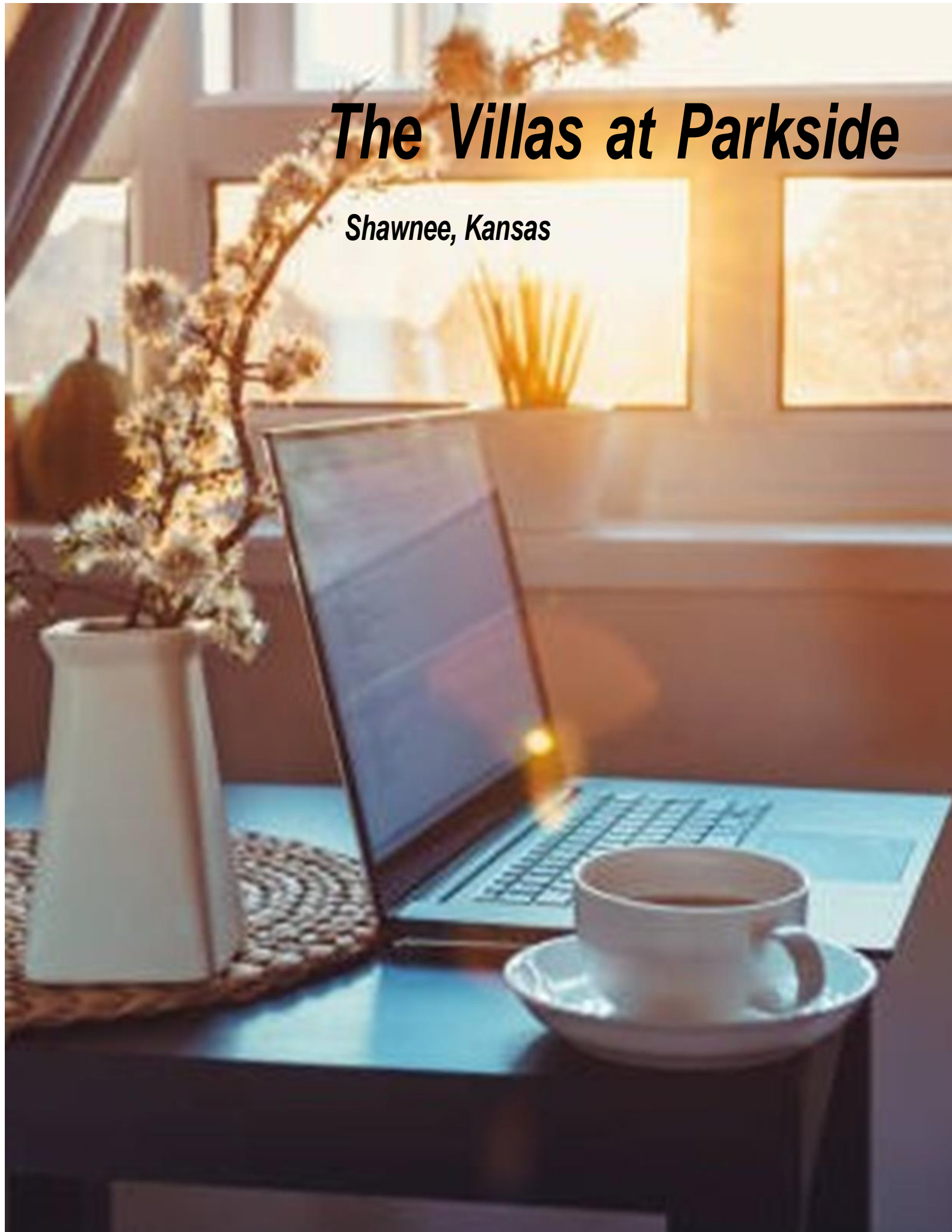


The Villas at Parkside

Shawnee, Kansas



For your convenience, a pdf version of this Welcome Booklet is available in the Documents section of our eNeighbors website. A copy of The Villas at Parkside Declarations of Covenants, Conditions and Restrictions as well as a copy of the community's Bylaws can be accessed on [FirstService Residential's Connect](#) website (refer to your FSR packet for your initial passcode to register). Click on the [blue quick links](#) in this booklet for more information.



Welcome to Our Community

The Villas at Parkside is a friendly, relaxing, metropolitan Kansas City bedroom community located in the historic suburb of Shawnee, Kansas. Our area offers wonderful educational opportunities, places to explore, world-renowned restaurants, arts, culture, museums, shopping, recreation, professional sports teams, world-class medical facilities, and a wide variety of employment opportunities.... just to name a few.



Located off Maurer Road in Shawnee, Kansas with entrances at 61st and 62nd Streets, the Villas was established in 2003. Its park-like setting offers stunning views of Midwest sunrises and sunsets amid treelined streets and a private walking trail. If you are looking for a quiet place for a conversation with a friend or just a place to enjoy your morning coffee, each home features an attached deck or patio. The maintained walking trail will lead you down a treed path to a landscaped open shelter house complete with table, seating, and park benches overlooking a creek. In addition, for those who enjoy longer walks or a change of scenery, the community's east side is adjacent to a large city park with a privately accessible entrance from the Villas.

This community is called "home" for 129 families housed in stand-alone building configurations of two, three and four townhomes each. Typically, units on the north side of a street are two story layouts while those located on the south side of the street are one and a half story reverse layouts.

The Villas at Parkside is a Homeowners Association (HOA) limited maintenance provided property managed by FirstService Residential with monthly dues. It is a great place to raise a family or simply kick back and enjoy your retirement.

Welcome to your new home!

