

**Community  
Association  
Living:  
*A Guidebook***

**Prepared by:**

***Shadow Ridge South  
Homeowners Association, Inc.***

Revised 12/2016

*NOTE: This publication merely highlights some of the detailed information included in the legal documents (Declaration of Covenants, Conditions and Restrictions, and By-Laws) you should have received from the seller or your title company at escrow closing. For specific questions, these documents should be consulted. Additional copies are available upon request from the Shadow Ridge South Homeowners Association, Inc. Property Manager.*

**Shadow Ridge South  
Homeowners Association, Inc.**  
**[www.srshoa.org](http://www.srshoa.org)**  
**Phone #: 972/ 874-9541**

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**IMPORTANT NUMBERS:**

Town of Flower Mound	<b>972/ 539-7378</b>
CoServ	<b>800/ 274-4014</b>
Atmos Energy	<b>888/ 286-6700</b>
Republic Services	<b>817/ 317-2000</b>
Frontier	<b>800/ 921-8101</b>
Time Warner	<b>972/ 742-5892</b>

**CONGRATULATIONS!**

**Shadow Ridge South Homeowners Association, Inc.** congratulates and welcomes you to community association living. As a self-managed community **Shadow Ridge South Homeowners Association, Inc.** has prepared this booklet to provide you with a summary of how community associations operate, an outline of your rights and responsibilities as an association member, and guidelines for mutually beneficial community living. It is important to us that you enjoy your residence in our community association.

**WE CAN HELP**

**Shadow Ridge South Homeowners Association, Inc.** is available to help you. When you have questions about your dues, fines, assessment billings or statements; common area repair or maintenance concerns; or general rules and restrictions questions, please call on us. We want to resolve all questions and concerns promptly and to ensure that community association living is a rewarding experience for you.



## HOW YOUR COMMUNITY OPERATES

Your community association is a private, non-profit organization comprised of the individual owners in our particular development. You are automatically a member of the association upon purchase of property in the community.

The association is responsible for the regulation, protection, and maintenance of the shared property of the community in order to protect the investment of each individual, as well as to enhance the value of everyone's property.

Your community association's operating funds come from the required assessments paid by each member-owner of the community.

The association conducts regular meetings, usually on an annual basis, to select its Board of Directors, adopt a budget, and discuss and vote on a wide variety of association business issues.



## THE BOARD OF DIRECTORS

The Board of Directors is the governing body of your community association. The Board is elected from the member-owners of the association. Members of the Board of Directors meet regularly (usually monthly or quarterly) and serve on a voluntary basis without compensation. Often, the Board appoints committees to assist in its duties.

The Board of Directors has three broad areas of responsibility and oversight:

- √ financial management,
- √ day-to-day operation, and
- √ community covenants, conditions and restrictions administration.

**FINANCIAL MANAGEMENT** responsibilities include:

- √ preparing the association annual budget
- √ setting the association assessment rate
- √ collecting the association assessments
- √ maintaining the records of receipts and expenses
- √ reconciling the association's accounts

**DAY-TO-DAY OPERATION** responsibilities include:

- √ maintaining and repairing all common property
- √ employing personnel as needed
- √ providing for the insurance needs of the common areas of the community
- √ establishing an effective communication system among community members
- √ receiving and handling inquiries or complaints

**COMMUNITY COVENANTS, CONDITIONS AND RESTRICTIONS ADMINISTRATION** responsibilities include:

- √ establishing rules of conduct for the common good of the community
- √ reviewing certain architectural modifications and enforcing the rules and restrictions uniformly

***Shadow Ridge South Homeowners Association, Inc.*** is **not** responsible for:

- √ obtaining or maintaining insurance on your home or personal property,
- √ maintaining or making repairs within your home,
- √ completing a developer's construction work,
- √ representing you in a tax dispute, or
- √ representing an owner in a legal proceeding.
- √ Settling disputes between neighbors



## **YOUR RIGHTS AND RESPONSIBILITIES**

- √ As a community owner, you are automatically a MEMBER of the community association and will remain so as long as you own your home.
- √ You have the right to PARTICIPATE in the community association at the level of involvement you choose. You can seek to be elected to the Board of Directors or you may prefer to only attend association meetings and vote on issues of interest to you.
- √ You are responsible for paying all ASSESSMENTS as determined annually by the Board of Directors. Assessments are the primary source of income for your association. You will be notified of the amount of such assessments and will receive regular billings. From time-to-time, as operating expenses go up, you may see increases in your assessment. It is important to pay all assessments in a timely manner, as failure to pay could result in fines, a lien against your

property, a lawsuit for payment, an adverse credit reporting, or even foreclosure proceedings.

