



April 1, 2020

Dear Homeowner,

This is a tenant package to share with your lessees. The rules of our community are so important to keep harmony between neighbors and management, protect your investment and keep our property looking wonderful! Attached are pool, tennis, and pet rules so that you can review with your lessee.

Pool: Our access to the pool area with a digital key card access in 2019. If you are a new property owner, you should have received a card from the previous owner. A new pool access card will be \$45 unless the previous owner did not sign for a key card. Please know that all accounts must be current with a zero balance to receive cards. We will put out an email notification for 2020 key distribution for those homeowners that are new or homeowners that have lost or misplaced their card in early May.

Tennis: Our access to the tennis area is with a regular key. Each key is \$25. Please know that all accounts must be current with a zero balance to receive cards. Tennis keys are issued throughout the fee once the fee is paid.

Your Association is designed to protect and maintain property values. It can only be as strong as the support you or your tenant gives it. Many of the services performed by the Association benefit you and your property directly while others are for the general maintenance of the entire neighborhood...which is also to your benefit.

Your Association has the legal power to enforce restrictions in the neighborhood. Primarily, they are designed to keep all construction, including fences and walls compatible.

You own the private drives, grass areas, swimming pool, and tennis courts in common areas with your neighbors. Maintenance is provided by River Oaks Homes Association. We urge all owners to be considerate of others in their use and care of these facilities.

We strongly encourage all new homeowners to make sure they are aware of the location of their water valve to your home. If an emergency should arise, you will be prepared. They are usually located in front of the home. Some are not so obvious. Some owners have used the services of American Leak Detection or a plumber to locate. It is the homeowner's responsibility to maintain this.

Please let us know if you have any questions.

River Oaks Homeowners Association, Inc.



Acknowledgement of Receipt of Pool Key Card

I, _____, homeowner/manager authorizes the tenant/lessee residing at _____ Shreveport, LA 71115, in the River Oaks Homes Association to have a key card # _____ to the recreational facilities. **You will receive this card from your landlord not the association.** If you lose your card, report to your landlord and the cost for replacement will be \$45. The homeowner will need to contact us for a replacement. You will be responsible for returning your key card to your landlord when moving.

By signing this form, I/We are accepting the rights to the use of the pool facilities and use of the common grounds delegated to me by the owner of the above stated address. A separate document with all the pool rules is attached. I also acknowledge the rights herein accepted are subject to suspension to the same extent as those of the property owner.

I recognize that I/We will be responsible for my family members and my guest while within the property of River Oaks Homes Association, Inc.

I understand that the only person(w) that are members of my household are authorized to have possession of this key card. Unauthorized use of the key card and any violation of River Oaks rules and regulations by the tenant/lessee, family, or guest will result in a restriction of the use of these facilities and the notification to the owner of this property. The key card authorized access may be terminated until the matter is resolved. General rules regarding the pool and tennis courts are posted on line. Attached are copies of rules regarding the pool, tennis court, parking, and animals for you to read.

If you should have questions, please call our property management team or Courtesy Officer 318-797-6712. **CALL 911 IN CASE OF EMERGENCY.**

Signature of Tenant/Lessee

Tenant/Lessee

Date

Tenant/Lessee

Date

Signature of Homeowner/Manager

Homeowner/Manager

Date



Acknowledgement of Receipt of Tennis Key

I, _____, homeowner/manager authorizes the tenant/lessee residing at _____ Shreveport, LA 71115, in the River Oaks Homes Association to have a key # _____ to the tennis court. **You will receive this key from the association once payment is received along with a copy of this letter.** If you lose your key, report to your landlord and the cost for replacement will be \$50. The homeowner will need to contact us for a replacement. You will be responsible for returning your key into your landlord when moving.

By signing this form, I/We are accepting the rights to the use of the facilities and use of the common grounds delegated to me by the owner of the above stated address. **The only activity allowed in this area is playing tennis. No other activity is allowed. No bikes, basketball, skates, or horse play is allowed. Anything on our courts that may cause damage will be immediately addressed and loss of your tennis courts privilege.** Lights are on a timer and must be turned off when leaving.

I recognize that I/We will be responsible for my family members and my guest while within the property of River Oaks Homes Association, Inc.