Welcome to Our Community	1
Table of Contents	2
FirstService Residential Property Management	
Who is FirstService Residential	3
When & How Should I Contact FirstService	3
eNeighbors	4
The Villas at Parkside HOA Information	
HOA Board of Directors and Meeting Schedule	5
Overview of Association and Homeowner Responsibilities	6
CONNECT Website	
What's It About...Overview of CONNECT Resident Portal	9
Resident Portal Registration FAQ	15
Architectural Changes & Review Committee (ARC)	
Overview & Procedures	19
Trash & Recycling Service Information	
Trash Company & Costs	21
Trash Bins	
Pick-up Day	
Waste Management Notifications (<i>Sign up</i>)	
Recycling Information (<i>Yellow Top Bin</i>)	
Regular Trash Information (<i>Black Top Bin</i>)	22
Glass Recycling Information	22
Grounds Maintenance	
Lawn, Shrubs, Bushes, Beds & Tree Maintenance	23
Irrigation	
Snow Removal	
Overnight Parking on the Street	24
Utility Connection Information	
Electric Company Service	24
Natural Gas Company Service	24
Cable, Internet, Phone Companies	24
Water & Sewer Services	24
Shawnee Kansas Community Information	
City Hall	25
Civic Center	25
Municipal Court	25
Fire Station	25
Police Station	25
Libraries	25
Post Offices	26
Planning & Development Information	26

FirstService Residential Property Management



Who is FirstService Residential?

The Villas at Parkside selected FirstService Residential, one of the leading residential property management companies in North America, to manage our neighborhood. FirstService works closely with the Villas at Parkside Homeowners Association (HOA) Board as liaisons between the neighborhood and vendors for ongoing work such as landscaping, tree maintenance, waste management, as well as one-time projects like gutter cleaning, concrete work, trail maintenance etc. Additionally, FirstService collects HOA dues, pays accounts payable as approved by the HOA Board, collaborates with the HOA Board to create and monitor the yearly budget, facilitates HOA resident meetings, and manages incoming issues and problems reported by residents via the FirstService Resident Support Services customer service line.

Villas of Parkside has an assigned FirstService Residential property manager who visits the neighborhood weekly to check for maintenance issues, covenant violations, and to look into any issues reported by residents through their customer support call line. The property manager collaborates closely with the HOA Board, sending them weekly status reports covering the progress of ongoing activities, any weekly activities completed or resolved, the customer service website or call line activity and status, and any violations that may have been observed.

When & How Should I Contact FirstService?

As of 11/20/2023 FirstService Residential implemented their **Resident Support Services (RSS)** department to better serve residential communities by providing timely follow up and answers to commonly asked questions which may include architectural modification processes, account balance questions, and general concerns about their HOA. All inquiries create a master electronic record that is forwarded to our Villas property manager for investigation and appropriate action. This action may include issuing a work order to the appropriate department or vendor. Inquiries are submitted either via a form located on our community **FSR Connect** website at <https://kcsupport.fsresidential.com/> and clicking on the "Submit a request" button or by just calling customer care at 816-414-5300 and following the prompts. Inquiries will be answered by the RSS team in conjunction with their 24/7 Customer Care team. You can expect a response or update no later than the end of the second business day.



FSR also provides for after-hours emergency response for our community:

Emergency After Hours Lines:

Maintenance Phone: 816-304-7320

Property Manager Phone: 816-304-2896

eNeighbors

eNeighbors is our online social networking communication platform that allows our community to publicly post, read, and comment on local news in our neighborhood as well as to access our resident directory, community documents, events, and even classifieds. It is also a place where the HOA Board of Directors can post updates and notifications of upcoming activities and other general information for residents. As with all social platforms that we may or may not be a part of online there are content guidelines to be considered. What does that mean? It means that respectful communication, without berating or belittlement, is expected from each and every one of us as Villas at Parkside residents. Disagreements about actions within our community of course do and will occur, but everyone needs to respect the governing process of the neighborhood even if a disagreement is not reached to our individual liking. Persistent, negative public posts become counterproductive and detract from the intended purpose of connecting our lovely community and moving forward to make the Villas a desired place to live.

The Villas at Parkside HOA Information

Board of Director information can be found on **eNeighbors.com**. Simply sign in and select the **Directory** link (*located in the top tool bar*). Scroll to the right side of the Directory screen and select the **Board of Directors** link to display the Board members' information. Board member positions include president, vice-president, treasurer, secretary, member-at-large, and individual committee members.

In general, unless otherwise noted in an eNeighbors post by the Board, HOA quarterly meetings are held at the Johnson County Library – Monticello Branch, 22435 W. 66th Street, Shawnee, KS 66226. As a meeting date approaches, a notification will be placed on eNeighbors indicating exactly where a meeting will be held and at what time for that date.

Overview of Association & Homeowner Responsibilities

The following table is a brief summation of the services provided by the Villas at Parkside Homeowners Association as well as services which are the responsibility of the Homeowner. For a more complete and detailed description of areas of responsibility for both the HOA and the Homeowner, please refer to The Villas at Parkside Declarations of Covenants, Conditions and Restrictions.

ITEM TOPIC DESCRIPTION	RESPONSIBILITY	
	ASSOCIATION	HOMEOWNER
Lawn Care <ul style="list-style-type: none"> Mowing and fertilizing 	X	
Maintenance and Replacement of Shrubs <ul style="list-style-type: none"> Shrubs and bushes <u>located</u> around the side or the back of the Villa. [NOTE: Planting and changes to landscaping require an approved Architectural Change Request Submission (ARC)] 		X
Maintenance and Replacement of Shrubs <ul style="list-style-type: none"> Shrubs and bushes <u>located</u> in the front of the Villa <hr/> <p>*Exception - Shrubs that die due to not being watered by resident.</p> <p>[NOTE: Planting and changes to landscaping require an approved Architectural Change Request Submission (ARC)]</p>	X	X
Irrigation of Newly Planted Shrubbery <ul style="list-style-type: none"> General Rule: In the first year of planting with extreme heat, please water twice per week with a deep soak of approximately 20 minutes per watering. For newly planted shrubs please water two times per week for the first four weeks. 		X
Tree Trimming & Replacement <p>*Exception - Trees that die due to not being watered by resident.</p>	X	X
Irrigation of Newly Planted Trees <ul style="list-style-type: none"> General Rule: In the first 2-years the new trees should be watered twice per week (March/April through November depending on the weather) with a deep soak of approximately 20 minutes per watering. 		X
Sprinkler System <ul style="list-style-type: none"> Water, maintenance, startup, and winterization 	X	
Snow Clearing – driveways, sidewalks, walkways, and front porches <ul style="list-style-type: none"> 2-inch trigger depth after all accumulation has fallen. 	X	

