

## **WOODWIND LAKES DEED RESTRICTIONS**

On behalf of the Board of Directors of the Association of Woodwind Lakes Homeowners, Inc. and as agent for the subdivision, we welcome you to the neighborhood. We feel certain that the quality of life of our community will be readily apparent. We are glad to have you as a neighbor and would also like to take this opportunity to give you some information about the Association and explain how it works for you.

Association of Woodwind Lakes Homeowners, Inc., is made up of all the property owners in Woodwind Lakes. The Association is responsible for the maintenance and upkeep of the common areas of the community, including the entrance and certain other amenities. Some of the services provided include the mowing and upkeep of these areas, taxes, special maintenance items, and many other expenses such as street lights and Swimming pools.

There are five (5) members of the Woodwind Lakes Board of Directors. Directors are elected by the Homeowners at each annual meeting to serve for a term specified by the Bylaws.

The Board is charged with specific responsibilities and duties as outlined in the Association's Declaration and Bylaws. One of their duties is to adopt a budget and set the assessment rate on an annual basis. Each homeowner is obligated to pay this assessment, which is used to operate the Association. You will receive a statement for the yearly assessment in November with payment due January 1. It is important to note that the terms of the Declaration of Covenants covering your property create a lien for the maintenance assessments, and failure to pay in a timely fashion may result in enforcement of the lien and/or additional legal expenses.

Included in this package is a brief summary page of our Deed Restrictions, and then Exterior Improvement Application process. Please note that part of the beauty of our community is our wonderful large trees. You MUST have prior approval before removing any trees. We have also included a list of important local phone numbers so that you will be better acquainted with our neighborhood. If you did not receive a copy of the Declaration of Covenants, Conditions & Restrictions, you may obtain a copy at [www.grahammanagementhouston.com](http://www.grahammanagementhouston.com). These documents can also be viewed at <http://www.woodwindlakeshoa.com>.

Sincerely,

Mandi Branam  
Community Manager  
Graham Management

## **WOODWIND LAKES SHORT LIST OF ARCHITECTURAL GUIDELINES**

The information below is by no means the complete set and does not supersede any restriction or covenant in the Declaration. Please consult the ARCHITECTURAL GUIDELINES on the Woodwind Lakes website or call us if you have any questions or need further information.

**YARD ART (Appurtenances)** - No bird houses, bird feeders, statues, fountains, or other decorative embellishments that can be seen from any street can be placed unless approved via the Exterior Modification Application process. Signs are not permitted, except for those itemized in the ACC Guidelines Sign Policy which can be found on our website.

**IMPROVEMENTS AND ADDITIONS** – An application must be submitted and approved before work can commence on making improvements to, altering, building or erecting building structures in the subdivision. Such improvements include but are not limited to roofing, pools, decks, patios, covers, storage sheds, exterior paint colors, wood fence replacement and maintenance, iron fencing and gates, outdoor lighting, room additions, windows, sun screens, children's play apparatuses, basketball goals, window air conditioners, window treatment and displays, driveway modification, generators and burglar bars. Applications for improvements may be obtained at the Woodwind Lakes website (<http://www.woodwindlakeshoa.com>) or by calling Graham Management at 713-334-8000.

**VEHICLES** - Boats, trailers, recreational vehicles and commercial use cars and trucks must be removed from public view. All inoperable vehicles (trucks, cars and others) must be removed from public view.

**HOME MAINTENANCE** – The exterior paint of the home must be kept in good shape. Peeling, badly faded or bare wood requires two (2) coats of paint. Paint colors must be approved. Excessive mildew must be removed. Gutters, shutters, trim, eaves, porches and other exterior items that occasionally need maintenance should be monitored for repair. Driveways must be kept clean of oil and/or rust stains. Mulch, dirt, building materials, landscaping equipment, trash receptacles and other miscellaneous items should be stored from public view.

