

Your quick and easy
Homeowners' User Info For
Oak Parke Homeowners' Association

The One-Page Guide to Oak Parke

There's a lot to know about Oak Parke, and your Homeowners' Association board of directors wants to help keep it simple. So they're providing this one-page guide to living in Oak Parke.

Officers

As of June, 2009, the HOA board consists of:

- Christine Driggs, Term Expires 2010.
- Monique Wells, Term Expires 2011.
- Scott Robuck, Term expires 2012.

Association Law

The overriding governance document of our homeowners' association is our deed restrictions, or "Declaration of Covenants, Conditions and Restrictions," a legally binding document filed at the county clerk's office. Every homeowner must abide by its contents, as must the board of the Association. In fact, when you bought your home, you signed the agreement to follow these covenants.

The Association's articles of incorporation and its by-laws are at a lower level of precedence than the deed restrictions. Association governance is also subject to state law, specifically certain chapters of the Texas Property Code.

You may read the deed restrictions by visiting www.ophoa.org, or by calling the management company to request a copy be mailed to you.

Architectural Control

Under the deed restrictions, an architectural control committee (ACC) has jurisdiction of homeowner's building projects, including the following:

- Outbuildings, gazebos, sheds
- Paint and brick colors
- Landscape changes
- Fences and walls

Homeowners who wish to make such changes must apply to the ACC with complete plans and specifications **BEFORE** beginning work. A form and instructions are available on the website at www.ophoa.org. If you do not have Internet access, you may call the management company to ask for the materials.

Governance

The ongoing management of the Association is provided by a board of directors elected by the membership in the annual meetings. There are three board members, serving staggered three-year terms. The board meets once every other month.

The annual meeting is held each February if a quorum of 2/3 of the membership is met through their attendance or signed proxies. The membership's primary exercise of power is through election of board members. Members may get messages to the board through any of the means mentioned under the "Contacts" heading.

The board has responsibility to manage the budget and the exclusive power to contract on behalf of the association.

Our Property Use Restrictions

Oak Parke preserves its high quality of residential life through its deed restrictions, which are officially recorded public records. Some of the restrictions include:

- Architectural control over outbuildings
- Placement of signs in yards
- Parking trucks, trailers, tractors, RVs and commercial vehicles
- Livestock
- Fence construction
- Commercial use of property
- Exterior finishes and colors
- Window treatments

Additionally, each house must have a functional gas lantern in the front yard.

Garage Sales

Under the deed restrictions, residents may have up to two garage sales per year, with prior approval. No goods brought from outside the home for the sale may be sold.

Residents may apply for approval of a garage sale with a form on the website or by calling the management company to request a form.

Gas Lanterns

Our deed restrictions require keeping a functional gas lantern in the front yard.

Amenity Center

Oak Parke families and their accompanied guests have access to the beautiful amenity center, with its picnic facilities, basketball court, playground, and swimming facility. Under the authority of the deed restrictions, the board of directors has adopted a set of rules for using the amenity center.

Pool rules are covered in the Code of Rules and Regulations. Some of the matters covered in these rules include:

- Swimming pool schedule
- Unaccompanied children
- How to get key fobs for pool area and restrooms
- Food, drink, tobacco, & alcohol restrictions
- Attire
- Behavior at the pool

Pet owners visiting the park must pick up after their pets, as all owners are expected to dispose of their trash.

Homeowners who wish to get electronic keys to gain entry to the pool area should contact the management company.

Dues

For 2009, Oak Parke Homeowners' Association dues are \$40 per month. Dues should be sent to the management company address no later than the 15th of each month.

Enforcement

Under the Texas Property Code, Oak Parke's deed restrictions and Code of Rules and Regulations, our homeowners' association has powerful tools available for enforcing the deed restrictions that we bought into by buying in Oak Parke. Informal notices are sent from the management company about violations. If the homeowner fails to remedy the problem, the board invites the offending homeowner to a hearing. Eventually, the board may elect to seek and enforce a court order against the homeowner, and require court and legal fees be paid by the homeowner or place a lien on the property.

Contacts

Management Company (Goodwin Management): 502-7517

Monthly Dues Payments:

Oak Parke HOA
PO Box 4785
Houston, Texas 77210-4785

Other Correspondence:

Oak Parke HOA
11149 Research Blvd, Suite 100
Austin, TX 78759

Email Addresses

Board of directors: board@ophoa.org
Management company: hoa@ophoa.org

Contracts

Under its powers to contract on behalf of the Association and to meet its responsibility to provide services to the homeowners, the board contracts with various types of service providers, including:

- Management company
- Landscaping company
- Pool maintenance company
- Lifeguard services
- Certified Public Accountant
- Attorney
- Public utilities
- Others, as needed

For More Information

The Oak Parke Homeowners' Association keeps a highly informative and relevant website, www.ophoa.org. On it, you may find the following:

- Complete text of the Deed Restrictions
- Board-adopted Code of Rules and Regulations
- Garage Sale Application Form
- Architectural Change Application Form
- New homeowner information
- Contact List, including board members

Additionally, homeowners may subscribe to an email distribution list to receive news updates from the board. Visit www.ophoa.org to sign up.