Snow Clearing – Streets	X	
Painting – Exterior <ul style="list-style-type: none"> Includes replacing damage from wood rot found during painting. Trim, soffits, siding, and fascia as required. For details regarding the HOA's responsibilities associated with the exterior painting of your home, please refer to the Covenants, Page 15, paragraph 1(c). <ul style="list-style-type: none"> (Homeowners also have responsibilities in this area if they are replacing windows, etc. so please read.) <hr/> <ul style="list-style-type: none"> Front Doors and Decks 	X X	X X
Roof Repair	X	
Siding Repair & Replacement (<i>Brick, Clapboard, Stucco, etc.</i>) [NOTE: Requires an approved Architectural Change Request Submission (ARC)]		X
Chimney Flue Caps		X
Fireplace Maintenance		X
Trash & Recycling Service	X	
Water <ul style="list-style-type: none"> Common areas Individual homes 	X X	
Exterior Building Casualty Insurance	X	
Interior & Content Insurance		X
Maintenance & Replacement of: <ul style="list-style-type: none"> Driveways Walkways from front door to driveway Stoops [NOTE: Requires an approved Architectural Change Request Submission (ARC)]		X X X
Maintenance & Repair of Public Sidewalks	X	
Mailboxes	Post Office	
Maintenance & Replacement of: <ul style="list-style-type: none"> Windows, Doors, Garage Doors, and Screens (Includes frames, glass, sashes, and hardware). [NOTE: Requires an approved Architectural Change Request Submission (ARC)]		X

Foundation / Walls		X
Decks / Patios / Patio Enclosures / Fencing <ul style="list-style-type: none"> Repairs, maintenance, and replacement including wood rot. <i>[NOTE: Requires an approved Architectural Change Request Submission (ARC)]</i>		X

TOPIC DESCRIPTION (Cont'd)	ASSOCIATION	HOMEOWNER
Edging Materials <i>(All Edging Materials around AC units, Patios, Mulched Area & Trees.)</i>		X
Lights on Exterior of Home		X
All Interior & Exterior Electronic Systems		X
Interior & Exterior Shutters		X
Gutters and Downspouts – Cleaned out as needed	X	
Gutter & Downspout Replacement	X	
Utilities and Sewer Lines <i>(From point of entry into and within each Villa.)</i>		X
Sump Pump, Appliances, Plumbing, Electrical Fixtures, AC Units, and Heat Pumps / Furnaces		X
Maintenance of Concrete Pad and Rock Base around AC / Heat Pump Compressor Unit		X
Unit Interior <ul style="list-style-type: none"> Maintenance, repairs, replacement 		X
Termite & Bug Treatments		X
Attic & Wall Insulation		X
All Plumbing <i>(External & Internal)</i>		X
Common Area Grounds – <i>(All grassy areas are Common Areas)</i>	X	
Walking Trail	X	
Pet Cleanup <ul style="list-style-type: none"> All residents are <u>expected to be responsible for cleaning up after their pets in all areas.</u> 		X

Overview of Connect Resident Portal

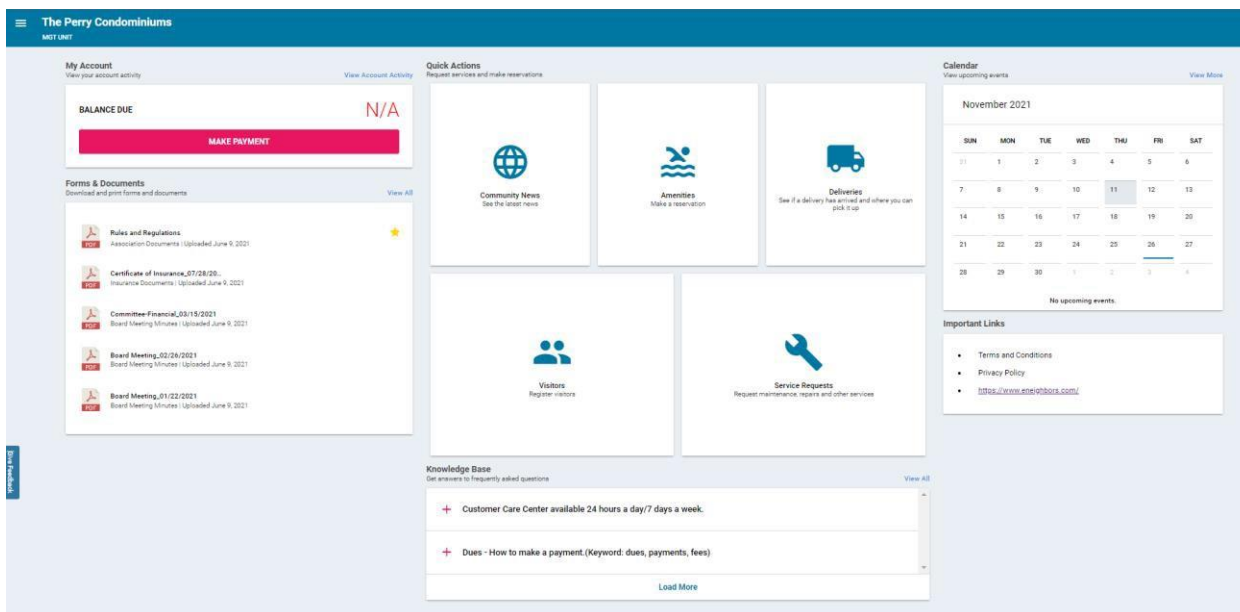
Please note, not all functions and features maybe available in your HOA.

Login or Create account

- If creating an account, then follow the instructions to register and then add unit.



