



HOMETOWN AMERICA  
COMMUNITIES®

# Welcome to New Residents



found in the notebooks on the round coffee table in the lobby.

Office Phone number is 697-6939.

Office Fax incoming 312-205-1201

Outgoing fax from office 302-697-6940

The emergency number is:

302-480-5739 for after hours.

Stephanie or Kirsten answer the phone during the weekday. If they are away from their desks, the machine will pick up, leave a message.

Stephanie works from 8- 5 Monday-Friday

Matt works from 8-4:30 Monday-Friday

Kirsten works from 9-3:30 Mon.-Fri. with occasional Saturdays.

Stephanie is a notary; also she or Kirsten will make copies for you or send and receive faxes.

Changes to the outside of your home require and Alt Mod form found outside Stephanie's office

Stephanie answers questions about your rents, the property and the rules.

The office does not keep a master set of keys for homes. If you lock yourself out, call a locksmith. Stephanie keeps the fobs.

Matt changes light bulbs and sensor s in the light posts on your property. Please call if you have any issues. He maintains the pool and spa. He maintains the office and clubhouse. He maintains mailboxes; however if you wreck it and need a new one, you pay for it.

He does work on your home if you make arrangements with the office . There is a fee for this. He can advise you where things are found or if he can or cannot fix the problem.

A list of people / contractors who work on homes or other services is

BARCLAY FARMS HOMEOWNERS  
CIVIC ASSOCIATION, Inc.  
(BFHCA)

Barclay Farms Homeowners Civic Association is incorporated to represent the homeowners of Barclay

Farms. Its primary function is to communicate with residents. It also communicates and on behalf of the collective membership with management and organizations such as the Town of Camden and the State of Delaware.

The President of the Executive Council and other Directors meet monthly with management to discuss collective homeowner issues. (The Association does not address individual homeowner problems or issues unless they impact the membership as a whole.)

We research information related to manufactured housing and other items related to our community. We disseminate this to

Barclay Farms residents via the clubhouse bulletin board, post it on our website ([bfhca.org](http://bfhca.org)), print and deliver our newsletter (From the Horse's Mouth) about four times a year to each home, and use the telephone tree for alerts. Most recent issues have been available mortgage resources to homeowners, tax benefits and the newly passed rent justification bill.

There is a general membership meeting in September and another in March with special meetings, if necessary. In the interim, the Executive Council comprised of 9 Directors elected by the membership conduct the day-to-day business. Through the year we sponsor social functions such as the Spring Fling and the Fall Fest.

We encourage all residents to join the Association and to communicate your concerns. Our goal is to promote the well-being of our Barclay Farms community. General Membership and Executive Council meetings are open to all homeowners, however, only members may vote. Dues are currently \$10 per year per person.



The Great Room is available to rent for events such as birthdays or anniversaries. There is a fee of \$125.00 for 4 hours with a separate deposit of \$500.00, that is returned if the room is in the same condition at the end as it started. Fees are waived for events that invite the entire community. Memorial services are always free. The use covers the great room and kitchen only. Parties can not spill over to other rooms. The pool is not available for rental. Alcohol use is limited to “toasts”. Kirsten keeps the information and calendar for this.



The Home owners association is known as Barclay Farms Homeowners Civic Association or BFHCA. This is a separate organization with its own dues structure and events, although events may be jointly held with BF. They maintain a bulletin board opposite Stephanie’s door.

Kirsten and Stephanie do not take payments for BFHCA events or dues unless stated in the newsletter. They have a “mailbox” across from Stephanie’s door , next to their bulletin board for payments etc.



The lost and found is now located in the craft room in a basket on the counter. If you find something , place it there, or retrieve your lost item (if it has been found)



Kirsten is in charge of the calendar, the Gazette, and monthly activities. Kirsten also keeps the calendar for rentals of the Great Room (see Pg.6). Kirsten maintains the database including birthdays and anniversaries, emails and phone numbers. The Gazette is published every month and should be available by the last Wednesday of the month.