## **YARD MAINTENANCE GUIDELINES**

**TREE REMOVAL** - Do not cut trees without approval. This applies to trees anywhere on the property. Tree removal requires an approved Tree Removal Application which can be found on our website. Please be aware that replacement trees must be planted for any trees removed.

**LAWN AND YARD MAINTENANCE** - Lawns must be mowed, edged and well maintained to complement the overall aesthetics of the community. Landscape areas and flowerbeds should be free of weeds. Trees and shrubs should be neatly trimmed.

**STREET LIGHTS AND TREE BRANCHES** – All tree branches should be trimmed as to not block the street lights from illuminating the sidewalks and streets at nightfall. The lights poles should clearly illuminate 45 to 50 feet on each side of the light poles. This policy is in place to keep residents safe on their early morning or evening walks. Also during the fall and winter months our school children will have lights while waiting on their school buses. Failure to keep tree branches clear away from street lights is a violation and subject to a fine

**Owners and occupants (including lessees) of any Lot shall jointly and separately have the duty and responsibility, at their sole cost and expense, to keep the lot so owned or occupied, including buildings, improvements, grounds or drainage easements or rights of way adherent thereto, and vacant land in a well-maintained, safe, clean and attractive condition at all times.**

Per the Association of Woodward Lakes Homeowners, Inc. Covenants and Deed Restrictions, all owners are responsible for the following:

1. Removing all litter, trash, dead vegetation, refuse and waste after mowing. Grass should be kept no higher than 6 (six) inches. Areas that are required to be landscaped are front yards, side yards, and adjacent to building foundations. Yards that are missing turf, foundation shrubs, and required number of trees should be replaced to comply with the deed restrictions. Permanent turf is required. Artificial turf may be allowed in backyards only and will be considered by the Architectural Controls Committee on a case-by-case basis after a detailed Exterior Modification application is submitted for approval.
2. Keeping front yards neat, uncluttered and maintained. Owners are required to move yard art, unused or excessive pots, and personal items to the backyard. Owners with an excessive number of pots, objects, and yard art that visually obstruct the permanent landscape and/or attempt to substitute for permanent landscaping shall be subject to plan submission and review by the Architectural Control Committee.
3. Removing obvious trash, garbage, debris, unused construction materials, brush, yard trimmings, discarded items, and items that are broken or beyond repair is required.
4. Keeping all tree branches trimmed as to not block the street lights from illuminating the sidewalks and streets at nightfall. The light poles should illuminate 45 to 50 feet on each side of the light poles. This policy is for the safety of all residents and for personal property.
5. Pruning trees and shrubs - Tree canopies should be lifted to a height where pedestrians can easily walk under. Tree branches located in the right of way of the lot shall adhere to guidelines. Keeping shrubs pruned so that at least two thirds of the home remains visible from street view.
6. Watering landscaped areas - Keeping lawn and garden areas alive, free of weeds and attractive.
7. Keeping exterior lighting in working order for your safety and that of other residents.
8. Keeping driveways in good repair. Driveways should be powerwashed to remove mold, mildew, and excessive stains. Driveway joints should be properly maintained with wood strips (or synthetic expansion joint material) that are not cracked, split or removed.
9. Repairing exterior damages to all improvements (home, garage, outside storage, etc.)
10. Keeping right of way areas on the front and side streets of individual lots maintained.
11. Following signage requirements of WWL; no signage should be nailed or otherwise attached to trees.
12. Potted plants may not be used as foundation screening or utility box screening. Foundation shrubs and utility box screening shrubs are required to be evergreen shrubs, planted no further than 36" on center and able to create a solid screen within one growing season.

**\*For full text, refer to the Covenants and Deed Restrictions of the Association of Woodward Lakes Homeowners, Inc..**

See **Useful Information** for trash pick-up schedule can be found on page 9.

**WOODWIND LAKES HOMEOWNER CONTACT INFORMATION**

Please take a moment to complete the information below and return to Graham Management by mail, fax or email.

Owner Name(s) \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Please provide us with your e-mail address to expedite your receipt of important notices.