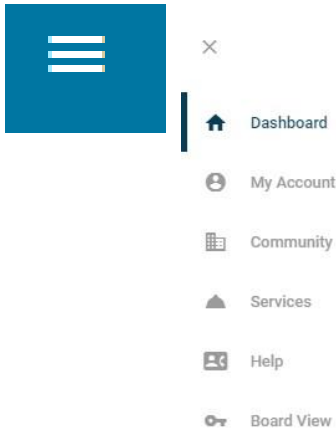
Home Page – Brief overview of all sections in Resident Connect



- **My Account** - Link to Clickpay, and Account Balances
- **Quick Actions** – Quick Links to Community News, Amenities, Deliveries, Visitors, Service Requests, & Calendars (not all sections available in all markets)
 - **Service Requests** – Used to report landscaping, gutter, or roof concerns.
- **Calendar** – Opens Calendar and you may see upcoming events
- **Forms and Documents** – Important, or recent documents uploaded into Connect

- **Important Links** – Link to any outside websites from property, Terms and Conditions, and Privacy Policy
- **Knowledge Base** – Link to Self-Serve answers to questions about the property, Property management info, and Contact us.

Click on Hamburger Menu to access more info regarding he above sections



My Account – Edit Profile, View Balances, Edit Communication preferences, View Violations, Visitor, & Architectural Modifications



- Change Password, Edit email, Contact info, opt in/out Homeowner List, Edit Mailing Address, Emergency Contacts, Representatives to speak on homeowners behalf to Customer Care or Property Manager, Edit Animals, and Vehicles, Occupants and Occupancy Status.

- If there is a pencil or plus sign anywhere you may edit that field to update resident info.

My Communication Preferences

- Verify your Cell phone (for SMS, May not be available in your HOA), and choose how and what categories you would like to receive communication from us.

Communication Preferences

Communication Email..... connect.mo@fereidential.com

Text Phone Number ①..... 816-813-8383 *verified*

Primary Mailing Address..... 123 Any St. Suite 100

Communications	Email Select All	Text Select All	Letter Select All
* Accounting (Budgets, Annual Dues Notice, Collections, Financ... view more)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* Emergency (Loss of Core Building/HOA Functions Announcements ... view more)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Events (Committee, Holiday, Social, Event Announcements or... view more)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General Announcements (Non-Emergency Weather/Seasonal and Yearly/Rule - F... view more)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General Delivery (Workorder (Common Areas), General Communication... view more)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Individual Delivery (Operation and Administration Communications at the... view more)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Marketing (Your Community Portal Information and Instructions... view more)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Meeting Notice (Annual Meeting Announcements, Violation Hearing No... view more)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Newsletter (Management Letters Newsletters Community Updates)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

My Balance

- Transactions from past year, and Make Payment button takes you to Clickpay (single sign on)

My Violations

- See your previous violations in Connect (if any). Click on Magnifying Glass to see details

Violations Activity			
Created	Description	Action	Last Inspection Date
01/29/2021	Landscaping Landscaping areas need maintenance	2nd Notice - Fine Threat	09/01/2021

My Architectural Modifications

- View previous and check status of current Architectural Modifications

Community

Community News, Calendar, Forms and Documents, and Directory

Community News












- See any Community updates or details from Community News Banner (if applicable)

Calendar

- See any upcoming Community Events and/or Meetings. Sort between multiple calendars (if applicable)

Forms And Documents

- Sort and download any forms and docs in your community

Forms and Documents	Name and Description Date	Type
<input checked="" type="checkbox"/> All	 Rules and Regulations June 9, 2021	★ Association Documents Legal Documents
<input checked="" type="checkbox"/> Association Contracts	 Certificate of Insurance_07/28/2022 July 28, 2022	Insurance Documents Certificate of Insurance
<input checked="" type="checkbox"/> Association Documents	 2020-2013 Elevator Contract  June 9, 2021	Association Contracts Contracts - Elevator Contract
<input checked="" type="checkbox"/> Board Meeting Minutes	 2021-2025 Landscape Contract  June 9, 2021	Association Contracts Contracts - Lawn Maintenance
<input checked="" type="checkbox"/> Board Reports	 CDRs June 9, 2021	Association Documents Legal Documents
<input checked="" type="checkbox"/> Financial Documents	 Pet Resolution June 9, 2021	Association Documents Legal Documents
<input checked="" type="checkbox"/> Forms	 Committee-Financial_03/15/2021 March 15, 2021	Board Meeting Minutes Committee-Financial
<input checked="" type="checkbox"/> Insurance Documents	 Board Meeting_02/26/2021 February 26, 2021	Board Meeting Minutes Board Meeting
<input checked="" type="checkbox"/> Monthly Management Reports	 Board Meeting_01/22/2021 January 22, 2021	Board Meeting Minutes Board Meeting
<input checked="" type="checkbox"/> Weekly Management Reports		

Directory

- Add or edit information you want visible to your community about you (Address, Phone and Email)

- To add yourself click on edit under My Directory Information. A box will pop up with what information you would like to share. Click on the eyeball until it has a slash through it on the information you would not like to share. If you change your mind and want to remove yourself, choose remove me from directory. Board/committee member's names only are automatically shared. If you would like to share more click on the edit button under My Directory Information.

Name and Information

Unit Address ▲

Connect Coordi
123 ConnectPlus Co
Kansas City, MO 641

Connect Coordi

Burt Muppet

My Directory Information

Address
123 ConnectPlus Condo
Kansas City, MO 64153

Email
Connect.MO@fresidential.com

Phone Number
8167410183

Visibility

○

○

○

REMOVE ME FROM DIRECTORY
CANCEL
SAVE

Type

Owner
ARC Committee
Board of Directors

Owner
ARC Committee
Board of Directors

Owner
ARC Committee

Services

Make Service requests

Service Requests

– Submit Service Requests for Common Areas by clicking the , or view past requests and check status. This is used for all landscaping, roof, and gutter issues.

Service Requests				
Submitted ▼	Type	Category	Status	Number
01/24/2019	Personal	5150 Building Miscellaneous	Completed	125 🔍

HELP

See FirstService contact info, Keyword Search from info center for answers about your HOA, FAQ's, message your Property Manager, and links to 3rd party websites in important links.

General Information

Management Company
FirstService Residential Missouri
11125 NW Ambassador Drive, Suite 200
Kansas City, MO 64153

What can we help you with?

🔍

Search by Categories

Access Authorization

Architectural Modification Procedures

Association Emergency Contacts

Association Information Sheet

Dues Payments

Guest Policies

Pool Rules

Pud - Budget /Financial Information

Pud - Utilities

Selling Or Refinancing Your Unit

Didn't find what you were looking for?