- √ You are responsible for abiding by the DEED restrictions outlined in the legal documents you received at closing. Typically, these restrictions establish architectural standards, govern the use of the property within the community, and require that PRIOR written approval from the Board of Directors be obtained for all modifications to the exterior appearance of your home. Information regarding modifications can be obtained from the property manager. Please allow time for this approval process before scheduling any construction.
- √ You are responsible for obtaining and maintaining your own INSURANCE COVERAGE on your personal property and any improvements to your home or lot. The Association insurance covers only the common areas of the community. Your insurance needs should be closely examined by you because they are likely to be very different from your needs when renting an apartment or living in a non-association environment. It is crucial that you contact your personal insurance agent to review the coverage required for your particular circumstance. YOUR ASSOCIATION IS NOT RESPONSIBLE FOR OBTAINING OR MAINTAINING YOUR PERSONAL INSURANCE. Should you have any questions regarding the association's coverage, please contact the Property Manager.
- √ Upon sale of your property, prior to closing, notify **Shadow Ridge South Homeowners Association, Inc.** In compliance with Texas state law, the homeowners association shall provide a resale certificate package for the customary fee. The resale certificate package is required at closing to inform the buyer of the association's By-Laws, Covenants, Conditions and Restrictions, current financial state, insurance coverage for common areas, and also to certify the seller's good standing with the association.
- √ Should you lease your home please notify **Shadow Ridge South Homeowners Association, Inc.** of your new address and the name of your tenant. Please be advised that as owner of the property you will still bear the responsibility of compliance with all community regulations. Notices will be sent to both the owner and the tenant.
- √ You are responsible for abiding by the RULES of your association. **Shadow Ridge South Homeowners Association, Inc.** has rules that best meet the needs of the owners in our community.



## GUIDELINES FOR MUTUALLY BENEFICIAL LIVING

Common sense and concern for the overall well-being and appearance of your community are the primary guidelines for day-to-day living in a community environment. Rules intended to assist everyone in enjoying the community environment are covered in detail in the covenants you received at closing. Here are a few guidelines, those explained more fully in the covenant are noted with the relevant articles and sections:

- √ **COMMUNITY RELATIONS** - Work to resolve problems and differences in a cooperative manner. Neighbors often last a lifetime, making good relations an essential part of community living.
- √ **FENCES** - Fences need to be stained or kept in their original color and condition. Fences need to be stained in shades of brown. Example colors found at Home Depot are Cedar, Redwood or Natural. **Art. VIII Sect. 30, & Art. XII Sect. 4.**
- √ **OVERALL COMMUNITY APPEARANCE** - Keep the immediate area surrounding your home well-maintained and free of clutter. Homeowners need to maintain all structures that are already in existence. The Lot Maintenance includes but is not limited to: fences, sheds, yard, house, etc. **Art XII Sect. 4.** Any improvements to your home or yard cannot obstruct the natural drainage paths. Any permanent improvements to the exterior of the home need to be submitted to the Board for approval. Any improvements made to the front of the house or front yard must conform to the neighborhood standards. No temporary structures (i.e. sheds) are allowed that can be visible from any street that the house fronts. **Art. IX, Sect. 3.**
- √ **PARKING** - Park only in your garage, driveway or facing in the correct direction along the curb in front of your home. Cars parked in driveways that block the sidewalk are violating a town ordinance. Cars also need to be at least 6 feet from sidewalk handicap ramps and curbs. This is for the safety of our children in the neighborhood. We ask that cars not be parked on the street from 7AM to 5PM; this will enable our children to safely get to and from school without the hazard of trying to see around vehicles on the street. A visitor parked on the street is acceptable, as long as it is not a regular occurrence. **Art. VIII, Sect. 3.**

