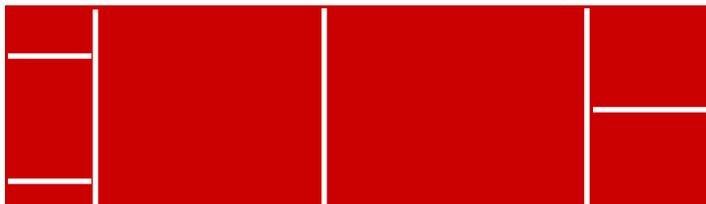
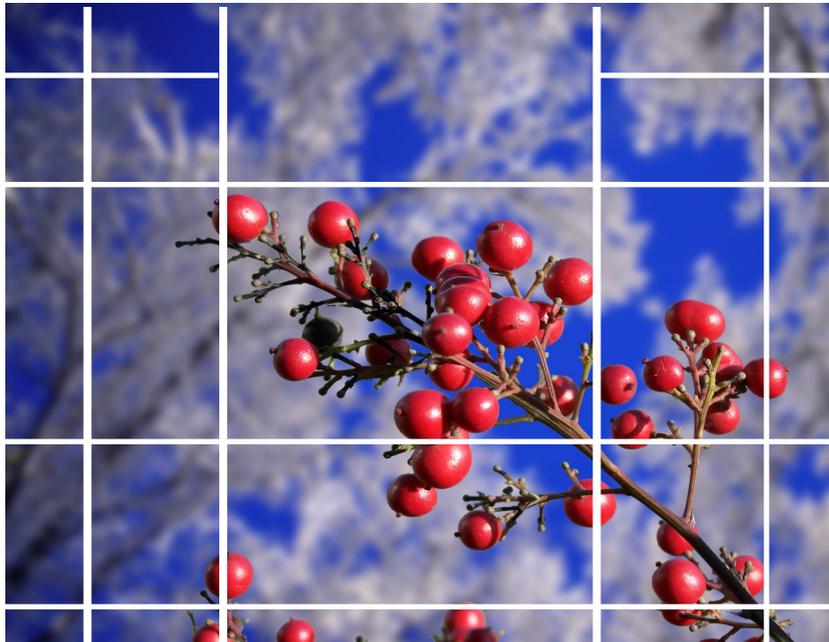


Winter 2011

# Villages of Carmel

A PUBLICATION OF THE VILLAGES OF CARMEL HOA, INC.



Hello. I would like to take this opportunity to introduce myself to any new residents of Villages of Carmel. My name is Allen Abtahi and I am your Association Manager. I look forward to working with the residents of Villages of Carmel and encourage you to contact us directly with any concerns or questions you may have regarding your Association.

As your Association Manager, I strive to protect your investment and property values by maintaining the common areas, ensuring the community Covenants, Conditions, and Restrictions are kept to, and providing the best possible service for all homeowners.

I hope everyone has a safe and Happy Holiday season!

Allen Abtahi, Association Manager  
[allen.abtahi@premiercommunities.net](mailto:allen.abtahi@premiercommunities.net)  
877-378-2388 - Customer Service  
(8:00am – 5:30pm)  
214-871-9700 ext. 350 -  
Property Maintenance Emergency (24 hours)

Premier Communities will be closed on Monday, January 2nd for New Year's.

*Happy Holidays!*



## Get Connected!!!

- all of the governing documents and deed restrictions for the community
- all forms and documents such as modification request forms and others
- a complete FAQ with search options to help answer your HOA related questions
- updating your contact information, billing address, and emergency contacts
- all past newsletters and mailings
- be able to submit violations and work orders directly to the manager

The World's Most Powerful Property Management System  
**PremierConnect™**  
Exclusively Offered Through Premier Communities

You will also automatically be added to our email distribution list that is used for community announcements and event reminders. We will be sending out reminders about social events, community happenings, and upcoming meetings. To get registered, all you need to do is send an email to your Association Manager, Allen Abtahi at [allen.abtahi@premiercommunities.net](mailto:allen.abtahi@premiercommunities.net) and we will get you set up and send you the very simple log in instructions. Sign up today!!!

## It's that time of year...

All annual statements for the 2012 dues have been mailed out. If you have not received yours, please call Customer Service at 877-378-2388. Please remember to mail your payments to:



Villages of Carmel HOA, Inc.  
C/O Premier Communities  
P.O. Box 3170  
Houston, TX 77253

All payments are due by January 1st, 2012.

Premier Communities Management wants to take this time to wish each of you a safe and wonderful holiday. May this be a time to gather with your family and friends and spend quality time together before school starts again. Villages of Carmel is a wonderful neighborhood and it is great to see people so involved in their community. Here's looking forward to a great first part of 2012!