Message

FAQ View All

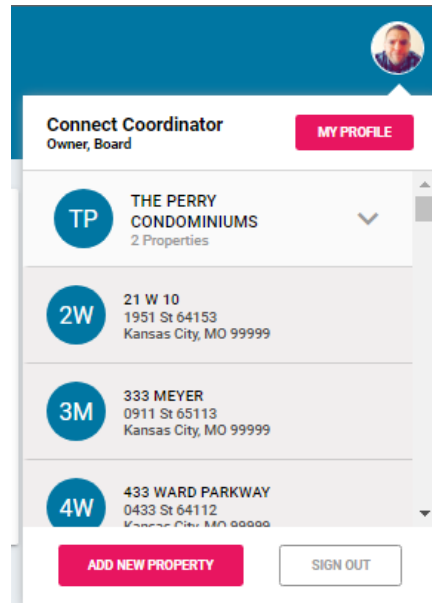
Customer Care Center available 24 hours a day/7 days a week.
Dues - How to make a payment.(Keyword: dues, payments, fees) Load More

Important Links

- Terms and Conditions
- Privacy Policy
- <https://www.eneighbors.com/>

Multiple Property Owners

If multiple properties are owned, you must click on your initials or profile picture at top right, and select add new property to register 2nd address. You then toggle between properties from here as well (example below).



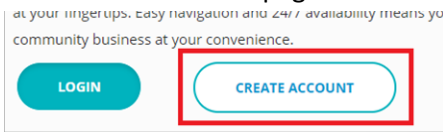
Q: Can I share a profile with another resident in my unit?

A: Each resident needs 1 unique email address on file. Residents are unable to share an email address or an account with other residents.

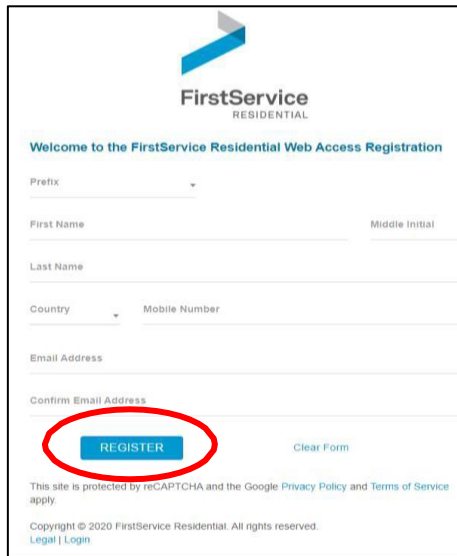
Q: How do I complete registration?

A. Please complete the following steps:

1. Visit your Connect Resident Portal address
2. Scroll to the bottom of the page to the Resident Access section and select **“Create Account”**



3. Fill in your **First Name**, **Last Name** and **Email Address**. (*Prefix, Middle Initial, Country and Mobile Phone are optional as long as your email address is registered with the Association.*) Click **REGISTER**.



4. A Captcha verification process is presented. Click the relevant pictures until there are no more and click the **VERIFY** button. The following screen will be presented:

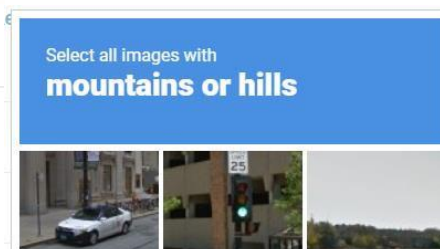
You're almost done!

We have sent you an email with a verification code.

If you did not receive the email, please check your spam folder or [click here](#) to request another email.

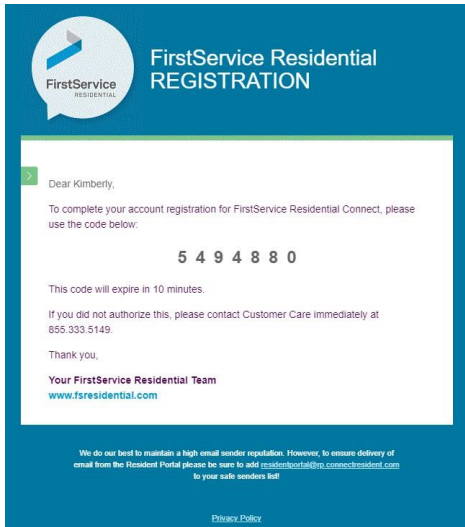
Verification Code

REGISTER



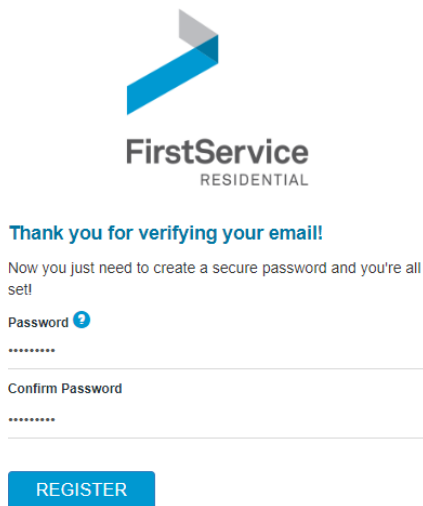
This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.
 Copyright © 2020 FirstService Residential. All rights reserved.
[Legal](#) | [Login](#)

5. Minimize the registration screen and sign onto your email account. A **VERIFICATION CODE** will be sent to your email from residentportal@rp.connectresident.com (The verification code will expire in 10 minutes).
6. Enter the verification code into the registration screen presented. (It can be copied and pasted into the screen from the email as well.) Click **REGISTER**.



