



# Maple Ridge

## GOLF COMMUNITY HOMEOWNERS' ASSOCIATION, INC.

### INFORMATION FOR ALL HOMEOWNERS

#### Your elected Board of Directors for 2013 are:

Al Markham – President  
Carol Hutchinson – Treasurer  
Susan McCollum – Director  
Larry Spell – Covenant Control  
Glen Hendry – Architectural Control  
Lamar Hemming – Security  
Ben Armistead – Director

#### HOA Annual Meeting:

The Maple Ridge Homeowners' Association Annual Meeting is held in January. You will be notified at least 21 days prior to the date of the meeting. All homeowners are invited to participate, assigning your proxy in your absence is allowed and encouraged.

#### Annual Association Fee:

Your Homeowners' Association (HOA) fee/maintenance assessment is due on the first of each year, with a thirty day grace period. A 10% late fee will be charged to your account on the 31<sup>st</sup> of January each year. The Association will mail a courtesy invoice each December for the coming years HOA dues. The 2014 maintenance fee is \$465.

**\*\*NOTE\*\*:** Please be advised that the Board has instructed TSG to follow the Declaration guidelines when processing delinquent homeowner association payments. No late fees may be waived without written Board approval. Below is the collection summary:

1. Annual HOA Fees and Quarterly Ballantyne Lawn Fees are due on the 1<sup>st</sup> day of each year and quarter respectively.
2. A courtesy invoice will be mailed, however it is the homeowners responsibility to remit payment regardless if the invoice was received or not.
3. A late fee in the amount of 10% will be added after 30 days delinquent
4. A lien notification/collection fee will be added after 45 days delinquent
5. A lien notification/collection letter is mailed and a lien is filed against the delinquent home and all common area privileges suspended.

#### Payments mailed to:

Maple Ridge Golf Community Homeowners' Association, Inc.  
P O BOX 847  
Commerce, GA 30529

**Payments payable online: (requires registration/setup):** <https://tsg.cincwebcom>. See following page for instructions.

#### Who should I call if I have a question about living in Maple Ridge?

The HOA wants every resident to feel that they can get an answer to any questions they may have. TSG has contracted with a local answering service to log every call that comes into our office. The caller's information and request is emailed to the appropriate TSG representative to insure they serve you in a timely and informed manner. The system insures that there is a record of all calls so the efficiency and service level can be traced and improved and the problem solved.

P.O. Box 6010, Columbus, Georgia 31917-6010 ~ Telephone 706.653-9630 Fax 706.653-9633

**For all administrative and compliance needs, please call Total Service Group, LLC. (TSG)**

Phone: 706-653-9630  
Fax: 706-653-9633  
Email: [tsgmaple@hotmail.com](mailto:tsgmaple@hotmail.com)  
Physical Address: 4745 Armour Road  
Columbus, GA 31904

After Hours Emergencies (800) 454-2152

**Other Helpful Numbers:**

Fire and Police Department	911
Georgia Power (Electricity)	1-800-660-5890
Charter Cable	1-800-955-7766
BellSouth	1-888-757-6500

**Homeowner Contact Information:**

We need your help to keep the address and contact information database of homeowners up to date. Please call TSG when you have any changes to phone numbers or email addresses.

**Trash Pick Up:**

The trash is picked up on Monday and Thursday weekly by the city of Columbus for the single family homes. Thursday is also recycling pickup. Lawn clippings and very small limbs are picked up only on Friday. The Association asks that you do NOT put your garbage, recycling or lawn clippings/debris on the street for pick no sooner than 3pm prior day.

The above guidelines are for the single family homes only. If you live in one of the condominium communities please look for your Condo Associations for guidelines.

**Pool and Amenities:**

We have two pools, two tennis courts, two walking trails, and a playground for your enjoyment. Keys to the pool and tennis court should be provided to you by the seller of your property; be sure to ask for them. If they are not available there is a nominal charge for replacement keys. You may purchase keys at the TSG office located at 4745 Armour Road. Replacement keys are \$25.

The pool area hours are 8:00 am – 9:00 pm. The official pool “swim” season is the first Saturday in May through the first Sunday in September. Please remember to close the pool gates when entering and exiting the area for security reasons. A certain amount of responsibility is placed on each family to enforce safety and in keeping the pool area clean. We want to have a safe and fun filled summer. Please assist by reviewing and adhering to the attached pool rules and regulations.

The Pavilion on Maple Ridges Trail may be reserved for small parties. Reservation guidelines and instructions are attached.

**Pets:**

The city of Columbus requires dogs to be kept on a leash. The covenants also require owners to “clean up” behind their animals. Pets running loose will be reported to Muscogee County animal Control and subsequently picked up by them.

**Yard Sales:**

Maple Ridge holds an annual yard sale the first Saturday in October. All residents are welcome to participate. According to the Declarations and By-laws of Maple Ridge, individual yard sales are prohibited.