



**Welcome to Richardson Crossroads**

**Your guide to everything you need to know**

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

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## **PERTINENT DEFINITIONS**

**ASSESSMENT:** The amount levied against each owner for his or her portion of the cost to maintain, improve, repair, operate and manage the Condominiums and to repair, maintain and operate the Common Elements, including reserves for replacement.

**ASSOCIATION:** Richardson Crossroads Homeowners Association, Inc. a nonprofit corporation organized pursuant to the Texas Nonprofit Corporations Act, of which all Owners are Members.

**BOARD OF DIRECTORS:** The governing body of the Association (the Board)

**CONDOMINIUM OR UNIT:** The proportionate undivided interest in the Common Elements pertinent to each unit.

**DECLARATION:** The enabling document.

### **GENERAL COMMON ELEMENTS:**

1. The Land
2. The foundation, bearing walls, perimeter walls and columns
3. The compartments or installation of central services such as power, light, electricity, telephone, cold and hot water, plumbing and all similar devices and installations existing for common use.
4. Roofs, and skybridges, stairways, entrances and exits
5. The premises used for the maintenance or repair of the condominium complex
6. All common recreational facilities such as the swimming pool, grounds, yards and outside exterior gates and fences
7. All other elements (desirable and rationally of common use) or necessary to the existence, upkeep and safety of the Condominium Project.

**LIMITED COMMON ELEMENT:** Includes those items which should otherwise be considered General Common Elements which are reserved for the use of Owners of specific Units to exclusion of the other Owners, such as gated courtyards, stairways, patios, garages, carports, and parking spaces. The Limited Common Elements shall include both an address unit number and a letter corresponding to each condominium unit.

**MANAGEMENT COMPANY:** A person or business hired by the Association to provide daily maintenance and general management functions.

**OWNER:** Every person that is a recorded owner of a fee interest of a condominium including contract sellers.

**BOARD OF DIRECTORS**

The business of the Association is conducted by the Board of Directors at regular and special meetings.

The administration of association business and the powers and duties of the Board of Directors are outlined in Article III of the Declaration.

## **USE RESTRICTIONS**

**USE OF INDIVIDUAL UNITS:** Units must be occupied for residential purposes only.

**NUISANCES:** No noxious, illegal, or offensive activities may be carried on in a Unit or any part of the Common Elements, nor may anything be done which may become an annoyance, nuisance, the interference of the quiet enjoyment of the residents. Disorderly conduct is not allowed and is subject to a fine for each violation, as determined by the Board of Directors.

**VEHICLES:** Trailers, campers, mobile homes, recreational vehicles, commercial vehicles, trucks (other than standard-size pickup trucks), inoperable vehicles, vehicles with expired tags, boats, or similar equipment are not permitted to remain upon any area other than temporarily (for the purposes of loading and/or unloading of passengers or personal property). Commercial vehicles shall not include sedans or standard-size pickup trucks used both for business and personal use, provided any signage or markings of a commercial nature on such vehicles are unobtrusive and inoffensive. No noisy vehicles shall be operated in the condo community complex. Violations of the above-listed restrictions and vehicles parked in fire lanes or in Common Elements will result in towing and/or fines to owners.

**SIGNS:** Owners and residents are prohibited from placing "For Sale," "For Rent," or any other signs in or around the Common Elements or displaying signs for the public view of any Unit without prior approval. Information regarding a Unit for sale or lease may be sent to the Management Company or Board for placement on the bulletin board next to the mailboxes.

**GARBAGE AND REFUSE DISPOSAL:** Trash, garbage and other waste may not be kept except in sanitary containers, which shall be regularly emptied. Garbage must be put in a sealed trash bag before being placed in the dumpster. Garbage bags and other trash may not be kept in the open, on balconies, patios, steps, or in carports. Large items such as furniture, mattresses, etc. shall not be left outside or near the dumpster.

**OPEN STORAGE:** Open storage is not allowed on balconies, patios, carports, or other open areas. This includes storage of bicycles, toys, lawn equipment, power tools or other items.

