



Welcome to Covered Bridge Trails!

We are the property management firm for Covered Bridge Trails. As a new owner, we wanted to supply you with some useful information to help familiarize you with the community.

Enclosed is a New Owner Questionnaire, Seascape Handbook, an ACH Form for direct payments, and an Architectural Application if there are any exterior alterations you wish to make in the future. Please complete the New Owner Questionnaire and return it to our office at your earliest convenience.

\*\*\*Included in this welcome packet are your programmed key fobs that will you will need to gain access to the Covered Bridge Trails Community Clubhouse and Pool. (If you do not see these fobs in your packet, please contact Seascape at (302) 645-2222)

The HOA Assessments are invoiced on a monthly basis, due on the first of every month. Seascape Property Management offers homeowners the ability to have your quarterly payment automatically paid from your checking account. If you are interested, please complete the included ACH form. While you can always mail the Association a check directly, sometimes having this electronic method of payment is more convenient. Seascape Property Management will mail or email, all homeowners a reminder invoice approximately 10 days prior to the due date.

We try to create open communication so that homeowners always know what's going on in the community. In doing so, we draft a quarterly newsletter to keep owners informed of all community news. If you ever have any questions or concerns, feel free to email me at the address below. For information, please visit the website at [www.CoveredBridgeTrails.org](http://www.CoveredBridgeTrails.org). in the welcome letter in the following paragraph as well.

Please note that any exterior alterations must be submitted prior alterations can be made and must be approved of by the ARC Committee. You can find an ARC application at the end of this packet.

Again, welcome to Covered Bridge Trails, and we look forward to meeting you in the future.

Truly,  
Zach Butler  
SeaScape Property Mgmt., Inc.  
[ZButler@seascapepm.com](mailto:ZButler@seascapepm.com)

Creekside Plaza  
32566 Doc's Place  
Suite 5  
Millville, DE 19967  
302.539.3600



Nassau Commons  
17563 Nassau Commons Blvd  
Suite 3  
Lewes, DE 19958  
302.645.2222

---

## Community Information

---

### *Utilities*

---

#### Trash Service

Blue Hen

Trash is collected every Friday and Recycling every other Friday.

Phone – (302) 945-3500

Website - [www.bluehendisposal.com](http://www.bluehendisposal.com)

#### Television, Internet, & Phone

Comcast

Customer Service – (1-888-266-2278 Website - [www.xfinity.com](http://www.xfinity.com))

\*\*\*Telephone service should be scheduled at least ten days prior to settlement so that your service can be installed when you move in to your new home.

#### Water Service

Tidewater

Customer Service – 877-720-9272

#### Sewer Service

Sussex County

Customer Service - (302) 855-7379

#### Electrical Services

Delmarva Power

Customer Service – 1-800-375-7117

Website - [www.delmarva.com](http://www.delmarva.com)

#### Gas Services

Chesapeake Utilities 1-800-427-0015

#### US Post Office:

116 Front Street, Ste.1, Lewes, DE 19958 (phone: 302-645-0235)

\*\*MAIL BOX KEYS: If you do not receive them at settlement, these keys are to be picked up at the post office. You must present a copy of your settlement papers in order to receive your mail box keys.



Creekside Plaza  
32566 Doc's Place  
Suite 5  
Millville, DE 19967  
302.539.3600



Nassau Commons  
17563 Nassau Commons Blvd  
Suite 3  
Lewes, DE 19958  
302.645.2222

## Covered Bridge Trails Owner Questionnaire

Lot # \_\_\_\_\_ Date Questionnaire Completed \_\_\_\_\_ Community \_\_\_\_\_

Name (s) \_\_\_\_\_

Community Street Address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Work \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Circle One: Year Round Home Second Home Rental Unit

Do you agree to receive Association correspondence and invoicing electronically? Yes No

May We Publish Your Phone Number and E-mail Address In a Community Directory? Yes No





Creekside Plaza  
32566 Doc's Place  
Suite 5  
Millville, DE 19967  
302.539.3600

Nassau Commons  
17563 Nassau Commons Blvd  
Suite 3  
Lewes, DE 19958  
302.645.2222

Covered Bridge Trails Condominium  
ARCHITECTURAL/EXTERIOR ALTERATION APPLICATION

C/O SeaScape Property Management 17563 Nassau Commons Blvd  
Lewes, DE 19958 302-645-2222 302-645-1292 FAX

Two \$25.00 checks must be included with this exterior alteration application with all related documents when submitting to Seascape. A \$25.00 check needs to be included with your application made payable to Seascape Property Management, and a \$25 check made payable to Covered Bridge Trails for the application fee's for processing.