Example of the code within your email received from Connect Resident Portal with the subject "Complete your registration"

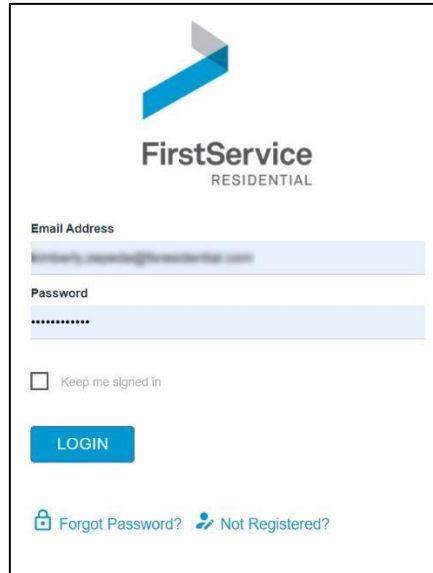
7. Once the email address is verified, a screen will be prompting for creation of a **PASSWORD**



Password Criteria:

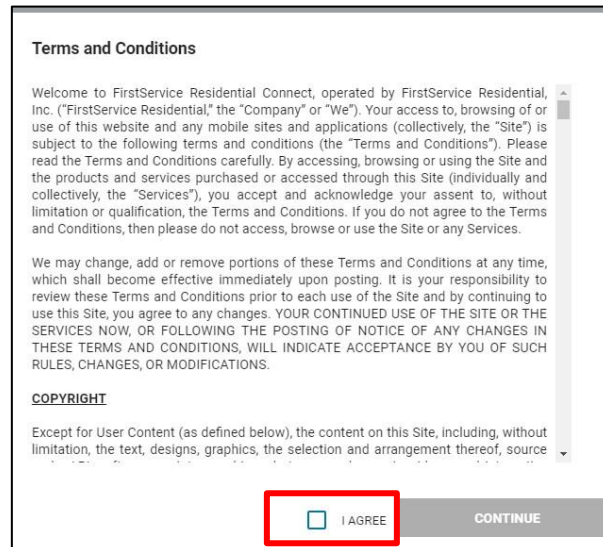
- Minimum of 8 characters in length
- 25 characters maximum
- Password must have at least one uppercase letter, at least one lowercase letter, at least one number, at least one special character (! @ # \$ % ^ & *)

8. After the password is created successfully, the **Login Page** to the portal will be presented. Enter in your email and password. Click **LOGIN**.



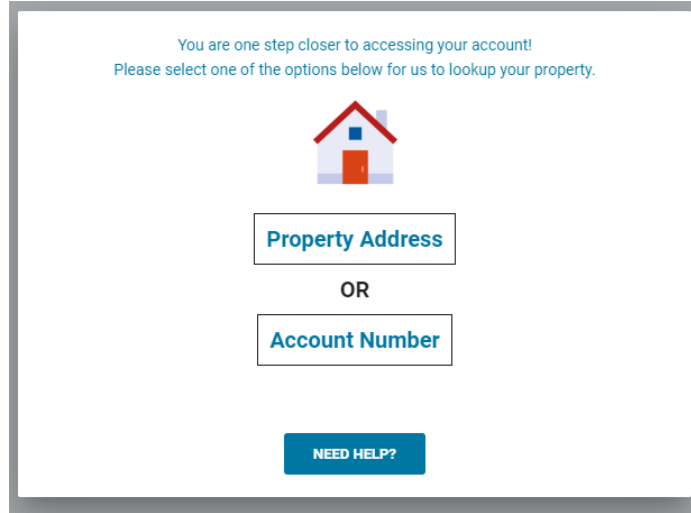
The image shows the FirstService Residential login page. At the top is the FirstService Residential logo. Below it are two input fields: "Email Address" with the placeholder "firstservice.residential@firstservice.com" and "Password" with a masked password "*****". There is a checkbox labeled "Keep me signed in" which is unchecked. A blue "LOGIN" button is positioned below the fields. At the bottom, there are two links: "Forgot Password?" with a lock icon and "Not Registered?" with a person icon.

8. Accept the "Terms & Conditions" by clicking the box "**I AGREE**" and click the pink box "**CONTINUE**"

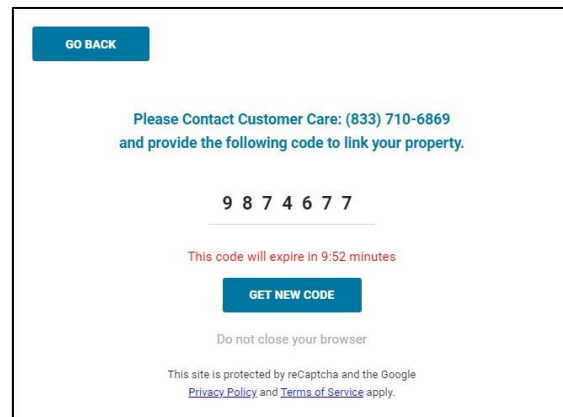


The image shows a "Terms and Conditions" page. The title "Terms and Conditions" is at the top left. The main text describes the user's access to the site and their agreement to the terms. Below the text is a "COPYRIGHT" section. At the bottom right, there is a red-bordered box containing an unchecked checkbox and the text "I AGREE". To the right of this box is a grey button labeled "CONTINUE".

9. Final step is to link your unit to your login profile by either the **PROPERTY ADDRESS** or **ACCOUNT NUMBER**. The Account Number is **not** applicable in our market.



10. During this process, if help is needed, click the button "Need Help?" The following item will be presented, call the number and someone will be ready to assist:



Q: Which web browsers can I use to access my community portal?

A: All of the most common browsers can be used to navigate the portal: Chrome, Edge, Firefox, Internet Explorer, or Safari.

Q: What devices or equipment can I use to access my community portal?

A: The community portal can be accessed on a desktop, laptop, tablet or mobile device. The new Community portal features a responsive design which will match your device's screen size. There are mobile apps available for smart devices and can be found by searching "Connect Resident" in the Google Play or Apple App Store.

Villas at Parkside Homes Association

ARCHITECTURAL CHANGE PROCEDURE

In order to maintain a consistent and high-quality atmosphere in the Villas at Parkside, the developer placed certain restrictions on the land. When each of the homeowners in Villas at Parkside purchases a home, there are certain restrictive covenants attached to the land. The restrictive covenants are attached to the land as they do not terminate or move with the homeowners when the home is subsequently sold to another.

These restrictive covenants are contractual promises to use the land and home in a manner that will benefit all of the homes in the subdivision. The benefit is the consistency and quality of the homes, which is designed to maintain a certain atmosphere and increase property values in the Villas at Parkside. With the same covenants attached to each and every lot in Villas at Parkside, the goals of quality and value can be more easily achieved.

