management website, <https://www.mpnashville615.com/maintenance-request/>

There will be no reimbursement for otherwise covered costs without prior submission and approval of a written maintenance request.

A unit owner may always provide maintenance, repair, and replacement at their own expense, but note:

Any and all [exterior] property maintenance, repair, and replacement must be in accordance with community-wide standards and with approval of the Architectural Review Committee (ARC). The ARC request form is available on the Metro Property Management website, <https://portal.mpnashville615.com/> and the unofficial community website, <https://mystoneybrook.com/vsb-hoa/forms/>

Restrictive Covenants and Rules

A friendly caring neighborhood is valued and with any relationship there are boundaries. Common shared values are characteristic of successful organizations, nations and communities. The Bylaws, Covenants, and current policies are the governing documents for the community values. A condensed overview for common items is presented below.

1. All **exterior structural, appearance, and landscaping** items and changes need prior approval by the Architectural Review Committee (ARC). No visible fencing or signage (excepting standard “for Sale”) is allowed. Outdoor pools or hot tubs are not allowed. Antennas and Sat Dishes need approval. No window units, exterior tanks, clothes lines, or overnight sports equipment.
2. **Vehicles** shall normally be parked only in garages or driveways servicing the Units or in designated parking areas. Parking on the street is only permitted if a Unit’s driveway is full. Overnight parking in the street is not permitted. No visible commercial, recreational, tractor, etc. vehicles nor vehicles in obvious disrepair are allowed. No visible campers, trailers, etc. are allowed.
3. **Pets** are limited to two and must not be noisy, obnoxious, or a safety concern. Dogs must be leashed. And owners must pick up after their pets – even in their own yard.
4. Any **commercial or business** use of a unit must not be apparent in any way or unsafe or in violation of any laws or ordinances.
5. Any **unit rental** contract must exceed 6 months and have its contract filed with the ARC.
6. Any use of the **common areas** must not be annoying, noxious, unruly, unsafe, offensive, or embarrassing, etc.
7. **Unit owners are responsible for the actions of their guests.**
8. Use of the **pool and clubhouse** has special guidelines available on the website. Basic overview is exclusive use of the clubhouse requires reservation and fee, pool use is by issued owner pass with limited accompanying children and guests and the usual pool safety rules (e.g. no glass in pool area).
9. No firearm discharge is permitted including any air/gas powered bb, pellet, or paintball gun.

The truly short behavioral version is “Be respectful, be friendly, look good, and be good.”

Enforcement

Our community of reasonable, responsible, residents rarely require any enforcement. When an issue is noted, education almost always suffices. It usually begins and ends with a friendly neighbor mentioning to an offender that an observed issue should be checked with a review of the covenants or the ARC. If brought to the Board’s attention, an additional discussion might ensue and/or formal letter issued by our management company. And if they are ever needed, our bylaws also provide for further direct and legal remedies.

Community

Property

Neighborhood Gazebo located in the center of Golf Club Circle

Neighborhood Clubhouse located on Golf Club Circle

- Clubhouse access code is 9259
- Clubhouse lending library for your perusal (take and return) and book donations.
- Clubhouse usage rules and exclusive use reservation forms are posted on the VOS website

Neighborhood Pool located behind the Clubhouse

- Your pool pass will be mailed to you from Metropolitan Property Management and is required to curb unauthorized access.
- Note no lifeguard is provided – use at own risk and be present for any guests
- Pool usage rules are posted on in the clubhouse and on the VOS website

Neighborhood Pond - located between the pool and Golf Court.

- Lighted fountain and walkway
- Fish, geese and turtles
- Porch style swing
- Landscaping is currently under development

Greenway – located behind our community just across the railroad tracks using the limited access bridge on Stop Thirty Road. Please no access using neighbor's yards.

- Provided by the city with over 7 miles of walkway connecting other communities, the library, public parks and some shopping/restaurants/offices.

Activities

largely volunteer driven and at little to no expense to the whole HOA community. Involvement is an important part of our sense of community and you are encouraged to volunteer to propose, lead, assist, or simply attend any community activity. Sometimes just helping a neighbor. Please make known items /areas you have interest, skills, or willingness to help. Examples include:

Community maintenance or enhancement – minor repairs, to fences, irrigation, clubhouse, clean up, seasonal decorating, etc. Helps us keep our dues down and is just neighborly.

