

PROVIDENCE COMMUNITY ASSOCIATION

YOUR SCS MANAGEMENT TEAM

SCS Management Services, Inc. is the Managing Agent for The Providence Community Association. We have assigned your team of employees to your community. Each one has responsibility to provide a close working relationship with your Board as well as with the owners of your Association.

ASSOCIATION MANAGER – Tammi Norris – 281-500-7134

tnorris@scsmgmt.com

Your Manager is a consultant to the Association and she assists the Board in formulating policy and overseeing daily tasks and personnel to carry it out. She handles jurisdictional and legal issues, records management, assessment collection and all reports to the Association.

Administrative Assistant – Betty Weidenfeld – 281-500-7176

bweidenfeld@scsmgmt.com

Your Administrative Assistant is the primary liaison for owners. Please contact her for all general information and questions about your community and the services funded by your annual assessment payment. If you have special needs concerning your property or problems around the common areas, please alert your Administrative Assistant.

DEED RESTRICTION DEPARTMENT COORDINATORS

Inspector: Ricardo Alvarez – 281-500-7136 / Customer Support: Susan Spratley – 281-500-7114

ralvarez@scsmgmt.com / sspratley@scsmgmt.com

Your Inspector drives through your community and cites homes that need attention. He is in various neighborhoods daily and not always available by phone. If you have a question, received a letter or need to make a complaint, please call Customer Support. She is in the office daily. She will help you with your questions about a letter you may have received. She is available to discuss your concerns about a possible violation in your neighborhood. She documents calls and notes are put into the system for your Inspector to view when out in the field.

ACCOUNTING REPRESENTATIVE – Claudia Lopez – 281-500-7130

clopez@scsmgmt.com

Assessment payments and reports for your Board are processed by your Accounting Representative. She is available to answer questions about your account, assist in payment plans, closings and clarification of charges.

PROVIDENCE CA WEBPAGE

Providence CA webpage on SCS GO is a great tool to keep connected with what is taking place in your community. Please visit providencehouston.nabrnetwork.com

Office Hours: Monday – Friday 8:00 AM to 5:00 PM

Main Phone Line: 281-463-1777

Fax Line: 281-463-0050

Our voice mail system will assist you after hours and your call will be returned the next business day.