## Ten Commandments of Human Relations

- Speak to People. There is nothing so nice as a cheerful word of greeting.
- Smile at People. It takes 72 muscles to frown, only 14 to smile.
- Call People by name. The sweetest music to anyone's ears is the sound of his own name.
- Be Friendly and helpful. If you would have friends, be a friend.
- Be Cordial. Speak and act as if everything you do is a genuine pleasure.
- Be Genuinely interested in people. You can like almost everybody if your try.
- Be Generous with praise – cautious with criticism.
- Be Considerate with the feelings of others. There are usually three sides to a controversy; Yours, the other fellow's, and the right side.
- Be Alert to give service. What counts most in life is what we do for others.
- Add to this a good sense of humor, a big dose of patience and a dash of humility and you will be rewarded many-fold.

## Heading Off Burnout



Burnout is more than just stress—it's how your mind and your body tell you a change is needed. Do you find yourself withdrawing from work and caring less about results? Are you working harder, often mechanically or to the point of exhaustion? Just going through the motions? Try a few tips for keeping burnout at bay.

Exercise at least three times a week. Running, weight lifting, bike riding—anything that gets your heart and lungs working burns off stress. Exercise releases endorphins that boost your mood and it dissipates built-up stress that otherwise leads to burnout.

Make time for a hobby. An art class, cooking, reading, sewing—anything that's not part of the regular grind and that helps you relax will balance the things that wear you down.

Practice breathing exercises. "Just breathe!" Yes, it's an old cliché, but there is a grain of truth behind every cliché. Deep breathing gives your body a boost of oxygen and it releases tension in your abdomen around your heart.

Get away. Take a walk at lunch, and don't take work home. Leave the office at the office. At home, find a time and place where you can relax and unwind. Even 15 minutes of relaxation can relieve stress.

## Go on a Holiday Treasure Hunt

Turn on the holiday delight with a treasure hunt the whole family will enjoy! It's a great idea for keeping little ones busy and "big ones" entertained while the Holiday dinner's cooking.

First, pick a prize the whole family will enjoy sharing. Or, use the treasure hunt to let the kids "discover" gifts that are too big or oddly shaped to wrap. (Those bikes the kids want or the big screen TV the family's been craving? Let them find it at the end of the hunt!)

Next, draw a map using age-appropriate clues that lead to the treasure. Personalize the treasure hunt clues with fun family pictures, silly mementos or funny games like word scrambles or simple riddles.

For younger kids consider leaving intriguing parts of the treasure as encouragement to keep going. Be sure to keep clues simple for this set. You can always make them more challenging for older kids and adults.

You can also make clues Holiday-themed. For instance, you could lead everyone to a hidden candy cane stash with a cute clue like this:

We're red and white and sweet to eat  
Find us for a nifty treat!

Keep clue collecting vigorous to make it fun for kids and encourage grown-ups to get silly: "Hop to the kitchen table and peek under! Take giant steps to the window and look for snowflakes! Don't forget to kiss Mom on your way to the family room!"

Have the family work as a team or split into sides for some friendly competition—maybe something like the "Stocking Stuffers" vs. the "Turkey Gobblers." Use your treasure hunt before gift opening to keep kids from getting restless and grown-ups from sneaking turkey. You can also do it after the unwrapping to keep the day's excitement going. Above all, have fun making fun memories with the people you love this Holiday season.



# How do you conserve water?

## Seven days. Seven ways.

**SUNDAY**



*Fix Leaks*

**MONDAY**



*Collect Rainwater*

**TUESDAY**



*Use Less Water*

**WEDNESDAY**



*Plant Native*

**THURSDAY**



*Take Shorter Showers*

**FRIDAY**



*Mow Less*

**SATURDAY**



*Wash Full Loads*

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TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



# *Clean Your House in Less Than an Hour...for those Holiday house guests you plan on having over.....*

When it comes to cleaning fast, the key is to "have a system, move quickly and never go back to a room," says Andre Lewis, manager of Alpha Living, a green cleaning service in New York City. Follow this plan-starting upstairs and working your way down-and you'll be done before you know it.

## **Zone 1: Bedrooms**

Approximate time: 10 minutes per bedroom

Do a clean sweep. Strip dirty linens and toss in the hamper. Stash unnecessary items clogging your dresser or nightstand in nearby drawers or closets. Empty the wastebasket. Think "hotel"-you want spartan surfaces to help the room look tidier.

Make the bed. Take a tip from hotel maids: Rather than trying to tuck sheets under the end of the mattress, lift up each corner of the mattress with one hand and tuck with the other. It's faster.