**TV SATELLITES:** Owners may use and/or install these items only on their fence, or a free-standing post within their fence line. Nothing may be mounted or attached to the building, or any section of the roof.

**GARAGE SALES:** Are allowed with Board approval as community event, however, each participant must get a permit from the City of Richardson.

## Richardson Crossroads Rules and Regulations

**RIGHT TO LEASE:** Units that are to be leased must require a minimum of a 6-month lease and are required to have an official background check conducted and submit a copy of said background check to the Board for review before finalizing the lease agreement. Owners are responsible for the conduct and character of their tenants who reside at Richardson Crossroads. Credit and criminal background checks must be obtained at the owners' expense.

**POWER EQUIPMENT AND CAR MAINTAINANCE:** No power equipment, workshop, or car maintenance of any nature is permitted on the Common Elements without the Board's prior written consent.

**LIABILITY OF OWNERS FOR DAMAGE TO COMMON ELEMENTS:** The owner of each Unit is liable to the Association for any damage to Common Elements.

**LIABILITY OF OWNERS FOR DAMAGE TO OWN UNIT AND OTHER UNITS:** Owners are responsible for maintaining the interiors of their Units, including decoration, appliances, heating and air conditioning units, electrical, plumbing fixtures, water heaters, etc. Owners are liable for damages caused by the malfunction of these appliances, units, fixtures (e.g., leaking faucets, a/c units, dishwashers, water heaters, etc.), whether to the owner's Unit or another Unit.

**ACCESS TO UNITS:** Homeowners are required to provide the Board or Management Company with a current emergency contact's name and phone numbers. Owners are responsible for damages they or their tenants cause to another Unit and the Common and General Elements.

In an emergency, Management will endeavor to contact the Unit owner and or the individual designated as an emergency contact. If required by the Management Company or Board, the Unit owner will make arrangements after reasonable notice to provide access to the Unit during regular business hours.

## **ARCHITECTURAL CONTROL**

### **I. RESPONSIBILITY**

The architectural integrity of Richardson Crossroads Condominiums is the responsibility of the Board of Directors. Protective restrictions are in effect to help maintain the appearance and value of Richardson Crossroads.

The Board of Directors has the authority to approve or reject any change or alteration (e.g., building, wall, fence, patio cover, etc.) to any Unit's exterior (referred to as all General and Limited Common Elements) as provided for in the Declaration.

The Board of Directors or Management Company may effect enforcement of the guidelines for architectural control.

Blinds, window coverings, and draperies visible from the exterior of any Unit shall be consistent with complex architecture and are subject to review by the Board of Directors. Acceptable window coverings include white louvered blinds, white draperies, or draperies with a white backing. Window shades, sheets, bamboo shades, and similar coverings are not acceptable. Any changes made without the Board's approval will result in a fine of \$25.00 per week.

Storm doors may be installed provided they have full-view tempered glass. They must have a bronze (dark brown) frame. Once the door is installed, it will remain with the Unit, and maintenance is the owner's responsibility.

No laundry, rugs, bath towels, etc., will be hung on any Unit's exterior (referred to as all General and Limited Common Elements).

### **II. ALTERATIONS**

Homeowners interested in making visible alterations to their property must receive advanced written permission from the Board of Directors. The procedures for requesting authorization for visibly altering a Unit are as follows:

- Submit a written request to the Board of Directors which outlines those changes desired, including (where applicable) architectural plans and photographs.
- Meet with the Board of Directors to discuss the proposed changes.

It is not the Board of Directors' intent to stifle the imagination or creative desires of residents. Each project submitted will be reviewed as to the architectural integrity of Richardson Crossroads and the possible increased cost and difficulty of maintaining that project.

### III. UNAUTHORIZED CHANGES

Should and resident make any unauthorized changes to any Unit or the Common Area without written approval from the Board of Directors, the Board of Directors may direct that the unauthorized change be removed and/or corrected. The property returned to its original state at the owner's expense.