Applicant Name: \_\_\_\_\_ Lot # \_\_\_\_\_  
Property Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_ Email Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_

**Directions:**

In order to be considered by the Board of Directors (Board) or Architectural Review Committee (ARC), your application must include detailed information describing the proposed change(s). An application submitted without all required documents will be considered incomplete and no further action will be taken by the Board or ARC. The ARC's review period will not commence until all required documents have received and verified by the ARC. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from SeaScape Property Management prior to submission of an application. Applicant will be notified of ARC's decision (approved/disapproved) within 60 days of submittal of a complete application. Applicant is encouraged to review Article VI Architectural Control of the CCR's for Covered Bridge Trails.

**Required Attachment:**

Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with the location marked).

**Description of Proposed Change:**

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purpose of Improvement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



SeaScape



Creekside Plaza  
32566 Doc's Place  
Suite 5  
Millville, DE 19967  
302.539.3600

Nassau Commons  
17563 Nassau Commons Blvd  
Suite 3  
Lewes, DE 19958  
302.645.2222

Estimated Start Date of Change or Construction: \_\_\_\_\_  
(After approval by the Board of Directors or ARC)

Estimate Completion Date of Change or Construction: \_\_\_\_\_

Owner's Acknowledgments: (please initial)

I/we understand and agree:

1. \_\_\_\_\_ that approval by the Board or Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. \_\_\_\_\_ that approval by the Board or Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. \_\_\_\_\_ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Board or Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such are subsequently submitted for use in any other instance.
4. \_\_\_\_\_ that no work on the proposed change shall begin until written approval of the Board or Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. \_\_\_\_\_ that there shall be no deviations from the plans, specifications, and location approved by the Board or Committee without prior written consent of the Board or Committee; any variation from the original application must be resubmitted for approval.
6. \_\_\_\_\_ that I authorize members of the Board, Committee, or Managing Agent to enter upon my Property to make one or more routine inspection(s).
7. \_\_\_\_\_ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and completed within 12 months of the approved date, otherwise the approval by the Board or Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. \_\_\_\_\_ that it is my responsibility and obligation to obtain all required building permits, to contact Miss Utility, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. \_\_\_\_\_ that I am responsible for any damage and all cost to repair greenspace or community property that results from the proposed modification.

Owner(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_



Creekside Plaza  
32566 Doc's Place  
Suite 5  
Millville, DE 19967  
302.539.3600



Nassau Commons  
17563 Nassau Commons Blvd  
Suite 3  
Lewes, DE 19958  
302.645.2222

---

---

**For Council & Committee Use ONLY**

DATE APPLICATION RECEIVED: \_\_\_\_\_

APPLICATION FEE RECEIVED: \_\_\_\_\_ CHECK# \_\_\_\_\_

COMMITTEE USE: APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

REASON: \_\_\_\_\_

MORE INFORMATION REQUIRED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

COUNCIL:                      APPROVED                      DISAPPROVED

REASON: \_\_\_\_\_

MORE INFORMATION REQUIRED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



Creekside Plaza  
32566 Doc's Place  
Suite 5  
Millville, DE 19967  
302.539.3600



Nassau Commons  
17563 Nassau Commons Blvd  
Suite 3  
Lewes, DE 19958  
302.645.2222

## ACH Payment Set – Up

If you would like to utilize ACH for payment of your Association dues please complete the enclosed form and return it to our office. You can mail it to the address above OR fax it to 302-645-1292. Once we have received the signed form, we can complete the setup of your account and link to your checking or savings account via the online ACH system.

A few things you should know...

- Please send a copy of voided check.
- Dues will be transferred from your account on the 10th of the month they are due. If for some reason you need to cancel a scheduled payment, you MUST notify our office in writing by the first of the month as the payments are automatically scheduled and it takes time to modify the system to postpone or cancel a payment.
- The authorization you are returning to us is valid until we receive written notification to cancel the ACH service.
- Those who utilize the ACH system WILL still receive an Invoice for their payments. This will simply serve to remind you that the ACH will be occurring.
- You are responsible to ensure that funds are available in your account on the scheduled transfer date. You will be held responsible for all associated fees from your bank, SeaScape and the HOA bank resulting from an ACH denial.

Should you have any questions, please feel free to contact our office. We would be happy to answer any questions or concerns you may have.

Truly,

Chris Nichols  
President, SeaScape Property Management



SeaScape



Creekside Plaza  
32566 Doc's Place  
Suite 5  
Millville, DE 19967  
302.539.3600

Nassau Commons  
17563 Nassau Commons Blvd  
Suite 3  
Lewes, DE 19958  
302.645.2222

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)**

Community: \_\_\_\_\_

Name(s): \_\_\_\_\_

(Please Print)

Property Address: \_\_\_\_\_

I (we) hereby authorized SeaScape Property Management, hereinafter called COMPANY, to initiate debit entries to my (our) Checking Account/Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository Name: \_\_\_\_\_ Branch: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Routing Number: \_\_\_\_\_






Account Number: \_\_\_\_\_

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Debit authorization must provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.