I understand that the only person(w) that are members of my household are authorized to have possession of this key. Unauthorized use of the key card and any violation of River Oaks rules and regulations by the tenant/lessee, family, or guest will result in a restriction of the use of these facilities and the notification to the owner of this property. The key may be terminated until the matter is resolved. General rules regarding the tennis courts are posted on line. Attached are copies of rules regarding the pool, parking, and animals for you to read.

If you should have questions, please call our property management team or Courtesy Officer 318-797-6712. **CALL 911 IN CASE OF EMERGENCY.**

Signature of Tenant/Lessee

Tenant/Lessee

Date

Tenant/Lessee

Date

Signature of Homeowner/Manager

Homeowner/Manager

Date



RIVER OAKS HOMES ASSOCIATION, INC

205 Hanover Drive

Shreveport, LA 71115-3483

318.797.6712 office

RiverOaksHomesAssociation@gmail.com

Professionally Managed by Little Realty Inc.

Thank you for taking the time to update your contact information with us. Emergencies happen and we need to know how to get in touch with you and your tenants.

Update your Contact Information

Owner Name: _____ Property Address: _____

Owner Email: _____ Owner Telephone: _____

Owner Mailing Address: _____

If Tenant Occupied:

Tenant Name: _____

Tenant Email: _____ Tenant Telephone: _____

The Animal Control Ordinance (Ord. No. 28, 2005, 9-27-05)

Sec. 14-13. Nuisance; owner's responsibility.

(a) No person shall willfully or knowingly harbor or keep on his premises or elsewhere any animal which causes an unreasonable disturbance of the peace of the neighbors or occupants of adjacent premises, or suffer or permit any animal to create a nuisance as defined in this chapter. This includes excessive barking. A person shall be deemed to have willfully and knowingly violated this section, if such person, having been notified by the department or law enforcement officers of such disturbances, shall have refused for a period of 24 hours to correct same and prevent reoccurrence. In the matter of excessive barking, the remedy shall be immediate upon notification.

(b) The owner of any animal shall maintain his premises in such a manner as not to constitute either a private nuisance to adjoining property or a nuisance to the public generally. Pens or yards in which animals are confined or maintained shall be cleaned regularly so that they are kept free from offensive odors which would disturb any person residing within a reasonable distance of said premises; and the animals themselves shall be restrained in such a fashion that noise emanating therefrom shall not be disturbing to such persons.

(c) Premises on which animals are kept shall be maintained so as to prevent disagreeable odors arising therefrom, or the presence or breeding of flies, mosquitoes, and other pests. Provisions shall be made for the removal and disposal of animal and food wastes, bedding, dead animals and debris. Disposal facilities shall be so provided and operated as to minimize vermin infestation, odors, and disease hazards.

(d) If any part of a public street or the private property of a person other than the owner of the animal shall be soiled by the excreta of that animal, whether such nuisance shall take place in the presence of the owner or not, the owner shall, upon becoming aware thereof, promptly remove such excreta and dispose of it in a sanitary manner.

(Ord. No. 28, 2005, 9-27-05)

Sec. 14-5. Owner's responsibilities.

Owners of dogs and cats shall be responsible for compliance with the following:

(1) All dogs and cats, except cats which have been properly vaccinated for rabies, neutered or spayed and properly tagged except any dog that is being trained for, or being used for the common and accepted practices associated with the legal hunting of game, including birds and animals, and the herding of livestock, shall be kept from running at large and must be confined. The owner of a cat or dog which causes damage to another person's property shall be responsible for that damage. If a cat is shown to have damaged, with its claws, another person's property, the director of Caddo Parish Animal Services may instruct the owner to either have the cat declawed or confine the cat indoors. If a dog causes damage to another person's property, the director may classify the dog as dangerous and enforce the guidelines as set forth in this code. Failure of the owner to follow the instructions of the director may result in the animal being seized and humanely disposed of.

(2) Owners shall be responsible for practicing a flea and tick program.

(3) Owners of animals that bite an individual are responsible for notifying Caddo Parish Animal Services.

