



255 N. Michigan Lawrence, KS 66044  
Managed by Meadowlark Property Management  
Phone: 785.842.5930  
Fax: 785.843.0933  
E-mail: Woodcreekmail@gmail.com

## Welcome!

As a new resident, the Wood Creek Community would like to extend a warm welcome to you. Here is general information that may help you become situated and comfortable.

The Wood Creek Townhouse Association makes all decisions regarding the management of Wood Creek property. The Townhouse Board meets the third Tuesday of each month at 7pm at the Wood Creek Office located west of Building 6. All owners are welcome and encouraged to attend meetings and participate in the decision process.

Wood Creek property is managed by Meadowlark Property Management. Please direct questions, comments or concerns to Meadowlark by phone (**785-842-5930**) or email (**WoodCreekMail@gmail.com**). Regular business hours are Monday – Friday 9am – 4pm. The phone is answered 24 hours a day either by a Meadowlark manager or an answering service. Emergencies are handled immediately.

**Monthly Assessments:** Monthly Assessments are due on the 1<sup>st</sup> of the month and late after the 8<sup>th</sup>. A late fee of \$15.50 is assessed after the 8<sup>th</sup>. A finance charge of 15% per annum is assessed at the end of the month on all unpaid balances. Dues for the Townhouses are \$155/month. Please make checks out to “Wood Creek”. Monthly assessments should be left in the drop box on the front door of the office (located east of Building 6) or mailed to:  
Wood Creek  
255 N Michigan – office  
Lawrence, KS 66044

**Keys:** Please provide Meadowlark Property Management a key to your unit. Keys can be left in the drop box on the front door of the office or mailed to the address above. Keys are kept in a locked box within the locked office. Keys are available to Management in case of emergencies (see Rule 21 and 26 in your Rules and Regulations and Page 2, Section 16 of the Wood Creek Declaration).

**Resident Information:** Please fill out the Wood Creek Information sheet attached and leave in the drop box or mail to the address above.

**Parking:** Each unit has one marked parking space for their use alone. Second cars must share the unmarked parking spaces. If someone parks in your designated space, we suggest you just speak with them or leave a note on their car. If they do not cooperate, call Management and they will take care of the situation. If you notice that a vehicle has been abandoned or is inoperable and has been parked in a public space for an extended period of time, please alert Management and they will post an appropriate towing notice.

Again, welcome, and please let us know if you have any questions.

Sincerely,

*Wood Creek Townhouse Association*