Committees - serve to advise and assist the Board

- Architectural Review Committee

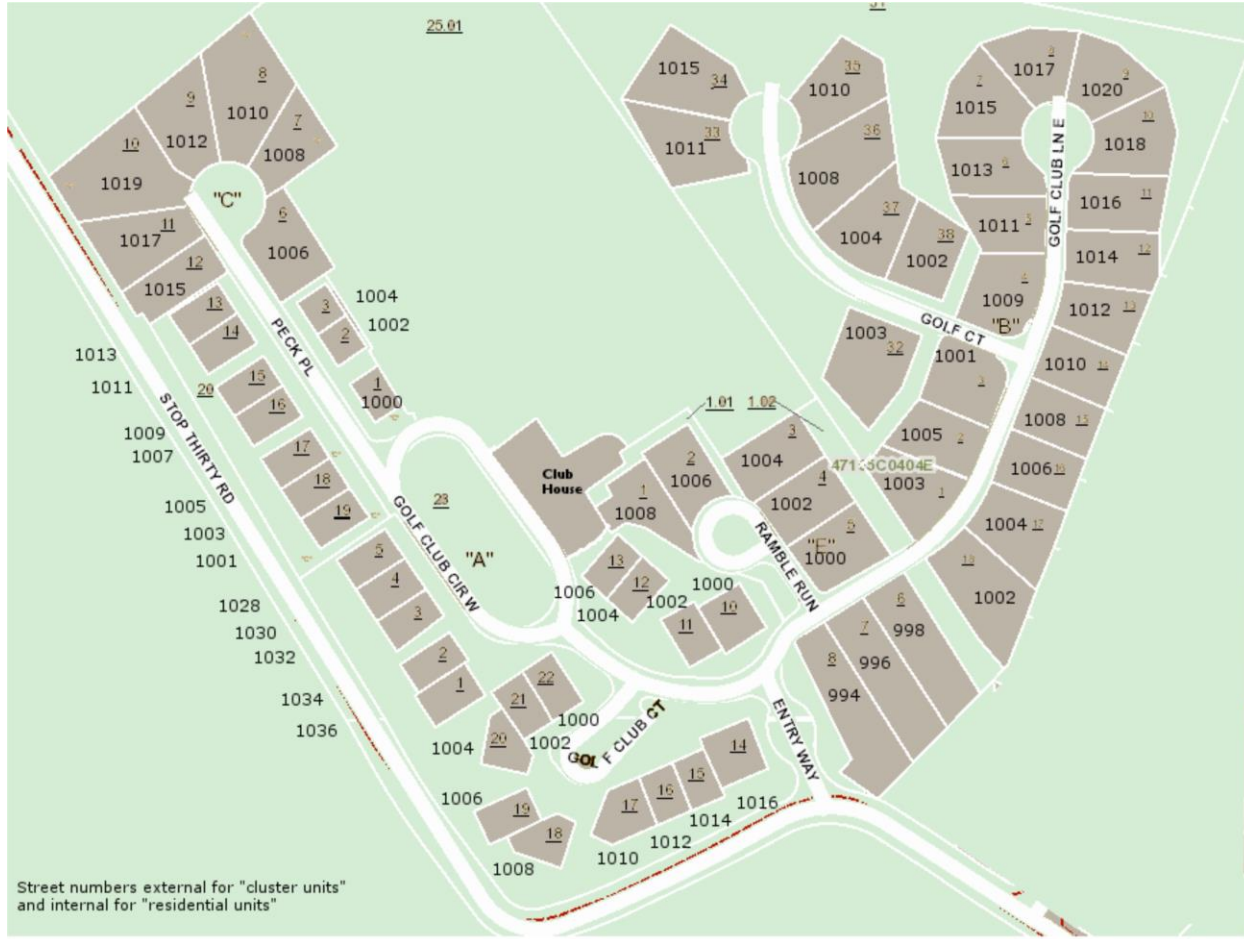
- Landscape and Maintenance Committee
- Pool and Clubhouse Committee
- Pond Beautification Committee

Social Events – for example Independence Day Party, Open Air Movie night, Sports night out, Santa Cop party to name a few.