No campers, boats, etc. are to be parked overnight in the street or in driveways. **Art VIII Sect 7.**

Cars, vans or trucks with advertisements should not be parked overnight in driveways or on the street. Cars that do not run are not allowed on the streets or in driveways. No trucks, vans, etc. that are over 1 ton are to be parked overnight. Current registration and tags are required on all vehicles parking on streets. **Art. VIII, Sect. 8.**

- √ **PARTIES** - Conduct your own parties in a manner that does not disturb your neighbors.
- √ **PETS** - If pets are not confined in the backyard, they need to be on a leash. Pets need to have current registration and tags. The town of Flower Mound also has a leash law. **Art. VIII Sect 12.** *Note: Barking or noisy animals must be kept reasonably quiet to avoid disturbing nearby neighbors.*
- √ **ROOFS** - Roofs will be shingled in shades of browns or grays. Specifically no white, reds, blues or greens. Any other color must be submitted to the Board of Directors for approval. **Art. IX, Art. VIII Sect. 27.**
- √ **TRASH** - Put all trash in a well-secured bag or container, and put it inside the trash receptacle, not beside it. Trash placed outside the receptacle causes a litter and rodent problem for the community. Garbage cans should be stored out of the public view. If stored on the side of the property, they must be behind the front line of the home. Garbage cans also should be put out the evening before pick up and taken in as soon as possible after pick up. Please consider your neighbor's view before placing garbage cans in front of their window. Bulk garbage should also not be stored in the front of the house; it also needs to be out of the public view until pick up. **Art. VIII, Sect. 13.**
- √ **RAIN BARRELS** - Rain barrels may be no larger than 55 gallons and must be screened from the public view.
- √ **TRIM ON HOMES** - Trims and garage doors need to be painted in shades of beiges, grays or whites. Shutters can be in shades of beiges, whites or blacks. Front doors may be painted a coordinating color. Trim, garage doors, shutters, and front doors shall be painted in solid colors only. Patterns are not allowed. **Art. XII Sect. 4.**
- √ **YARD ART** - If residents choose to have yard art in their front yards, it needs to be composed of stone, wood or masonry. No plastic structures are to be in the front yard. A request for approval for any other objects must be submitted to the Board of Directors. Holiday lights and decorations are acceptable, but need to be removed in a timely manner. **Art. IX**
- √ **BASKETBALL GOALS** – Basketball goals shall be maintained in good condition and anchored using their designed internal balast and stakes only.
- √ **CONTRACTOR SIGNS** – Contractor advertising signs are only allowed during the construction phase and must be removed promptly upon completion of the work. **Art. VIII Sect. 23**

√ **YARDS** - Grass and weeds need to be 6" or less. Front sidewalks need to be edged. Weeds need to be kept out of all flowerbeds. **Art XII Sect. 3.**

**FINES** - Fines start at \$25 after warning letter. After that, fines increase by \$25 every 7 days. **Art. III Sect. 2, Art. XII Sect. 5, See also Association By-Laws.**



## **HOW YOU CAN HELP**

### **YOUR ASSOCIATION RESPONSIBILITIES**

There are several ways in which you can help your association operate efficiently and effectively.

It is very important that you not withhold your assessment because of dissatisfaction with some aspect of your community living arrangement. Rather, you should seek to have your complaint resolved by contacting the Property Manager or a member of the Board of Directors.

It is also important that you not attempt to instruct association employees or contractors. The Property Manager for ***Shadow Ridge South Homeowners Association, Inc.*** is responsible for supervising these people and any concerns or complaints in this regard should be reported to either the property manager or a member of the Board.



## **SECURITY**

Security is an important aspect of community association living. You can help by getting to know your neighbors and by encouraging members of the community to watch out for each other, as well as for any suspicious persons or activities.

Your concerns regarding suspicious persons should be promptly reported to your local police department. Please notify the property manager of issues unresolved by the police or believed to pose a future threat, but please know that neither your association nor the property manager guarantee the safety or security of you or your property.

**YOUR OWN SECURITY IS YOUR RESPONSIBILITY.**