### IV. EXTERIOR TELEVISION / CABLE TELEVISION / SATELLITE DISH

No exterior antenna of any kind, including satellite dishes, is allowed unless specifically permitted or approved by the Board of Directors.

In keeping with the FCC regulations, the following will be the explicit guidelines for homeowners in Richardson Crossroads for installing any mini satellite dish:

1. No Satellite dishes can be installed on any roof or wall that is common property and is not part of the exclusive use or control of the user". Dishes can be mounted only on the fence, patio boards, or a free-standing post within the owner's fence line.
2. Before installation, the owner/lessee must obtain the Board of Directors' approval showing the location and diagram of the installation location.
3. Any Antenna or dish installed without Board approval, installed on "common property" walls or roof, and larger than one meter in diameter will be required to be immediately removed and reinstalled in accordance with these guidelines.



## **GENERAL RULES AND REGULATIONS**

### **I. Animals and Pets**

No livestock, poultry, exotic nor other non-domestic animals of any kind may be raised, bred, or kept in any unit or patio area.

All pets must be under control at all times. There is a leash law in Richardson and it is enforced by the local authorities. Any pet not under the control of the owner will subject its owner to a fine to be determined by the Board of Directors. In addition to imposing a fine with respect to a single animal, the Board may request that such animal be removed from the premises permanently.

Pet owners are responsible for the immediate removal of excrement that their pets deposit in the Common areas. Pet owners violating this rule are subject to a fine.

Please remember that pets can present a sanitation problem and permanently damage shrubbery and landscaped areas, in addition to posing a hazard to residents.

### **II. Trash Disposal**

Dumpsters for trash disposal are placed in two locations on the property on the south side and the center of the complex. They are emptied by the City twice a week.

All trash needs to be in a bag and placed inside the dumpster; it may not be laid out beside the dumpsters. No mattresses or other large furniture items may be left at the dumpsters.

Security cameras are posted at each dumpster, and the owner who places large furniture and debris there will be fined. Large boxes must be broken down before placing them in the dumpster.

### **III. Violations**

The rights of the owner, his tenant or guests to use the Common areas and pool may be suspended by the Board for violation of the rules and regulations governing the use of these facilities.

Owners responsible for violations of the rules and regulations, by themselves or by their tenants, guests or pets, will be subject to a penalty decided by the Board. Penalties will be assessed only after the owner has been notified in writing of the violation and when appropriate, been given a period of time deemed reasonable by the Board in which to correct or eliminate the violation.

#### IV. Notification of Rental or Sale of Property

The Board or management company must be notified by the Homeowner of any change in the occupancy of their unit. Homeowners leasing their unit must also submit a copy of an official background check of a potential tenant to the Board for review prior to leasing the unit.

For sale or lease signs may not be posted regarding availability of a unit without Board approval. This shall include any and all signage in common areas, unit and automobile windows.

Owners who do not reside at Richardson Crossroads are required to provide their current address and contact information to the Board.

#### V. Pool and Pool Area Rules

- Pool closes at 10:00pm
- No lifeguard on duty; swim at your own risk
- RCCA homeowners are not responsible in case of an accidents.
- No glass in pool area. Only plastic or metal containers are allowed.
- No private pool parties are allowed without prior approval from the Board.
- All guests must be accompanied by a resident.
- All children under the age of 14 years of age must be accompanied by and properly supervised by an adult.
- No boisterous play is permitted. No conduct nor language offensive to others will be tolerated.
- No smoking or vaping is permitted in the pool area.
- Keep furniture out of the pool. Owners will be fined for replacement of pool furniture that they damage or that is damaged by their tenants or guests.
- Violation of pool rules will subject violator to a fine and suspension of pool privileges.
- Only air floats are allowed, no floating furniture is allowed.
- Only recognized swim attire is allowed in the pool area. No swimming in clothes, cutoffs or shorts permitted.
- No skinny dipping is allowed at any time.