Some Current Needs – oversight of the lending library, oversight of voluntary bereavement flower fund. Ideas and suggestions are welcome, but active participants volunteering an occasional portion of their time, skills, and/or abilities are most valued and appreciated.

**Be a part of your
Villages of Stoneybrook
community and keep it the
“hidden jewel of Hendersonville”**

Community Units Map As of May 2020



SAMPLE

2020 HOA DUES BUDGET WORKSHEET

Operating Expense

				27	18	29	74
				Cluster	Single	Single	
				Home	thru 2012	Post 2012	
COMMON ALL UNITS	annual	annual	per month				
	per unit	per unit	per unit				
utilities	\$33,900	\$458	\$38.18	\$38.18	\$38.18	\$38.18	c
landscaping	\$80,000	\$1,081	\$90.09	\$90.09	\$90.09	\$101.78	o
community insurance	\$8,000	\$108	\$9.01	\$9.01	\$9.01	\$9.01	m
Pool	\$10,420	\$141	\$11.73	\$11.73	\$11.73	\$11.73	m
Admin/Tax/Mgt Fee	\$16,270	\$220	\$18.32	\$18.32	\$18.32	\$18.32	o
Common TOTAL	\$148,590	\$2,008	\$167.33	\$167.33	\$167.33	\$167.33	n
VARIES BY UNIT	\$8,230	\$304.81	\$25.40	\$25.40			cluster
Repair / Maintenance	\$0	\$0.00	\$0.00		\$0.00		thru 2012
	\$10,620	\$143.51	\$11.96	\$11.96	\$11.96	\$11.96	common
Maintenance TOTAL	\$18,850.00			\$37.36	\$11.96	\$11.96	
TOTAL Operating Exp.	\$167,440			\$204.69	\$179.29	\$179.29	

Capital Reserve Contributions

Roofs	\$45.00	\$45.00	\$0.00	
Driveways	\$7.50	\$0.00	\$0.00	
Pool/Gazebo	\$2.00	\$2.00	\$2.00	common
Streets	\$5.00	\$5.00	\$5.00	common
Gate	\$1.00	\$1.00	\$1.00	common
Pool (equipment)	\$3.50	\$3.50	\$3.50	common
TOTAL to Reserves	\$36,942			\$64.00 \$56.50 \$11.50

Grand Totals

ANNUAL BUDGET	\$204,382		
ANNUAL DUES	\$204,382	HOA DUES	\$268.69 \$235.79 \$190.79
(subject to rounding errors)			Cluster Single Single Home Thru 2012 Post 2012 (pre-roof)

Comparison to	2019	\$292.82	\$251.67	\$201.31
	\$ change	-\$24.13	-\$15.88	-\$10.52
	% change	-8.24%	-6.31%	-5.23%

HOA CONTACT INFORMATION

HOA Officers – (will forward to current position holder)

Board of Directors

President@mystoneybrook.com

Vice-President@mystoneybrook.com

Secretary@mystoneybrook.com

Treasurer@mystoneybrook.com

atlarge@mystoneybrook.com

Committee Chairs

ARC@mystoneybrook.com

Landscape-Maintenance@mystoneybrook.com

Pool-Clubhouse@mystoneybrook.com

Pond-Beautification@mystoneybrook.com

Metropolitan Property Management: 615-915-3204

- Repair Requests – Contact Susan at susan@mpmnashville.com
 - Unit address
 - Issue needing addressed
- Emergency Repairs – For after hours call 615-915-3204 and follow prompts for on call manager
- Sales/mortgage closing packets – Contact Haley at haley@mpmnashville.com
- Assessment issues – Contact Susan at susan@mpmnashville.com or Cass at cass@mpmnashville.com
- Billing Issues - billing@mpmnashville.com
- Invoice issues – Contact Susan at susan@mpmnashville.com or Lynette at lynette@mpmnashville.com