-  Please send a copy of voided check.
-  Dues will be transferred from your account on the 10th of the month they are due. If for some reason you need to cancel a scheduled payment, you MUST notify our office in writing by the first of the month as the payments are automatically scheduled and it takes time to modify the system to postpone or cancel a payment.
-  The authorization you are returning to us is valid until we receive written notification to cancel the ACH service.
-  Those who utilize the ACH system WILL still receive an Invoice for their payments. This will simply serve to remind you that the ACH will be occurring.
-  You are responsible to ensure that funds are available in your account on the scheduled transfer date. You will be held responsible for all associated fees from your bank, SeaScape and the HOA bank resulting from an ACH denial.





Creekside Plaza  
 32566 Doc's Place  
 Suite 5  
 Millville, DE 19967  
 302.539.3600



Nassau Commons  
 17563 Nassau Commons Blvd  
 Suite 3  
 Lewes, DE 19958  
 302.645.2222



**Trash & Recycling Container Placement**



**Collection Guidelines**

- ✓ Garbage carts and recycling carts should be AT LEAST 4 FEET AWAY from each other and any other object
- ✓ Place the carts within 4 FEET of the curb
- ✓ The short metal bar must face the street
- ✓ LID MUST BE CLOSED to prevent spillage
- ✓ Place containers curbside the night prior to your collection day

**Recycle these**

(Place these materials loose in recycling carts or dumpsters-no bags please)

 Newspapers	 Regular and junk mail/magazines	 Paperback books	 Paper board boxes																		
 Pizza boxes (empty) (no food residus)	 Corrugated cardboard	 Telephone books	 Office paper/file folders																		
 Rigid plastic	 Yogurt and butter containers	 Plastic bottles/jugs	 Cartons																		
 Aluminum and metal cans (Can lids and clean foil)	 Glass bottles/jars (Remove lids and caps- recycle separately)	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Not Accepted</b></p> <p style="text-align: center;"><i>Keep these items out of your recycling cart or dumpster:</i></p> <table border="0" style="width: 100%;"> <tr> <td>-Any plastic bags</td> <td>-Scrap metal</td> <td>-Clothing and textiles</td> </tr> <tr> <td>-Styrofoam</td> <td>-Window glass and mirrors</td> <td>-Propane tanks</td> </tr> <tr> <td>-Motor oil containers</td> <td>-Yard waste</td> <td>-Diapers</td> </tr> <tr> <td>-Chemical containers</td> <td>-Shredded paper</td> <td>-Paper Cups</td> </tr> <tr> <td>-Ceramics or dishes</td> <td>-Food waste</td> <td>-Electronics</td> </tr> <tr> <td></td> <td>-Straws</td> <td>-Plastic utensils</td> </tr> </table> <p style="text-align: center;"><b>PLASTIC GROCERY BAGS</b>          may be returned to stores. These stores          shall have a receptacle for recycling          plastic bags and may also collect plastic          film. All materials must be clean and dry.</p>  </div>		-Any plastic bags	-Scrap metal	-Clothing and textiles	-Styrofoam	-Window glass and mirrors	-Propane tanks	-Motor oil containers	-Yard waste	-Diapers	-Chemical containers	-Shredded paper	-Paper Cups	-Ceramics or dishes	-Food waste	-Electronics		-Straws	-Plastic utensils
-Any plastic bags	-Scrap metal			-Clothing and textiles																	
-Styrofoam	-Window glass and mirrors	-Propane tanks																			
-Motor oil containers	-Yard waste	-Diapers																			
-Chemical containers	-Shredded paper	-Paper Cups																			
-Ceramics or dishes	-Food waste	-Electronics																			
	-Straws	-Plastic utensils																			





bluehendisposal.com

## 2020 Recycling Collection Schedule

JANUARY							FEBRUARY							MARCH							APRIL										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
				1	2	3	4						1	1	2	3	4	5	6	7											
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7								
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18				
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25				
26	27	28	29	30	31	23	24	25	26	27	28	29	29	30	31								26	27	28	29	30				
MAY							JUNE							JULY							AUGUST										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
					1	2	1	2	3	4	5	6	1	2	3	4	5	6	7	1	2	3	4	5	6	7					
9	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	2	3	4	5	6	7	8					
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15				
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22				
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	28	29	30	31	23	24	25	26	27	28	29	
31																			30	31											
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
		1	2	3	4	5				1	2	3	4	1	2	3	4	5	6	7	1	2	3	4	5	6	7				
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12				
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19				
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26				
27	28	29	30	25	26	27	28	29	30	31	29	30	29	30	27	28	29	30	31	27	28	29	30	31							

### Trash and Recycling

Trash is collected every Friday, recycling is collected every other Friday, shaded in **YELLOW**

### Holiday Schedule

Observed holidays are in **RED**. If your trash or recycling collection falls on a holiday, collection will take place the following day. Collection for the remaining days of the week will be delayed one day.