Email: \_\_\_\_\_

Thank you for taking the time to provide us with this important information that will assist us in better serving you.

**Graham Management**

Mailing address

**2825 Wilcrest Dr. Suite 600  
Houston, TX 77042**

**Phone: 713-334-8000  
Fax to: 713-334-5055**

Email to: [graham@grahammanagementhouston.com](mailto:graham@grahammanagementhouston.com)

*I acknowledge and accept that as the property owner it is my sole responsibility to notify Graham Management of any changes in my contact information.*

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

Resident Name: \_\_\_\_\_

*(Please Print)*

All information provided will be for the **exclusive use** of the Association and Management Company only. Your contact information will not be distributed to outside parties.

## **Frequently Asked Questions**

### **Q. Why do I have to pay Association Fees and what do they cover?**

A. All owners are required to pay Association Fees according to the Governing Documents of their Association. Such fees fund the operation and maintenance of the common property and are used to provide services for the benefit of all owners. Association Fees pay for common area landscape maintenance, lake fountains, repair and maintenance of pools, tennis courts, playgrounds and equipment, and they provide for improvements desired by the Association and for services to the owner.

### **Q. What is the "common area"?**

A. It is the land for the use and enjoyment of the members of the Association. This includes lakes and walking paths, entrance gardens, community pavilion, tennis courts, recreational reserve, and facilities like pools and playgrounds.

### **Q. What is a "managing agent" and what is their authority?**

A. The managing agent is a company that is engaged by the Board of Directors to provide guidance to the Board, and to implement the Board's decisions or instructions. Graham Management's sole business is serving Associations as Managing Agent. A managing agent has no authority except as conferred by the Board of Directors. A managing agent does not make decisions; it implements the decisions of the Board.

### **Q. What are the Governing Documents?**

A. The "Governing Documents" for your association are the Articles of Incorporation, Bylaws, Declaration of Covenants, Conditions and Restrictions plus any Rules and Regulations, Resolutions or guidelines that have been established by your association.

### **Q. Where can I get a copy of the Governing Documents?**

A. You should have received a full copy at, or prior to, closing on your home. If you need another set, it is available through your association and/or its managing agent. Your Governing Documents are recorded instruments, so they are also available through the County in which your Association is located. (<http://www.woodwindlakeshoa.com>)

### **Q. What is a deed restriction and why do I have to comply?**

A. It is part of the Declaration of Covenants, Conditions and Restrictions that you agreed to when you bought your home. Through this document, you agreed to certain standards of maintenance, upkeep and behavior in order to make the community as attractive as possible for yourself and your neighbors, and to maintain or enhance your property values. When you purchase a home in a deed-restricted community you automatically agree to comply with the restrictions then in place or that are properly established.

### **Q. Why do I have to get the Association's permission for home improvement?**

A. This better ensures that your intended improvement meets your community's standards as set forth in the Governing Documents and avoids the problems that arise from the construction of improvements and the use of colors or styles that conflict with others in your neighborhood.

### **Q. What does the Association do?**

A. The Association is a nonprofit corporation managed by a Board of Directors elected by the owners. The Board is responsible for the management of the Association's funds, the enforcement of the Deed Restrictions, and the maintenance of common area property. Enforcement procedures can be found below.

## **POLICIES AND PARTICULARS**

(Amended Fine Policy - 2018)

**Fine Policy** - Upon violation of any of the Woodward Lakes dedicatory instruments, the Board may give the violating owner written notice describing the violation and the amount of fine to be imposed, if any. The Board shall give the owner a reasonable amount of time to cure the violation and avoid the fine, unless the owner has been given written notice and opportunity to cure a similar violation within the previous six months or unless the owner has initiated exterior improvement without approval.

The Board shall inform the owner that the owner may request a hearing before the board in writing, in writing a hearing before the Board, or designate, on or before the 30<sup>th</sup> day after the date the owner receives the notice. The Board shall advise the Owner that if the hearing is held before a designated committee, that the Owner will have a right to appeal the decision of that committee to the Board upon written notice to the Board.