Deal with dust. Using a dry microfiber cloth, start with a piece of furniture in one corner and work your way around the room clockwise. Dust each surface, working back-to-front and lifting knickknacks as you go, and dump the dust right onto the floor. Your cloth should only touch each part of the surface once (no constant back-and-forth). If there's a lamp on the nightstand, clean it top-to-bottom first, then dust the tabletop. Use your long-armed duster on mirrors and wall art.

Vacuum. Start from a back corner and vacuum your way out the door, using long firm strokes. Save time by only running the vacuum over each strip of carpet once-not twice. Don't worry about missing an inch or two.



## **Zone 2: Bathroom**

Approximate time: 9 minutes

Do your prep work. Spritz the sink, vanity, shower and tub with your all-purpose spray and let sit.

Tackle the toilet. Sprinkle baking soda into the bowl, give it a thorough scrub with the toilet brush, then flush. Next, spray a microfiber cloth with all-purpose spray and wipe down the outside of the toilet and tank.

Clean the mirror. Spray on glass cleaner and, starting in the top corner, wipe in a circular motion.

Go back to the sink. Use the toothbrush to quickly scrub hard-to-reach spots around the fixtures. Then, working back-to-front, start in one corner and move horizontally, wiping the counter, vanity, fixtures and handles.

Wipe down the shower and tub. No need for a full scrub-just give them a quick swipe with a dampened cloth, then pull the curtain shut.

Mop the floor. Using a water-dampened microfiber mop, quickly mop your way out of the room, beginning in a far corner and ending at the doorway.

## **Zone 3: Kitchen**

Approximate time: 12 minutes

Do the dishes. Load the dishwasher and start the cycle.

Declutter. Spend a minute or two removing any clutter from countertops-put items back in the cabinets, stash papers in a drawer. The emptier your counters, the cleaner your kitchen looks.

Pretreat. Notice hard-to-remove gunk on your stove or countertop? Scrape it up with the credit card. And use the eraser sponge to tackle any stubborn stains.

Clean the counters. Wet a microfiber cloth with all-purpose spray and wipe countertops back-to-front, brushing crumbs onto the floor.

Wipe down appliances. Swipe the fridge, dishwasher and stove with a damp cloth.

Tackle the floor. Starting in a far corner, sweep your way out. Then give the floor a fast once-over with a water-dampened microfiber mop, again working your way out.

## **Zone 4: Living Room**

Approximate time: 15 minutes

Clear the clutter. Quickly scan the room to see what's out of place. Stash scattered items like remotes and DVDs in drawers; neatly stack magazines on the coffee table.

Dust. Start in one corner of the room, and follow the same how-to's as in the bedrooms, working top-to-bottom and back-to-front so that the dust falls onto the floor. And if you have blinds, swipe them with the long-armed duster.

Make glass gleam. To clean glass surfaces, spray a microfiber cloth with your glass cleaner and wipe in wide circular motions, working from one back corner to the front.

Vacuum. Speed-vacuum yourself out of the room, starting in the farthest corner.

# Winter Gardening Tips

## December

Fertilize annuals  
Plant bulbs  
Mulch

## January

Prune trees  
Fertilize annuals  
Prune summer blooming shrubs

## February

Prune trees  
Fertilize annuals  
Prune roses (wait for spring bloom on climbers; prune more canes as they mature; hybrids require more pruning than antiques)  
Cut back ornamental grasses  
Divide early blooming perennials



## Winter

When temperatures fall below 40 degrees at night, change the watering start time to early afternoon. Water once a week to supplement rains. To help protect plants from a severe freeze, water deep once or two days before the freeze. Make sure beds have a 2-3' thick mulch layer.



Annuals and tender plants may need protection if temperatures fall into the 20's or below. You may cover these with cloth sheets, burlap, or freeze protection cloth.

## Community Associations

What is this entity that collects your assessments, mows the lawn and occasionally throws a party? One way to think of our community association is as a service organization that provides three types of services to owners and residents.

- **Community maintenance services** publishing the newsletter, orienting new owners, conducting meetings and sponsoring social activities.
- **Governance services** fulfilling legal obligations, resolving disputes, enforcing community policies, administering design review policies, and recruiting new volunteer leaders.
- **Business services** operating and maintaining the common areas, competitively bidding maintenance work, investing reserve funds, developing long-range plans and collecting assessments.

The board and manager make every effort to deliver these services fairly and effectively to protect and enhance the value of our homes—and the lenders' interests in our homes. They strive, through collective participation and mutual decision making, to preserve that intrinsic value called "quality of life" that is at the heart of the community association concept.

# Sounds Like a Good Idea



Noise is a concern for every resident and because you live in a community, it's important to understand that some degree of noise is to be expected. At the same time, residents need to consider the consequences of their noisy behavior. To keep everyone happy and maintain civility among neighbors, the association asks that you take a few steps to reduce or eliminate annoying noise.