Any activity listed in the gazette is open to all residents. There is no fee unless stated. BF activities usually require a signup, found on the activities board. Activities that require tickets or have a fee: you must get them from Kirsten or Stephanie. Any activity that has a fee for BF requires a check. If you need to list something in the gazette, please have it to Kirsten by mid-month.

### **Books, Donations and Computers**

There is a book with information and events at Harvest Years Senior Center on the coffee table. The business card file is found in the Computer Room.

There is a box on the side table for the Lions Club used eyeglasses, a purple box for the “Mom’s House”: children and baby needs see the gazette. The USO donation container is next to the table by Kirsten’s door. They take packaged foods like cookies: there is a list above the receptacle.

Anyone can work on a current puzzle in the craft room, or borrow them.

**Books** are available for reading: hard backs are found in the craft room and paperbacks in the card room. Please return them to their baskets for the librarians to re-shelve. Donations for all are welcome, nothing older than 2005.

The **computers** are for use by all residents. Please make sure you do not store passwords on the computer. If you have a problem with the computer, during the week ask Stephanie or Kirsten to help. If the problem occurs on the weekend, please note it so that it can be looked at on Monday. Because computers are shared, if someone is waiting to use the computer, please limit your time so that all may get a chance.



**Movies** are available in the great room for borrowing. VHS tapes are on the wall cupboard, they do have a sign out sheet. DVD's are on the wall. They have a sign out/sign in sheet. If you wish to use the TV, the DVD/VHS or use the Wii, the instructions are found on top of the cabinet. Please keep your borrowing to less than a week in length. Please leave the Wii and Comcast box on.

**Kitchen use:** If you use the kitchen at all, make sure you clean up after yourself, including dishes. Items from the kitchen are not to be removed as they are used by all, especially for events.

**The large bulletin board** has the large activity calendar, Harvest Years lunch menu, and notices of local events. It is maintained by the staff. The small bulletin board in the computer room is for classified things that you are selling. The bulletin board with all the clipboards is the BF board and is maintained by Kirsten. This is the sign up board: Not to be used by anyone else without permission.

**The pool** is open in the summer from Memorial Day until Labor Day 11am -8pm. You cannot swim without a lifeguard. The pool rules are posted on the gate. The office has a copy of these rules if you want a copy. The **spa** is open all the time. You must be 19 or older to use it, there is no lifeguard.

**The exercise room** equipment must be wiped after use. Toweling and cleaning spray are available in the room. If you are unsure how equipment works, ask for help.

**Common areas** are used by all residents. Make sure you pick up after your pet and remove their "business" to your own home trash.

The **Speed Limit** in our community is **15 MPH**. Please observe stop signs.

The clubhouse front vestibule and porch lights and some interior lights are left on for safety.



**Trash and recycling:** You have specific receptacles for these, however yard waste is separated from recycling. It requires its own container, or placed in biodegradable bags available at places like Home Depot. The last Friday of the month you may put our large items.

Trash and recycling dates are noted on the calendar on the back of the Gazette. Holidays sometimes shift these days. Make a note.

**Grass cutting,** weed whacking and bi weekly edging from April to October is done by contractor. If you have problems, call the office, do not interrupt the mowers.

**Yard items,** Please keep your yard items in your gar dens where the mowers do not have to go around them. When in doubt about items, ask at the office.

**Water meters,** Some residents have two water meters, some only have one. The second meter is for lawn sprinklers. The Water Company charges a separate fee for this. Your sprinkler lines must be "blown out" in the fall to prevent freezing. You hire someone to do this. Check with Stephanie to see what we charge for this service

**Snow removal** is only on the common areas, streets and sidewalks. You must take care of your own driveway and walkway. The office has a list of people who will shovel snow for a fee.

**Political signs** may only be up 1 month prior to the election and must be removed within 3 days after the election. Limit 2 signs, no larger than 18x24, in the flower or tree beds.

**Re-sales** of homes may be accomplished through the office, or by private real estate companies. Signs are not permitted in the yards, but placed in the window instead.

