

# Stonecrest Quick Start Guide

**Welcome to Stonecrest Villas**---You may use this guide as a reference for amenity access and procedures needed to begin the journey of establishing your residence in our Stonecrest community. The next step on your journey should be to add your residential information to our Directory using the contact person listed below.

**Directory:** Please provide your name, phone numbers, and email addresses to Betty McCarty so she can add you to the Community Directory. You will want to do this as soon as possible so you can receive announcements from the board, various subcommittees and our property management company. Additionally, you will receive a copy of our monthly newsletter the LedgeStone Ledger. You can contact Betty at [blmc@comporium.net](mailto:blmc@comporium.net) or 803-548-1298.

**Rules & Regulations, Fines:** Owners, tenants and visitors are obligated to follow the Stonecrest "Rules/Regs". This document can be downloaded from our web site at [mysvtc.org](http://mysvtc.org). Additionally, a complete set of downloadable forms and documents pertaining to the ownership of your villa is located on our website. Printed copies of can be found in 3-ring reference notebooks located in the clubhouse library. Notebooks are NOT to be removed from the library without permission of the board.

**Management Company:** Henderson Properties 2012 W. Highway 160, Suite 26 Fort Mill, SC 29708

**Community Association Manager:**

Heather Todd

**Contact Number--**704-970-4155

**Email:** [hoa@hendersonproperties.com](mailto:hoa@hendersonproperties.com)

**Monthly Dues/Assessments:** Contact Henderson Properties at 704-535-1122 and choose the homeowner's association option from the phone menu. Staff will be available to make arrangements to pay your monthly dues, which are based upon the floor plan style of your unit.

**Insurance:** All owners are required to maintain and submit to Henderson Properties a copy of their HO6 insurance policy at the initial and each subsequent renewal period. Refer to our web site at [mysvtc.org](http://mysvtc.org) for coverage requirements listed under "Insurance Letter to Owners" and "Certificates of Property & Liability Insurance".

**After Hours EMERGENCY Maintenance** 1-704-535-1122 ( Press 9 )

**Architectural Request for Change (ARC) Process:** All ARC requests are handled through the Landscape Committee. Process could take up to 30 days once the completed form is received. Do NOT begin your request until you have received approval from the board and/or Henderson. The application can be downloaded from our web site at [mysvtc.org](http://mysvtc.org)

**Clubhouse and Exercise Room Door Access:** Please contact Henderson Properties at 704-535-1122 for the entry code.

**Clubhouse Reservations:** Handled By Doreen O'Connell- You can contact her at [gigglesdor@aol.com](mailto:gigglesdor@aol.com) or 803-547-1150. Rental fees will apply.

**Trash Removal:** At Stonecrest Villas Monday is the pickup day. Recycling is collected every other Friday. You may contact the City of Tega Cay with any questions regarding replacement bins.