

**WELCOME  
TO  
SOUTHWYCK SECTION IV HOMEOWNERS ASSOCIATION, INC.**

On behalf of the Southwyck Section IV Homeowners Association, Inc., its members and Board of Directors, a special welcome is extended to you in your new home. This brief summary of information has been designed to provide you with a quick overview of the Association's operations, amenity access and general services.

**SOUTHWYCK SECTION IV HOMEOWNER ASSOCIATION, INC.  
[www.southwyck4.com](http://www.southwyck4.com)**

Southwyck Section IV Homeowner Association, Inc. (the "Association") has been formed as a means of assuring the continued maintenance and upkeep of the Southwyck Section IV Subdivisions, as well as to provide for the enforcement of deed restrictions and to ultimately protect property values. All documents are

Southwyck Section IV (Southmanor) is the master subdivision, and under it are Southwyck Section Seven (Southfield Village), Southwyck Section Eight (Huntington Park/all phases) and Southwyck Section Nine (all phases/Edgewater Estates). Each Subdivision has its own restrictions under their own Declarations but all are subject to ONLY the Southwyck Section IV Declarations and are controlled and managed by the Southwyck Section IV Homeowner Association, Inc.

Southfield Village and Huntington Park are subdivisions under the City of Pearland jurisdiction and Southmanor and Edgewater Estates are located in the unincorporated part of Brazoria County. All 4 subdivisions are governed by recorded restrictions which provide for use limitations, determination and collection of annual maintenance fees. In addition, the restrictions outline the duties and responsibilities of the Association, as well as each Owner. The recorded restrictions and policies that affect you are available for free on our official website; [www.southwyck4.com](http://www.southwyck4.com). Please take a moment to download them and become familiar with them to avoid potentially costly violations.

Services provided by the Association (through its governing documents) through its maintenance fee are general liability insurance (and related insurance as required for physical properties); administration; pool and landscape maintenance; deed restriction enforcement; utility costs relating to water, sewer, and sprinkler, maintenance and repair of all physical assets; and provision for appropriate reserves for the long-term and/or replacement of such assets.

Your Board of Directors has hired a professional community association management firm, Principal Management Group-Houston ("PMG"), to handle the day-to-day administrative affairs of the Association. PMG provides financial services, billing and receipt of maintenance fees; serves as the central office for the members and records of the Association; inspects the

community for deed restriction enforcement; receives and logs all architectural review applications for committee review and approval; and administers all inquiries, compliments and/or concerns of Association members. PMG also serves as the liaison between the Board of Directors and all contractors serving the Association. Any questions and/or correspondence regarding Southwyck Section IV Homeowner Association should be sent to:

**Southwyck Section IV HOA, Inc**  
**Principal Management Group-Houston**  
**11000 Corporate Centre Dr Suite 150**  
**Houston, Texas 77041**  
**713-329-7100**

**Community Manager; Otis Chandler ([ochandler@pmghouston.com](mailto:ochandler@pmghouston.com))**

**New to Southwyck Section IV Homeowners' Association: FREE TownSQ**

- 1- Obtain Account ID from Community Manager.
- 2- **Register** using your Account ID (without dashes) and zip code
- 3- **Login to** <https://app.townsq.io/login>
- 4- **Download** the app and start experiencing community your way!

The monthly and annual meetings provide each member the opportunity to become involved in the operations of the community, as well as to acquaint him/herself with directors and other members.

**MEMBERS IN GOOD STANDING**

In order to maintain a good standing with your Association, maintenance fees must be paid on time each year, and the property should not be in violation of the rules, regulations and/or deed restriction. Maintenance fee billings are issued twice yearly in arrears of the due date of January 15<sup>th</sup> and July 15<sup>th</sup>. The due date is "set on stone" through the Southwyck Section IV Declaration and can NOT be changed by the Board of Directors without the approval of the majority of voting members in the Association.

**EFFECT OF NONPAYMENT OF ASSESSMENT**

Another rule set in stone, Article VII. Section 6. Any assessment not paid within thirty (30) days after the due date, shall bear interest from the date at the rate of ten (10%) percent per annum. This Association may approve attorney action against the Owner personally obligated to pay the same or foreclose the lien against the Property. Collection and late fees are NOT allowed under your Declaration. This Association has the duty to protect its homeowners, please notify your Board of Director at [directors@southwyck4.com](mailto:directors@southwyck4.com) if you suspect any entity trying to charge unapproved fees.

**DEED RESTRICTIONS**

Each Owner (and/or his tenant) has agreed to abide by the recorded deed restrictions as a result of the purchase of the Property. The deed restrictions run with the land and are the obligation of each Owner. In the event a tenant resides on the property, the Owner remains responsible for any and all actions of their tenant. An inspection of the community is performed routinely for the benefit of noting any violations which are visible. The enforcing procedures for deed restriction violations are outlined through a policy ([www.southwyck4.com](http://www.southwyck4.com)) adopted by the Board of Directors. Southwyck Section IV Homeowners Association is committed to the enforcement of the deed restrictions for the benefit of

enhancement of quality of life, as well as the protection of property values. Should you encounter any problem with deed restrictions, please take the time to write or email our community manager.

### **RECREATIONAL FACILITIES**

One of the biggest benefits of living in our community, are the multitude of open parks that are maintained by different Associations. Check our official website; [www.southwyck4.com](http://www.southwyck4.com) for the forms and instructions on how to access your recreational areas.

### **ARCHITECTURAL REVIEW PROCESS**

**IMPORTANT!** Prior to making any changes to the exterior of your home, each Owner is obligated to submit an application for architectural review, which shall include drawings, specifications, description of materials to be used, and a lot survey which is marked to indicate the location of such proposed improvements. Any and all exterior improvements require architectural approval, i.e without limitation, exterior paint, swimming pool, storage building, sprinkler system, landscape renovation, etc. This information will first be logged in the Association records and forwarded to the Architectural Review Committee and/or its designated representative for appropriate review. Thereafter, the Committee has thirty (30) days to complete the review and provide a written response to the applicant. **NO IMPROVEMENTS AND/OR MODIFICATIONS ARE APPROVED, NOR SHALL ANY WORK COMMENCE, PRIOR TO RECEIPT OF SUCH WRITTEN APPROVAL.** To begin any improvement and/or modification prior to completion of the application process may result in an expense to you for the removal, reconstruction, and/or relocation of your improvement. ARC form with instructions can be downloaded from our official website; [www.southwyck4.com](http://www.southwyck4.com).

### **RESTRICTION FOR RENTAL PROPERTIES**

Properties under the jurisdiction of Southwyck Section IV HOA, Inc are restricted to single family, residential purpose. Under the Declarations, the term “residential purposes” mean that it is prohibited to place mobile homes or trailers on any Lot. It is also prohibited to use the Lots for garage apartments or apartment houses. No Lot shall be used for business or professional purposes of any kind, nor for any commercial or manufacturing purposes. If you suspect of anyone violating this restriction, please send an email to [directors@southwyck4.com](mailto:directors@southwyck4.com). Your report will be confidential.

### **POLICY ON ANIMALS ON ANY LOT**

No animals, livestock or poultry of any kind shall be raised, bred or kept on any Lot, except that dogs, cats, or other common household pets may be kept, provided that they are not kept, bred or maintained for commercial purposes. No more than two (2) of each species of pet will be permitted on each Lot. When away from Lot, pet must be on a leash at all times. It is the pet owner’s responsibility to keep the Lot clean and free of pet debris.