(4) It shall be the responsibility of the owner to confine outside animals in an enclosed area. The primary enclosure should contain a minimum of 64 square feet (8 ft. x 8 ft.) per animal. There shall be no tethering of animals with chains, cables, ropes or any other such device in lieu of a proper enclosure outside animals that reside in a

The Animal Control Ordinance (Ord. No. 28, 2005, 9-27-05)

neighborhood with fencing restrictions must be kept inside or confined in an outside kennel with the minimum square footage as stated above. Any animal found in violation will be seized. The owner will have five days to correct the discrepancy or the animal will become the property of Caddo Parish Animal Services. Whether or not the animal is redeemed, the owner will be responsible for all fees. Whoever is found to be guilty of failing to provide the proper enclosure shall be fined not less than \$250.00 nor more than \$500.00 or serve five days in jail. Imposition or execution of sentence shall not be suspended.

(5) The owner of any dog housed outside shall provide a proper shelter which will provide adequate protection from the elements. This includes but is not limited to a dog house, enclosure, or ready access to an already existing structure. The shelter must provide basic protection from the elements. In addition, the owner shall provide the dog access to an adequate water supply. The owner shall provide adequate food for the dog and must feed the dog at least once per each two-day period. Any fenced or walled enclosure will consist of a chain link, wood, brick, vinyl fencing or any other material deemed appropriate by the director of Caddo Parish Animal Services. The barrier will be a minimum of four feet high but at all times will be of a sufficient height to preclude the dog from escaping over the barrier. No fence or wall will have openings greater than two inches in diameter.

(6) No owner shall tether a dog to moveable object in which the dog must physically move the object in order to move about the enclosure.

(7) No owner shall position their dogs in a manner that would prevent emergency personnel from gaining safe and immediate access to main entrance to the residence.

(8) Any owner who legally tethers their dog must ensure:

- a. The dog is tethered within an enclosed area.
- b. The dog is secured in such a way where the tether will not become wrapped or entangled as to restrict the original length of the tether.
- c. The tether must provide the animal a minimum of sixty-four square feet of space to freely move about.

(9) It shall be unlawful for any occupant or owner of a dwelling to keep or allow to be kept outdoors on the premises of any dwelling more than four dogs, except that a litter of pups may be kept for a period of time not exceeding five months from birth. This provision shall not apply to any establishment where dogs are lawfully kept for breeding, sale, sporting purposes or boarding. In a case where the numbers of dogs exceed the legal limit, the owner may apply to the director for a non-commercial kennel permit. The directors will approval the permit if the following conditions exist:

- a. There is adequate space to house the dogs.
- b. The additional dogs not create a health risk for the humans or other animals which occupy the residence.
- c. The additional dogs not degrade the environment for the surrounding residences.
- d. All animals on the property have been properly vaccinated.
- e. There is there an adequate tick and flea control program.

The Animal Control Ordinance (Ord. No. 28, 2005, 9-27-05)

f. The applicant is in compliance with all other portions of this chapter.

g. The applicant and or owner/caretaker of the dwelling have not received any legitimate dog complaints from adjacent residences or the surrounding neighborhood.

If the director finds that all of the above conditions exist, he may issue a non-commercial permit. If the director finds that one or more of the conditions as listed above are in compliance, he may deny the permit and the applicant will be required to come into compliance. If the applicant disagrees with the decision of the director he may appeal that decision as stated below in subsections [14-5\(10\)a.](#), b.

(10) For indoor dogs, there shall be no limit unless those dogs create a nuisance. The director may enforce the maximum limits as stated for outdoor dogs for any owner who permits his indoor dogs to create a nuisance.

a. If the owner disagrees with the decision of the director, he may appeal that decision to the animal services board. The director's decision shall be revoked only by a majority vote of the animal services board. If the board does not revoke the decision, the owner will have an additional ten days to request an appeal. If an appeal is not requested the owner must comply with the director's decision and the number of dogs must be brought into compliance. The owner must be present or legally represented at the hearing or any right to the appeal will be deemed waived and the ruling of the director will be final.

b. Any person aggrieved by any action of the animal services board may appeal said action to the city council. Written notice of such appeal must be submitted to the clerk of the city council within three working days of the action of the animal services board from which the appeal is taken or the right of appeal will be deemed waived and the ruling of the board will be final. The city council shall hear the appeal at the first available regularly scheduled meeting after receipt of said notice of appeal by the clerk. To overturn the rulings of the animal services board, it will require a 2/3 majority vote of the city council. An issue so appealed shall be taken to the First Judicial District Court by filing an appropriate petition within ten days of receipt of notice of the decision of said body. Failure to timely file said petition shall constitute a waiver of the right of appeal and the decision of the city council will be final.

