



Potter's Mill Homeowners' Association
PO Box 1338, Madison, AL 35758

April 4, 2019

Subject: Welcome Letter for New Homeowners in Potter's Mill

Dear New Homeowner:

On behalf of the Potter's Mill Home Owners Association Board of Directors and the homeowners of Potter's Mill, we welcome you as a member of our community. Over the coming months we look forward to meeting you whether walking down the streets or as we engage in other community activities.

The operation of the homeowners' association is governed and managed by a board of five volunteer directors elected on a staggered basis by the community. Elections are held at the annual homeowners meeting in September. You will receive ample notice regarding the meeting. The Board is responsible for overseeing the daily functions and financial responsibilities of the Association, and for maintaining members' compliance with our governmental covenants and bylaws. Please take the time to read through the **Covenants and Bylaws** you should have been advised of during the purchase of your property. Copies are available on the community website, see address below.

Please note: If you have purchased a property in our community for rental purposes, it is your responsibility to inform your renters that while residing in Potter's Mill they are obliged to adhere to the covenants and bylaws.

Our community website address is: <https://pottersmillhoa.org>. It is the official communication channel between the Board of Directors and the membership which includes all property owners. Please take the opportunity to peruse the site. One important section is the 'Contact Us' link. (See below). Should you have questions, concerns, ideas or other pertinent information for the Board please use this format to notify us. Or, you may email us at: pottersmillhoa@gmail.com. Lastly, we accept snail mail addressed to: **Potter's Mill Homeowners' Association, P. O. Box 1338, Madison, AL 35758.**

If you are willing to provide it, we would like to add your email information to the Board's directory as a means of updating you with important community information. Your email address will not be shared and will only be used for Board business purposes. Under the website tab, '**Information for new homeowners, realtors, and closing attorneys,**' go to the '**Documents**' tab and select the '**New Homeowner Contact**

Information Form’ to submit your information, or you may use the ‘**Contact Us**’ found under the same site.

Also of importance on the website under the tab, ‘***Information for new homeowners, realtors, and closing attorneys,***’ you will find helpful information to include the ***Covenants and Bylaws*** mentioned previously. Under the **Homeowner Information** tab click the **HOA Information** subtab and you will find the Covenants and Bylaws. Again, it is of importance that you familiarize yourself with the compliance guidelines for residing in our community and maintaining your property in the prescribed manner. It is the goal of the Board to have a good working relationship with our members as we all strive to maintain the esthetics of our community in a manner that makes it a desirable place to live for our current residents, and a purchase choice for potential homebuyers.

As a new homeowner, you may already have some ideas on how you would like to improve your property. Please keep in mind the Association has an Architectural Review Committee to help maintain the quality and value of our neighborhood. Architectural changes to any property must be approved by the Board. Changes to the following are prohibited: Roof color, front door color, shutter color, and mailbox color. The Architectural Change Application form is located under the ‘***Information for new homeowners, realtors, and closing attorneys***’ tab and **Document** subtab. Before making any changes be sure to check for Board approval. If work is started without prior approval, the homeowner risks being cited for a covenant violation and may be required to alter or remove the changes at significant additional cost.

Again, welcome to our community. We know you will find this neighborhood a great place to live.

Potter’s Mill Homeowners Association Board of Directors

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