**Be kind and respectful.** A little common courtesy makes a big difference. Keep your music and television at reasonable levels, do your vacuuming before bedtime, and before remodeling, check with the manager about acceptable hours and days of the week that work can be done. If you put in hardwood or tile flooring, use a sound-reducing underlayment. Move your noisy appliance away from walls and put sound-absorbing material underneath before your neighbors complain.

**Keep a log.** If you're disturbed by a noise problem, note the times and the nature of the noise. Ask the manager to listen and verify the noise as well. There may be a pattern in the noise that can be adjusted.

**Visit your neighbor.** If your neighbor is the source of the noise, try a friendly chat. Sometimes people just don't realize how noise is affecting others. People are usually considerate once they realize they're disturbing others. And, if your neighbor knocks on your door, listen politely and be willing to made changes to reduce your own noise.

**Contact the manager.** If a polite request doesn't change your neighbor's noisiness, it may be time to ask the manager for help. Have your noise log ready, including attempts to solve the problem yourself. Reducing noise sounds like a good idea. A quiet, peaceful community, relatively speaking, is a happy community.

## Pooper Scooper Law

So, be sure when you walking your dog that you clean up after any "accidents" he or she may have. The guy walking behind you will thank you for it! An owner, harbinger or other person in possession of a dog commits an offense if he:

- Knowingly permits the dog to enter or be present on private property located in a public place;
- Fails to have in his possession materials or implements that, either alone or in combination with each other, can be used to immediately and in a sanitary and lawful manner both remove and dispose of any excreta the dog may deposit on the property. If you have any questions, please call Animal Services at (940) 349-7594.



VILLAGES OF CARMEL HOA, INC.  
C/O PREMIER COMMUNITIES MANAGEMENT COMPANY  
3102 OAK LAWN AVE, STE 202  
DALLAS, TX 75219



WWW.PREMIERCOMMUNITIES.NET  
TELEPHONE: (214) 871-9700  
FAX: (214) 889-9980

**Association Manager-**

Allen Abtahi  
(877) 378-2388  
[allen.abtahi@premiercommunities.net](mailto:allen.abtahi@premiercommunities.net)

**Accounting / Billing questions-**

(877) 378-2388  
[accountservices@premiercommunities.net](mailto:accountservices@premiercommunities.net)

**Resale & Refinance Certificates-**

(888) 679-2500  
[www.premiercommunities.net/resale.html](http://www.premiercommunities.net/resale.html)

**After hours Property Emergency number-**

(214) 871-9700 ext. 350

## The Importance of Fire Extinguishers



The association strongly encourages residents to keep at least one, and preferably several, fire extinguishers in your home. Fire extinguishers reduce the potential for damage which keeps our insurance premiums—and your assessments—down. Several types are available, and each has a specific use.

**How Many?** Common household fire extinguishers are only intended to snuff out small fires before they become serious. Keep as many as necessary to grab quickly before a fire gets out of control. For starters, you should probably have one in the kitchen, at least one on each floor, one in the garage, and one near valuable electronic equipment.

**What Type?** The kind of fire extinguisher you should use depends on what's burning. Different types of extinguishers are available for different types of fires, and each is prominently labeled with an alpha designation:

**Class A fires:** paper, wood, cardboard. If household items like cardboard, fabric, or wood (a sofa, for example) are on fire, water will do the best job of putting it out. This is a class A fire, and extinguishers containing water are labeled with an "A." Water is useful only on class A fires, and actually can be dangerous on other types of fires: water spreads grease fires and conducts electricity in an electrical fire.

Newer A-type extinguishers are available that spray a fine mist of water, which is safer (less likely to conduct electricity) and causes less damage to documents or books. Water mist extinguishers are appropriate for a home office or home library.

**Class B fires:** gasoline, kerosene, grease, oil, and other combustible liquids. This type of fire is common in the garage or kitchen, and you should use an extinguisher labeled B or BC. Most contain dry chemicals similar to bicarbonate of soda (a great all-purpose kitchen fire extinguisher) in a pressurized foam base. Others contain Halo (older models) or Alorton.

**Class C fires:** electrical equipment. Bicarbonate type (BC) extinguishers are also useful for electrical fires. But don't confuse electrical with electronic fires—you probably don't want chemical foam on your computer or entertainment components. Carbon dioxide (CO2) extinguishers are also labeled BC, and these are probably better for extinguishing fires on or near electronic or other delicate equipment.

## Be Kind To Your Mail Carrier

During this holiday season and throughout the year, be kind to those who work so hard in all types of weather and temperatures to ensure timely delivery of our mail.

Please note to check your mailbox regularly and remove your mail. Mail left in your box for more than 10 days, maybe returned to sender at the discretion of the mail carrier.