If in doubt of any external improvements, call the Architectural Review Committee (ARC) at 816-414-5300.

Review Criteria

1. **HARMONY WITH OVERALL COMMUNITY DESIGN OR CONTEXTUAL RELATIONSHIP:**
The contextual relationship pertains to the characteristics of any existing structures, the neighborhood, and the individual site. What may be acceptable in one instance may not be in another, depending upon location.
2. **LOCATION AND IMPACT ON NEIGHBORS:** The proposed alteration or improvement should relate favorably to the planning, landscape, topography, and existing character of the neighborhood. The primary concerns are preservation of access, sunlight, ventilation, view and drainage, as well as impact on the privacy and normal use of neighborhood privacy. In reviewing the impact on neighbors, the ARC must balance the property rights and expectations of a property owner with the expectations of the neighbors. There is not always a perfect solution, but the ARC will consider all aspects before making its decision.
3. **WORKMANSHIP:** The quality of work should be equal to or better than originally used in the neighborhood. If past practices are no longer acceptable, current and better practices must be followed.

4. REQUIREMENT: Following the completion of construction of any Unit, no landscaping change or exterior additional or alteration to the Unit shall be made unless and until the plans and specifications showing the nature, kind, shape, height, materials, color and location of the same shall have been submitted to and approved in writing by the Board. (Covenants Article III, Section 2, Paragraph (o) – Architectural Control)

5. APPLICABILITY TO HOMEOWNER: The provisions of the Declaration of Restrictions section shall be applicable to the homeowner only with respect to lots that are improved with buildings that are or have been occupied.

How to Obtain ARC Approval:

As of February 2024, the ARC approval request form is available online on the **FirstService Residential Connect** portal under the [Quick Actions Architectural Modifications](#) request approval link. That link will take the resident to the **Smartwebs** platform where all ARC requests are now completed. The link is also available on the eNeighbors platform under Bulletin Board > Forms > Architectural Change Request Form.

Smartwebs is a user-friendly online portal where committee members can review resident submitted architectural requests. Committee members will have access to a collaborative platform where they can discuss, log their own vote, and provide feedback on each request. Once all members have voted, our team will manage communicating with the homeowner. To ensure clarity and completeness there is a standardized form for request submissions. Upon submission, requests will follow a structured timeline for review with updates being provided to the homeowners.

You can find this link on your resident dashboard as well as your community landing page:

<https://kcsupport.fsresidential.com>

Trash and Recycle Service Information:

- **Trash Company:** Waste Management

Website: www.wm.com

Phone: 866-570-4702

- **Costs:** Your weekly pick up is covered by your HOA dues. The cost for any special pickup request would be covered by the resident.
- **Trash Bins:** Residents can choose to have either regular sized or large sized trash and recycle bins. The HOA will cover the cost of changing out the size of these bins one time only. If additional changes are made, the resident is responsible for and will be billed the \$50 change out fee by Waste Management.
- **Pick-up Day:** Your Regular Trash (Black Topped Bin) is picked up every Wednesday. Recycling Trash (Yellow Topped Bin) is picked up every other week on Wednesday. (A calendar is posted on eNeighbors in Documents > Waste Management folder. The Villas at Parkside is on the Even Week Schedule.)
 - **Curbside Pick-up:** Trash and Recycle bins may be placed outside a residence (curbside) after 4 pm the day before and need to be stored back in your garage by 9 pm the day of pick-up.
- **Holiday Week Pick-up:** When a holiday occurs on a Monday or Tuesday, our trash day will be delayed by one day. (Pick-up will be on Thursday for that week.)
- **Weather Delays:** Weather may cause a delay in pick up. Waste Management will post when these delays occur. Simply sign up for **Waste Management Notifications** online at their website. Once you set up your preferences you can get text messages regarding any changes due to weather or holiday delays.
- **Recycling (Yellow Topped Bin) Information:** The following items may be placed in your recycle bin:
(Note: Please do not bag these items, leave them loose in your bin.)

Acceptable Items:

- Aluminum /Tin Cans / Aluminum Foil (*if clean*)
- Empty Aerosol Cans
- Pie Tins
- Plastic Containers (*Recycle Codes 1-7*)
- Water Bottles, Juice Bottles, Milk Jugs
- Laundry Detergent Boxes or Bottles
- Junk Mail / Magazines / Phone Books
- Newspapers / Inserts / Magazines
- Computer White Paper
- Office Papers
- Juice / Milk Cartons
- Brown Paper Bags
- Cardboard Egg Cartons

- Cardboard / 12-pack Soda Boxes
- Cereal Boxes (*without liner*)
- Tissue Boxes
- Clean Pizza Boxes
- Polystyrene Packaging (**NO peanuts**)
- Cardboard Boxes (**Broken down**)

Not Acceptable:

- Plastic Bags
 - Glass
 - Bubble Wrap / Peanuts
 - Shredded Paper
 - Plastic Plates, Straws, Utensils
 - Food Wrappers
 - Single Serve Coffee Cups and Lids
 - K-cups
 - Paper Towels, Napkins, and Tissues
 - Paper Plates and Cups
 - Styrofoam
- **Regular Trash (*Black Topped Bin*) Information:** The following items may be placed in your trash bin:

(Note: No packing peanuts. Look for stores that recycle them.)

Acceptable Items:

- Waxed Paper
- Food Wrapping
- Ceramic Dishware and Pots
- Candy Wrappers
- Paper Towels and Tissues
- Broken Glass and Mirrors
- Polystyrene Takeout Containers
- Food Waste
- Dirty or Food Soiled Paper

Glass Recycling:

- **Central Bank of the Midwest** - 1.4 miles
15100 W 67th Street, Shawnee KS.
- **Ripple Glass Bin** (*Purple Recycling Bin*) - 1.9 miles
15117 W 87th Street Pkwy, Lenexa, KS 66219
(Located at the SW corner of Lackman and 87th Street Pkwy in the Country Hill Shopping Center.)

