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Pin Oak Village Resident Identification Sticker

Welcome to Pin Oak Village! As a subdivision we try to look out for each other. We have provided you with two Pin Oak Village identification stickers for your vehicles. These are to be placed on the back window, bottom left-hand corner.

This helps residents and the Fort Bend County Sheriffs Department know who is a resident of our neighborhood.

If you need more than two stickers, please contact the P.O.V. board member that is in charge of Safety and Security. They should be able to help you.

Thanks for your participation.



Welcome to Pin Oak Village!!!

We are glad you chose our area. You have chosen a fabulous place to live. Our subdivision is full of friendly, fun and exciting families. We encourage your family to become involved in our Homeowners Association, Fort Bend County MUD District, Ladies Club, Swim Team Ladies Tennis, Men's Tennis and Prime Timers. So, don't hesitate, get involved and meet your neighbors.

The Homeowners Association meetings are the second Wednesday of every month. The Fort Bend County MUD District meetings are the third Wednesday of every month. Both meetings are held at the P.O.V. Club House.

We have enclosed important information to help make you move a little easier. Please take time to read this packet and call if you have any questions.

**PIN OAK VILLAGE
C/O CREST MANAGEMENT COMPANY
P.O. BOX 219320
HOUSTON, TEXAS 77218-9320
(281) 579-0761 FAX (281) 579-7062**

CREST MANAGEMENT COMPANY has been employed by the Board of Directors to manage the day to day operations of the Pin Oak Village Community. On behalf of your Board of Directors and the staff of Crest Management, we would like to welcome you and introduce you briefly to your community services.

POOL/TENNIS COURT, KEYS: The pool opens in the Spring for the season. At that time, you will receive notification about pool registration, how to obtain pool tags and pool hours. Tennis court keys are available for a deposit of \$15.00 each through our office.

TRASH SERVICE: WCA - 281-368-8397 - billed through the Mud District. **Back door** pick-up days are Wednesday and Saturday. Curb recycling is Wednesday.

DEED RESTRICTIONS: Should you desire to make any changes to your property, you must first apply for Architectural Control Committee approval. Please contact our office for a form and/or a copy of the deed restrictions, or go to the website to obtain them.

NO OVER-NIGHT STREET PARKING IN THE COMMUNITY

ASSESSMENTS: Assessments are due at the beginning of each year and you will receive an invoice for the assessments by December 31 of each year.

The Association is a non-profit organization in which all homeowners are members, and as such, have certain rights and obligations. The Association provides various services to its members, such as maintenance of the common areas in the subdivision, pool and enforcement of deed restrictions.

* You are encouraged to add your name to the **POV Safety/Social email list**, by emailing POV HOA Board Member Jennifer Haar, at jhhaar@earthlink.net. The list is comprised of all interested homeowners who wish to be notified regarding safety issues in POV, as well as to be informed of neighborhood social events.

Pin Oak Village offers three annual events to all homeowners:

- * **PIN Oak Party by the Pool** (adults) - an optional, ticketed, catered event in the Spring
- * **POV 4th of July Patriotic Parade** - (all ages welcome; begins and ends at our Play Ground)
- * **Christmas in the Village** - family hayride, cookies and hot chocolate at our Clubhouse

Again, welcome to Pin Oak Village. If we can be of assistance, please call our office Monday through Friday, between 9:00 a.m. and 5:00 p.m.

Website: pinoakvillagekaty.com

Sincerely,

CREST MANAGEMENT COMPANY

Pin Oak Village Pool Rules

1. No running or rough play.
2. No glass containers allowed in the pool area
3. No diving in the shallow end of the pool (less than 5 feet)
4. No swimming in designated diving areas of the pool.
5. Only one person allowed on the diving board at a time.
6. All swimmers must dive straight out and not off to the side of the diving boards
7. No pets are permitted on the pool premises.
8. Proper swimming attire required when swimming in the pool.
9. Members who bring guests must be responsible for them at all times.
10. All children under 10 years old must be accompanied by an individual at least 16 years old, with the exception of 8,9, and 10 year olds who have passed the swimming proficiency test.
11. No swimming after designated swimming hours, unless special arrangements have been made through the recreation director.
12. No one will be admitted without proper I.D.
13. No loud music around the pool area.
14. Limited pool toys, upon the life guards discretion, will be allowed in the pool.
15. Smoking is prohibited in the pool area.
16. Excessive consumption of alcohol is prohibited in the pool area; only persons who are of legal drinking age may bring or consume alcohol in the pool area.
17. A responsible adult guardian must supervise his or her own children in the baby pool.
18. Only children 5 years old and under may use the baby pool
19. Violations of the pool rules may terminate your use of the pool.
20. Anyone renting the Clubhouse or pool will indemnify and hold the Association, and its members, contractors and employees harmless from all claims or losses (including, but NOT limited to attorney's fees, expenses of litigation or settlements) arising out of the rental or use.

Please also remember there is a ten-minute rest period on the hour: all swimmers under 18 years of age will be out of the pool.