## Richardson Crossroads Rules and Regulations

- Pool safety devices are to remain in the pool area and used only for intended purposes. Poolside furniture is to be treated with care and may not be removed from the area.
- Pool gates are locked and owners will need to get the code from one of the Board members. Please do not share this code with anyone other than residents who live here.
- Music is for your own enjoyment and the volume needs to be kept low so as not to bother others at the pool.
- Diaper age children must wear leakproof swim pants.

**NEVER SWIM ALONE!**

### VI. PARKING AND VEHICLES

#### A. Parking – Vehicles

Parking in the fire lane or beyond the fire lane is prohibited. Violator's vehicles are subject to being towed.

- All uncovered parking is unassigned parking. It is available to homeowners who have more than one or two vehicles and for guest parking. Please inform guests, as a courtesy to other residents of the community, to park in unassigned parking places.
- Vehicles deemed (by the Board or its agent) to be abandoned or stored with out-of-date registration may be towed at the owner's expense.
- Major repair of vehicles is not allowed on the property.
- Car washing is not allowed on the property.
- Owners are responsible for preventing oil and other vehicle fluid leaks, and will be responsible for cleaning surfaces such as the parking lot.
- No excessive horn honking is allowed.

#### B. Parking – Recreational Vehicles, Boats, Trailers, RVs, etc.

- Recreational vehicles, boats, commercial trucks, trailers, etc., may not be stored on the premises except in a closed garage.
- Vehicles stored or parked improperly will be towed away at the owner's expense.

**NOTE:** Any vehicle parked so that it extends into the Fire Lane will be immediately towed at the owner's expense as it represents a hazard to Fire, Police and Emergency vehicles.

**VII. CHILDREN'S PLAY AREAS**

Children are not allowed to play on the parking lot, in streets or driveways.

**VIII. GROUNDS MAINTENANCE – PLANTING AND GARDENING**

No planting of shrubs or gardening of any kind may be done by an individual in the General Common Elements without specific approval of the Board.

Residents are encouraged to participate in the upkeep of landscaping in front and rear of their individual units.

**IX. OWNER MAINTENANCE**

Each owner is responsible for maintaining and keeping in repair the interior of their Unit, as well as the exterior of their patio area. No furniture, appliances or junk may be stored inside carports or outside on the porch where it is visible to others.

**X. FIREWOOD**

Firewood must be stored on concrete and must be treated with pesticide. It can not be stored on the ground.

### III. COLLECTION OF MONTHLY ASSESSMENTS

The Board of Directors may empower a management company to collect all monthly dues, special assessments and fines or other monies owed to the Association in conjunction with the terms set forth in the Association Bylaws. The following procedure will be used for collection.

Monthly dues are required on the first day of the month.

There will be a \$25.00 late charge on dues that are received after the 15<sup>th</sup> of the month the assessment is due.

The Association and its agents are authorized to use standard collection procedures to obtain all past due assessments, fines and other monies owed to the Association.

Once an owner is more than 3 months past due, a collection letter will be sent by the HOA lawyer to collect this debt.

In accordance with the RCCA governing documents, the Board of Directors is authorized to initiate legal action (i.e., property liens, etc.) on those units of all homeowners who are delinquent in paying their monthly or special assessments, fines, and other monies owed the HOA.

Monthly assessments (dues) shall be made payable to Richardson Crossroads HOA and may be placed in the drop box at the clubhouse or mailed to us at: RCCA, 336 Melrose Dr., Clubhouse, Richardson, TX 75080.

### IV. WORK ORDERS

#### A. Routine repairs/maintenance

All requests for repairs or maintenance that are the HOA's responsibility must be submitted on our RCCA website by completing a work order. A response from a member of the Board can be expected within 3 days. If you don't hear from anyone, please submit your work order again and state 2<sup>nd</sup> request.

Maintenance will contact the requestor and make arrangements for an inspection of the issue to determine who needs to be contacted to do the work. A completion date will be provided to the requestor. Tenants must have the owner complete a work order and be available for inspection and repair.

**B. Emergency Repairs/Maintenance**

In an emergency, the owner/tenant should do all necessary to safely limit the damage to themselves and the property before notifying management.

All life or property threatening repairs will be done immediately by informing a Board member of the emergency.