(11) Must ensure any guard dog is registered with the CPAS.

(12) Owners of dogs that have been declared "dangerous" must register the dogs with CPAS and abide by the provisions set forth in [section 14-10.1](#)

(13) No owner shall keep a dog confined on any residential premises on which no person is living.

(Ord. No. 28, 2005, 9-27-05; Ord. No. 150, 2008, 11-11-08)

Link to City of Shreveport Website for the most current information:

http://library.municode.com/HTML/10151/level3/PTIICOOR_CH14AN_ARTIINGE.html#PTIICOOR_CH14AN_ARTIINGE_S14-13NUOWRE#TOPTITLE

Parking Rules and Regulations

Parking of automobiles and other motor vehicles on the Common Area shall be prohibited except to the extent authorized and permitted by the Association as follows:

1. There will be both assigned parking spaces and open parking spaces. Assigned Parking Spaces will bear the number of the lot to which it is assigned and will be for the exclusive use of the lot owner. Open Parking Spaces will not bear any number and will be available for member and guest parking. Parking shall be in parking spaces only. Parking shall be in between the lines. Parking on or at the street is prohibited and shall be subject to removal at the owner's expense.
2. Owners are entitled to two (2) parking spaces per household and may not use the open parking spaces to store other vehicles or any other objects.
3. Vehicles will not be stored on the Common Area. Any vehicle parked in open parking and not moved for a period of twenty-four hours is considered a shored vehicle and is prohibited and subject to removal at the owner's expense.
4. No trailer, boat, camper, motor home or the like, shall be kept upon the Common Area and no junk vehicle or other vehicle on which current registration plates and safety inspection sticker are not displayed shall be kept upon the Common Area or any of the lots.
5. No major or lengthy vehicle repairs are permitted.
6. The Association assumes no responsibility for damage done to automobiles parked on the Common Area.
7. Trucks exceeding three-quarter (3/4) tons shall not be permitted to park on the Common Area or any of the lots overnight.
8. Parking on the grass is strictly prohibited and those vehicles will be removed at the owner's expense.

NO LIFEGUARD ON DUTY



Swim at your own risk

Life ring is for emergency use only

1. Pool is for PRIVATE use for the property owners of River Oaks Homes Association, Inc. In order to help ensure the safety of swimmers, and to provide primary access to its members, the association shall limit each homeowner and/or legal tenant to a maximum of 5 household members and 2 guests that are using the community pool at any given time per visit. The guests must be in the presence of the homeowner and/or legal tenant.
2. Maximum pool capacity is 27 occupants.
3. Children under the age of 14 shall not use pool without a parent/guardian or responsible competent swimmer in attendance.
4. No glass, alcohol beverages, or BBQ Grills in the pool area.
5. No running or diving from side, ladder or pool furniture.
6. No profanity, yelling, or fighting will be tolerated.
7. No animals of any kind are allowed in the pool area with exception of service animals with proper identification.
8. Proper swim attire is required for all swimmers.
9. Do not leave trash in or around the pool. Please discard item in the trash can.
10. Management and/or Courtesy officer reserve the right to enforce the pool rules of the association, close the pool, and request identification of homeowner for proof of residency.
11. River Oaks Homes Association, Inc is not responsible for accidents, injuries, or personal items.
12. Call 911 For Emergency. This location is 205 Hanover Drive, Shreveport, Louisiana 71115.

Pool season is mid-May through the end of September. The pool is open Tuesday – Sunday each week from 10 a.m. - 10 p.m. The pool is closed every Monday for maintenance and during severe lighting, thunder, other severe weather conditions or emergency maintenance. The pool will be open on the Monday of Memorial Day and Labor Day but will close on the Tuesday following the holiday for deep cleaning. Please keep the pool Gates closed at all times!