If a hearing is requested by the owner, the Board shall hold a hearing within 30 days from the date of the receipt of the owner's request for a hearing. The Board will notify the owner of the date, time and place of the hearing not later than the 10<sup>th</sup> day before the hearing. If a postponement of the hearing is requested by either the Board or the owner, such postponement must be granted for a period of not more than 10 days. Any additional postponements may be granted by agreement of the parties. After an affirmative decision by the Board, or after the expiration of the written notice, the Association, through the Board, is hereby authorized to impose fines according to the following schedule for violations of any provision of the Woodward laded Dedicatory Instruments:

### **FINES FOR VIOLATIONS OF THE DEDICATORY INSTRUMENTS NOT AFFECTING THE USE AND ENJOYMENT OF UNIT OWNERS**

<b>First Violation</b>	<b>\$50.00</b>
<b>Second Violation</b>	<b>\$100.00</b>
<b>Subsequent Violations</b>	<b>\$200.00</b>

### **FINES FOR VIOLATION OF DEDICATORY INSTRUMENTS AFFECTING THE USE AND ENJOYMENT OF UNIT OWNERS**

For violation of the Woodward Lades Dedicatory Instruments affecting the use and enjoyment of Owners, the Board of Directors may reasonably set the amount of the fine as it reasonably relates to the violation of the dedicatory instruments and the number of Owners affected by the violation.

### **FINES FOR INITIATING EXTERIOR IMPROVEMENT WITHOUT SUBMISSION AND/OR APPROVAL OF EXTERIOR IMPROVEMENT FORM**

First Violation	<b>\$500.00 and cease and desist letter</b>
Failure to cease and desist or failure to submit Exterior Improvement Form within 10 days	<b>\$700.00</b>
Each subsequent failure to cease and desist or failure to submit Exterior Improvement Form within 10 days	<b>\$1,000.00</b>

**FINES FOR TREE VIOLATIONS: TREES MAY NOT BE REMOVED  
WITHOUT PRIOR APPROVAL FROM THE ACC. A TREE REMOVAL  
APPLICATION MUST BE SUBMITTED TO GRAHAM MANAGEMENT**

<b>First Violation</b>	<b>\$300.00</b>
<b>Second Violation</b>	<b>\$400.00</b>
<b>Subsequent Violations</b>	<b>\$500.00</b>
<i>Removing a tree after denial by the ACC and denial of appeal to the HOA</i>	<i>\$1,000.00</i>

**The owner will be notified immediately with a certified letter.**

**EACH TREE IS CONSIDERED A SEPARATE VIOLATION**

**DRIVEWAY GATES** - Ornamental iron driveway gates not to exceed eight feet in height may be approved on homes that have garages located to the rear of the residence. Detailed drawings of the design of the gate including the direction of gate swing must be submitted along with the ACC application and survey documents with location details. All gates shall be painted black. It is preferred that the gate opens away from the street. In no case shall the gate post be located closer to the street than the front corner of the house closest to the driveway. The gate or gate swing shall not extend into the building line setback (marked BL on the plat) at any time whether it is in the open or closed position. If the gate has to open toward the street, the gate must be setback a minimum of twenty feet plus the length of the gate swing from the inboard side of the sidewalk (this is to allow a vehicle to enter the driveway while the gate is opening without blocking the sidewalk or the street). Dual gates (saloon style) reduce the gate swing by half.

**WOODEN FENCES** - All wooden fences shall be constructed using No.2 or better Western Red Cedar pickets. The pickets may be left unstained or you may stain the pickets. Behr #DP533 Cedar Natural Tone, Behr wood finish #501 cedar natural tone and Olympic #716, Cedar Natural Tone have been approved by the Board of Directors as acceptable stains. Wooden fence pickets must conform to the surrounding/connecting fences, e.g., treated pine may be used for fence structural frame, but not for pickets. All pickets shall face to the outside except in areas where the fences constitute the property line with another WWL resident. In this case a good neighbor fence (picket panels alternate direction of facing) shall be used.