Grounds Maintenance:

Lawn, Shrubs, Bushes, Beds, and Tree Maintenance:

- **Lawn**
 - All green common areas are mowed weekly beginning in the spring and running through late fall. This includes mowing, trimming, edging, and leaf blower cleanup.
 - Spring & Fall Leaf Clean-up.
 - Turf Applications – Spring Fertilizer & Pre-Emergent; Spring Fertilizer & Broadleaf Prevention; Summer Fertilizer, Late Summer Fertilizer & Broadleaf Prevention; Heavy Fall Fertilizer.

- **Shrubs, Bushes & Beds**
 - Plant Bed Pre-Emergent Application.
 - Top Dress Bark Mulch (*Beds & New Trees only*).
 - The appropriate bushes and plants, determined by the landscaping company, will be trimmed (*Perennial Cutback*) in the early spring and fall.
 - Our landscape contract includes weekly horticulture care which includes manicuring of bushes and plants as needed, weeding, and removing any debris.
 - The landscaping company provides weekly reports to the Board of Directors identifying any dying bushes or plants that may need to be replaced and any other landscaping issues that need to be addressed.
 - Residents who wish to replace landscaping not identified by the landscaping vendor or grounds committee as needing to be replaced may do so at their expense once an ARC has been submitted and approved.

- **Trees**
 - The Villas at Parkside works with master arborists to identify tree issues, spray for insect infestation and trim as necessary. When needed trees are removed and replaced at the HOA expense. Residents who wish to replace trees, not identified by contracted arborists as needing to be replaced may do so at their expense once an ARC has been submitted and approved.

- **Irrigation**
 - The irrigation schedule begins in the spring and runs through late fall. A copy can be found on eNeighbors in the Documents > Grounds Maintenance folder.

- **Snow Removal**
 - Snow removal for streets / driveways / sidewalks / walkways & front porches are part of the services covered by your HOA dues and takes place once there are **two or more inches of accumulation and the snow has completely stopped.**
 - Ice is not treated by the HOA.

Overnight Parking on the Street

Due to the size of our streets, the need to ensure that emergency vehicles have room to navigate within the community, and the fact that all the townhomes have driveways and garages, the Villas at Parkside does not allow overnight parking on the Street. If you would like additional details on the parking policy, please review **Article III, Para. 2, Section (e), Sub-paragraphs iii, iv & v located on page 7 of the Covenants.**

Utility Connection / Contact Information

Electric Company Service

Evergy (Formerly KCPL)

Website: www.evergy.com

Customer Service: 888-471-5275

Natural Gas Company Service

Kansas Gas Service

Website: www.kansasgasservice.com

Customer Service: 800-794-4780

Cable, Internet, Phone Service

AT&T

Website: www.att.com ;

Suggestion - Visit AT&T's website to learn about the cable, internet, and phone services they offer. Each service has a number listed where you can contact a customer service representative for additional information and questions.

Spectrum

Website: www.spectrum.com ;

Suggestion - Visit AT&T's website to learn about the cable, internet, and phone services they offer. They also have two "Brick & Mortar" stores in the area (*see below*) where you can go and speak with a customer service representative directly, get any additional information you may need, have your questions answered and arrange for your connection if you so choose.

OPKS Store - 13.8 miles

6921 W 119th Street, Overland Park, KS

888-406-7063

Kansas City Kansas Store - 11.7 miles

550 Westport Road, Kansas City, KS

866-874-2389

Water & Sewer Service

You do not need to do anything regarding your water and sanitary sewer services. They are part the services covered by your Homeowners Association dues. (*See the Overview of Association & Homeowners Responsibilities Table earlier in this publication.*)

Shawnee Community Information

Shawnee City Hall - 3.5 miles

11110 Johnson Drive, Shawnee KS 66203
913.631.2500

Shawnee Civic Center - 1.8 miles

13817 Johnson Drive, Shawnee KS 66216
913.631.5200

Shawnee Municipal Court House - 1.2 miles

5860 Renner Road, Shawnee KS 66217
913.742.6003

Nearest Fire Station – Shawnee Kansas Fire Department – Station #72 - 1.2 miles

5840 Renner Road, Shawnee KS 66217
913.631.2999 or 911

Shawnee Fire Chief: Rick Potter

Nearest Police Station – Shawnee Police Department - 1.2 miles

5850 Renner Road, Shawnee KS 66217
913.631.2155 or 911

Shawnee Police Chief: Sam Larson

Public Library

Johnson County Library

Shawnee Branch - 1.9 miles

13811 Johnson Drive, Shawnee KS 66216
913.826.4600

Hours: Monday – Thursday 9am – 8pm
Friday 9am – 6pm
Saturday 9am – 5pm
Sunday Closed

Monticello Branch - 4.9 miles

22435 W 66th St, Shawnee KS 66226
913.826.4600

Hours: Sunday 1pm – 5pm
Monday – Thursday 9am – 8pm
Friday 9am – 6pm
Saturday 9am – 5pm

Shawnee Community Information *(Cont'd)*

United States Post Office

Shawnee Office – 3.6 miles

6201 Nieman Road, Shawnee KS 66203

913.631.6209

Hours: Monday – Friday	9:30am – 5pm
Saturday	8:30am – 1pm
Sunday	Closed

Monticello Office – 7.3 miles

22015 W 66th St, Shawnee KS 66226

913.422.3927

Hours: Monday – Friday	8:00am – 6pm
Saturday	8:30am – 1pm
Sunday	Closed

Shawnee Mission School District Softball Complex

The complex is located due north of residents living in buildings on the north side of 61st Street.

May – July: field lights on until 10:00pm and parking lights on until 10:30 pm on game days.

Shawnee Planning & Development Information

Achieve Shawnee

On Monday, October 25, 2021, the Governing Body for Shawnee adopted the

[Comprehensive Plan - City of Shawnee](#)

This comprehensive plan examines what a community is, where it came from, and crafts a coordinated road map for the future. This road map was designed to serve as a guide for the growth and development of the community for the next 10 to 20 years. If you would like to learn more about the Achieve Shawnee plan, simply click on the link.

Planning Commission Staff Report

Stagg's Grange Development

[Shawnee single-family project gets City Council approval](#)

Development location: 6001 Mauer Road / Project # PUD21-000002.