RULES FOR RENTING THE CLUBHOUSE OR POOL

1. The Clubhouse may be reserved/rented by Homeowner/Lessor who is current on their Homeowners Association dues. Arrangements and reservations must be made in advance with Clubhouse Manager/ HOA liaison.
2. ***Use of the Clubhouse does not give exclusive rights for use of the pool or the tennis courts. If the rental occurs during the hours when these facilities are normally open, residents have the right to use them as they desire.
3. The HOA, MUD Board meetings are the only standing functions. All other functions require the Clubhouse to be reserved.
4. **SECURITY DEPOSIT:** For all rentals a security deposit of \$100.00 and a rental agreement signed before the keys are given. Only HOA, MUD, Ladies Club, Swim Team, and other organizations approved of by the board will be exempt from a security deposit. If the pool is going to be used in conjunction with the Clubhouse an additional \$100.00 deposit is required. Each POV homeowner is entitled to two free uses of the clubhouse each calendar year. There will be a \$25.00 fee for additional use per calendar year.
5. ***Security deposit does not limit responsibility for any damages. The deposit will be returned after the clubhouse has been inspected and no violations found. You will be billed for any cleaning/repair costs incurred due to your party.
6. ***A Homeowner/Lessor must be in attendance at all times when the function is in progress.
7. ***Decorating or setup is to be done as closely to the beginning of the party as possible. Do not damage walls or flooring with your decorations. Please remove all decorations at the conclusion of the party (including all tape.) Cleanup needs to be completed as close to the end of the party as possible and the key returned by no later than noon the following day unless other arrangements have been made prior to the function with the clubhouse manager/HOA liaison.
8. The “exclusivity” obtained by reserving the clubhouse does not extend to the pool area. The pool is a shared facility at all times and may be used by all residents when the pool is open at regularly scheduled times. There will be no glass or breakable materials taken outside the clubhouse to either the pool deck or the driveway/parking lot area. Use of glass in the pool area will result in immediate forfeiture of the deposit and a 30-day suspension of swimming privileges.

9. ***All parties must terminate by 12:00 midnight. Pool area must be vacated by 12:00 midnight. There are neighbors immediately behind each bordering fence. Please be considerate of their privacy. Music must be turned down at 10:00p.m. Please use discretion about the music you play, especially that may be inappropriate for children. ***ALL TEEN AND CHILDRENS' PARTIES MUST BE SUPERVISED BY ADULTS-NO EXCEPTIONS***
10. If pool is used after normal closing hours (9:00p.m.), the Homeowner/Lessor renting the facilities will be required to pay for extra lifeguard time. Per our contract, all lifeguards must be employees of Sweetwater Pools and lifeguard arrangements must be made prior to the event with Sweetwater Pools. The ratio of lifeguards to guests is one lifeguard every 15 persons who are inside the pool area. Extra lifeguards may be needed for parties planned during regular pool hours and the number of guests may not exceed 15.
11. Absolutely no alcohol can be consumed in the clubhouse or at a private pool party by minors
12. In the Clubhouse tables must be cleaned and put away, chairs cleaned and stacked, and carpet vacuumed. Please make sure all the lights and heating/air conditioning system is turned off upon leaving the building.
13. ***In the kitchen the stove, refrigerator, sink and counters must be left clean. Food, trash, and garbage removed, and floor mopped. PLEASE LEAVE THE LIGHT IN THE KITCHEN ON AND THE DOORS OPEN FOR SECURITY REASONS.
14. ***The restrooms need to be inspected, make sure water has not been left running, toilets have been flushed, paper has been picked up, trash cans emptied and lights have been turned off.
15. ***Trash must be bagged and carried to the large trash containers in the trash area adjacent to the tennis court.
16. If other POV residents are using the common facilities (swimming pool or tennis courts), they have priority for parking.

Signature _____

Date of Rental _____ Time of Event _____

Check number _____

Please:

- return check (Please include a stamped, self addressed envelope for your check) OR
 destroy my check after inspection.

PLAYGROUND RULES

- Play at your own risk
- Children under 6 years must be attended by an adult
- Playground closes at dark
- Anyone caught damaging property will be prosecuted
- Respect others, take turns
- No bikes
- No motorized vehicles
- No glass containers
- Don't throw gravel
- Adults in attendance are requested to monitor the above rules

Thank you

TENNIS COURT RULES

- Proper Attire Required
- No Skates, Bikes, Skate Boards On the Court
- No Glass on the Court
- Please Empty Garbage Cans When You Leave.
- Close Gate When You Leave

Thank you

**Association and Community
Managing Professionals, Inc.
16650 Pine Forest Lane
Houston, Texas 77084-4034**

Phone: (281) 855-9867

Fax: (281) 855-3411

email: acmpinc@swbell.net

Date: _____ Re: Property Address: _____

Dear Homeowner/Resident:

This form is being sent to you to update our records for the Homeowners Association. Please take the time to fill out the information requested and return it to our office as soon as possible.

Are you the current owner of this property? Yes No

If the answer is yes, please provide our office with the following information:

Name of Seller: _____

Name of Buyer (your name): _____

Mailing address (if different from above) _____

Date of Closing _____ Mortgage Company _____

Home Telephone _____ Work Telephone _____

Please provide our office with a copy of your SETTLEMENT STATEMENT OR DEED for the Association's files.

If you are leasing/renting this home, please provide the following information:

Tenant(s) Name: _____

Home Telephone _____ Work Telephone _____

Name of owner/leasing agent: _____

Address of owner/leasing agent: _____

Telephone number of owner/leasing agent: _____

Thank you for your assistance in this matter. Please feel free to contact our office with any questions.

PIN OAK VILLAGE
COLLECTION PROCEDURE

ADOPTED JULY 12, 1995

1. December - Management Co., to send invoice.
2. February - Management Co., to send reminder notice.
3. March - Management Co., to send certified demand letter.
4. April - Attorney to send certified demand letter.
5. May - Attorney to perform title search and file lien.
6. June - Board will review delinquency report provided by Management Co. and decide if lawsuit for foreclosure will be filed.