**WROUGHT IRON FENCES** - Wrought iron appearing fences on residential lots along the perimeter of lakes must be maintained or replaced with same material. Wrought iron fences must be **Black**. The height, location and spacing of the bars of all wrought iron fences must be approved in writing by the MC. **Chain Link and Wire Fences** - Chain link and wire fences are not permitted, except to enclose a dog kennel and only if the chain link or wire fence is not visible from ground level of any lot or street. All installations of chain link or wire fences must be approved by the MC prior to installation.

**ROOFING - SECTIONS 1,2 OR 3** - The roof of each home located in Sections 1,2 or 3 shall be covered with high definition asphalt or composition shingles equal to or better than GAF/Timberline Natural Shadows or HD. The color used shall be Weathered Wood or approved equal listed below. All roof vents and jacks must be painted to match the shingles. Homeowners must submit a roofing request, with a sample of both the old and replacement shingles, to the MC. Approval must be secured before the work may begin. Other approved manufacturers are Certainteed Landmark in Weathered Wood, Owens-Corning Duration in Driftwood or Tamko Classic Heritage in Weathered Wood.

**GARAGE DOORS – ALL SECTIONS** – The only steel garage doors approved are the Traditional Raised-Panel Steel garage doors. The doors must be painted the same color as the body of the house. No other styles of garage door (carriage style garage) are approved. ACC approval must be secured before any garage door can be installed.

**SATELLITE/COMMUNICATIONS DISHES OR ANTENNAE** – Residents in all 4 sections should request the cable



companies to install the dish or antennae in an area where it is not visible from street view. Any variation from that requirement should be fully explained in writing from the installation company.

**SECTION 4** - The roof of each home located in Sections 4 shall be covered with asphalt or composition shingles equal to or better than GAF Royal Sovereign. The color used shall be Weathered Gray or approved equal listed below. All roof vents and jacks must be painted to match the shingles. Homeowners must submit a roofing request, with a sample of both the old and replacement shingles, to the MC. Approval must be secured before the work may begin.

Other approved manufacturers are Certainteed XT 25 in Weathered Wood, Owens-Corning Supreme AR in Weathered Wood or Tamko Elite Gass Shield in Weathered Wood. Owners are also allowed to install any of the shingles listed for Sections 1, 2 or 3.

### **The role of Graham Management in your community**

Your community association has contracted with Graham Management to provide certain services to the residents of the community. Our company has two very important responsibilities:

- 1) Implementation of decisions and policies of the Board of Directors of your Association
- 2) Oversight of the daily operations of the Association

The Board of Directors are elected volunteers to serve the association, and they make the decisions and approve policies for operation. Graham Management is hired to implement the policies and decisions made by the Board. Graham Management has no decision-making ability for our community.

### **Graham Management personnel**

- Are trained to deal with conflict, and if a deed restriction is being violated, Graham Management will become involved in accordance with the deed restriction policies. Graham Management will not get involved in quarrels between neighbors.
- Are advisors to the Board, not members of the Board
- Are responsible for monitoring contractor performance, but not for supervising the contractor.
- Are responsible for monthly inspections of your community. Inspections are done from a vehicle, from the street. Please do not ask the community association manager to come onto your property. If you are concerned about a particular property, please feel free to report it and it will be addressed on the next inspection.
- Are the coordinators of request from residents to the Board. If you disagree with a policy or rule, please email or mail a letter requesting a meeting with the Board.

### **REPORTING HOMEOWNER VIOLATIONS AND COMMON AREA CONCERNS**

Our property management company, Graham Management, performs routine inspections in Woodwind Lakes for the purpose of making sure that our guidelines are being enforced. We are all concerned with the appearance and safety of our neighborhood. In the meantime, you are encouraged to report any homeowner violations and/or any common area issues that are of concern to you.

