



North Briar Community Association, Inc.
12042 Riverview Dr., Houston, TX

Dear Country Village Neighbor,

The Board of Directors for the Country Village Homeowners Association wants to join with the Women's Club in welcoming you to your new neighborhood. Outlined below is additional information about Country Village (CV).

Board of Directors

Monthly Meetings: The Board conducts regular meetings typically on the third Tuesday of each month in person and by conference call. The open session starts at 7:00 PM and all residents are welcome to attend. Exact details are subject to change and will be confirmed on the website and by email each month. If you wish to discuss an issue with the Board, please call the management company (info below) at least 24 hours prior to the meeting to be added to the agenda.

Annual Meeting: The annual Homeowners Association meeting is held at the beginning of each year. We review the previous year's budget and expenditures, and the current year's budget. Elections are also held for expiring Board positions.

Management Company

Graham Management manages the day-to-day affairs of our association. They are located at 2825 Wilcrest Dr., Suite 600 Houston, TX 77042 and can be reached at 713.334.8000, or our management team as follows:

Community Manager: Tami Smith (tsmith@grahammanagementhouston.com)

They are the preferred point of contact for all routine matters, including account information and payment, deed restriction violations, architectural change requests, maintenance issues.

Assessments: Assessments are due on January 1st of each year, and you will receive an invoice for the assessments prior to December 31st of each year.

Deed Restrictions: Should you desire to make any changes to your property, you must first apply for approval from the Modification Review Committee by submitting an exterior modification request. In order to submit for an exterior modification request, please visit www.crest-management.com to submit your request electronically. Also please visit www.crest-management.com for a copy of the deed restrictions.



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Country Village Website & Graham Management Resident Portal

Publicly available information about our community can be found at <http://www.countryvillagehoa.org>. Confidential community information and your account information can be found on the Graham Management Resident Portal, please visit <https://graham.cincwebaxis.com/> to set up your portal access. Sign up for emails on both the website and the portal to not miss any neighborhood announcements and alerts.

Country Village Amenities

Trash Pickup & Recycle Program: Trash days are Mondays and Thursdays, with Thursday being heavy trash day. Recycling day is Wednesday. "Backdoor pickup" is provided for standard residential trash and grass clippings, which means trash can(s) or bags can be placed near the backdoor or gate, but outside of any fenced area. Whereas tree trimmings, heavy trash, and recycling must be placed curbside. Generally, paper, cardboard, plastic, and metal are accepted for recycling, glass is not. Additional information about the program and the holiday schedule can be found on <http://www.countryvillagehoa.org>.

Clubhouse: Located at 12042 Riverview can be reserved by residents for private parties. Contact the management company for rental information.

Pool, Playground, and Tennis Courts: The playground and tennis courts are open year-round; the pool is only open during the summer months. The pool is currently Swim at Your own Risk. A use waiver is required, and a separate fob registration is required to access the pool. Pool hours and rules can be found on our website. To access the playground, tennis courts, and pool, please contact the management company to register for a fob that will unlock the gates. There is a \$25 deposit for each fob, which will be refunded to you if you return it upon moving.

Social Activities: Throughout the year the Board of Directors sponsors community-wide parties to encourage neighbors to get to know each other. Information about these social activities will be posted on our website's calendar and sent out via email to all those registered.

Welcome to the Country Village Homeowners Association. If we can be of assistance, please contact our office Monday through Friday, between 9:00 a.m. and 5:00 p.m.

Welcome to our neighborhood!
Country Village Board of Directors