The process is simple, please email Graham Management the address/location and the information regarding your concern. Any digital photos you can provide will greatly expedite this process. If you do not receive a reply within 3 business days, please resend the email. Violations and pictures can be emailed to Customer Service at [graham@grahammanagementhouston.com](mailto:graham@grahammanagementhouston.com).



## **Graham Management Personnel**

**Below is a list of people at Graham Management that are assigned to assist the residents of Woodwind Lakes:**

**Mandi Branam**

Community Manager

713-334-8000

[mbranam@grahammanagementhouston.com](mailto:mbranam@grahammanagementhouston.com)

**Vanessa Pena**

Deed Restriction Inspector

713-334-8000

[vpenna@grahammanagementhouston.com](mailto:vpenna@grahammanagementhouston.com)

**Adrienne DelGiorno**

ACC Division

713-334-8000

[adelgiorno@grahammanagementhouston.com](mailto:adelgiorno@grahammanagementhouston.com)

**Rebecca Roque**

Accounts Receivable Manager – Any account related questions can be directed to Rebecca.

713-334-8000

[AR@grahammanagementhouston.com](mailto:AR@grahammanagementhouston.com)

Access cards and programming gate tags: [access@grahammanagementhouston.com](mailto:access@grahammanagementhouston.com)

Account statements, resale, transfer, or refinance: [resale@grahammanagementhouston.com](mailto:resale@grahammanagementhouston.com)

Any concerns or general questions for the association regarding violations, deed restrictions, ACC applications, and interest in joining a committee, clubhouse/pool rentals and any other questions regarding the property can be directed to your community manager, Mandi Branam (contact information listed above).

## **USEFUL INFORMATION**

### **PCT. 4 Constable – 281-376-3472**

Harris County Sheriff – 713-221-6000

Animal Control – 713-869-7722

Houston Society for Prevention and Cruelty to Animals – 800-222-1222

### **Jersey Village Fire Department – 713-466-2130**

Emergency – 911

Texas Department of Public Safety Crime Service - [www.records.txdps.state.tx.us](http://www.records.txdps.state.tx.us)

**Access to Pavilion, Reserve and Tennis Court** – Call Graham Management to get key pad combination.

**Pavilion Pool Keys** (including reservation for adult pool parties) - Donna Jackson - 713-466-8668

**Family Pool Passes** are issued by Graham Management - Life Guards are on duty when the pool is open

**Street Light Outage** - 713-207-2222 or [www.centerpointenergy.com](http://www.centerpointenergy.com)

When reporting a street light that is out you will need to have the pole number which is printed on the front side about 6 foot up on the pole. If there is no number on the metal light pole please give them the closest address to the pole.

**Sections 1, 2 & 3** - Garbage pick-up on Tuesday and Friday including recycling on Tuesday –  
**Waste Management Customer Service 713-686-6666.**

Garbage cans or bags can go out to the curb at Noon the day before the pick-up, but not before.

Bagster Dumpster in a Bag or a comparable program is not allowed without prior approval from Graham Management.

**Section 4** - Garbage pick-up on Wednesday and Saturday including recycling on Saturday -Royal  
**Disposal & Recycle 713-526-1536** or [royaldisposal@comcast.net](mailto:royaldisposal@comcast.net)

**Garbage cans or bags can go out to the curb at Noon the day before the pick-up, but not before.**

**Bagster Dumpster in a Bag or a comparable program is not allowed without prior approval from Graham Management.**

**Call Before You Dig** - 1-800-344-8377 Applies to gas, electrical and cable lines.

Water -

#### **Section 4**

Windfern Forest Utility

713-983-3604

TOPS/Advantage 281-807-9500

#### **Section 1-3**

MUD #261

[www.HCMUD261.com](http://www.HCMUD261.com)

TOPS/Advantage 281-807-9500

Management Company – Graham Management [www.grahammanagementhouston.com](http://www.grahammanagementhouston.com)

#### **Property Address**

2825 Wilcrest Drive Suite 600

Houston, Texas 77042

#### **Contact Info**

P: 713-334-8000

F: 713-334-5055