

**PAGEWOOD TOWNHOUSES,
PHASE I ASSOCIATION**

**HOMEOWNERS MANUAL
AND
TENANTS GUIDE**

INTRODUCTION

This Homeowners Manual and Tenants Guide is intended to acquaint everyone associated with Pagewood Townhouses Phase I (hereinafter referred to as Pagewood Phase I) with the policies, rules and regulations set forth for the use of common elements and facilities of the property. The information contained herein applies to owners and tenants alike, with the exception that the right to vote on Pagewood Phase I matters is limited to **homeowners**.

The Board of Directors' role in the establishment of these rules and regulations and their proper enforcement (via penalties for infractions) are set forth in the Declaration and Master Deed and Condominium Bylaws. These provisions are the management guidelines for the Board of Directors of Pagewood Phase I.

The obligation of all the residents is to abide by the regulations described in this manual and as stated in the Declaration, Master Deed and the Condominium Bylaws. Each owner who rents his/her property is therefore responsible for advising his/her tenant(s) of the guidelines set forth in this document.

Owners are also responsible for proper notification to the Secretary of the Board of Directors (in writing via the management company) as to whom the privileges of residence at Pagewood Phase I have been delegated.

Revisions to this manual will be made as required.

**Pagewood Townhouses Phase I
Council of Co-Owners
*Board of Directors***

Homeowners Manual and Tenants Guide

Table of Contents

Section A - General	Page 3
Section B - Monthly Assessments (Homeowner Dues)	Page 6
Section C - Architectural Control	Page 7-12
Section D - Management	Page 13
Section E - Security	Page 14
Section D – Pool Rules	Page 15

Section A - General

1. The Pagewood Townhouses Phase I Council of Co-owners

This Council of Co-Owners, hereinafter "Pagewood Phase I," is a Texas non-profit corporation. Its purpose is to perform (for the owners) those responsibilities of maintenance and management that normally are a part of homeownership. These responsibilities are delegated to the Board of Directors and are managed by a management company selected by the Board. The Association manages all the land and improvements in Pagewood Phase I except those portions restricted for the use of individual owners.

2. Definition of Common Elements

Common elements means both the general and limited common elements as described in paragraph 3 of the Declaration and Master Deed..

3. Homeowner and Tenant Responsibilities

Homeowners and tenants are responsible for the general appearance of the community. Use of the common elements shall be in a manner so as to respect the rights and privileges of other owners and occupants. Specifically, but without limitation, all owners and occupants shall exercise care to avoid unreasonable disturbance of other owners and occupants.

4. *Parking and Automobile Safety*

Owners are encouraged to park in their carports to keep the streets free for guest and workers parking.

There is no parking where fire lanes are indicated and where "no parking" signs are posted.

Automobiles causing damage to any of the common areas (structures, landscaping, lawn and shrubs, etc.) or obstructing the right-of-way to an entrance to a carport may be towed at owner's expense.

5. 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 (in writing) from the Board of Directors.

6. Animals and Pets

No animals, livestock or poultry of any kind may be raised, bred or kept, with the exception of small domestic animals.

Pets must be kept on a leash at all times outside of a residence. **There is a leash law in Dallas that will be enforced by local authorities. Animal Control (311) operates daily from 8:00 A.M. to 5:00 P.M.**

Pet owners are responsible for the immediate removal of excrement that their pets deposit in the common areas. Owners are required to clean up after their pets and dispose of it properly in their own trash receptacle.

Pets shall not be tied to any fixed object anywhere in the community including walkways, lawn areas, front porches, or any other place within the community.

7. Trash Pick Up

The use of the plastic garbage and recyclable receptacles provided by the city is required by the City of Dallas. The receptacles reduce odors and lessen the attraction to pets and vermin.

Pick up day for garbage, recyclables and bulk trash pick up is per the City of Dallas published schedule. Do not put out any garbage containers or bulk trash until the night before the pick up. Receptacles must be returned to their proper places no later than following morning after pick up.

To verify pick up schedules log on to www.dallascityhall.com.

8. Violations

Owners are responsible for compliance with the rules and regulations and will be subject to penalty determined by the Board of Directors.

The Board of Pagewood Phase I has instituted a fine structure to insure that the rules and regulations of the HOA are adhered to. The fine structure will be as follows:

1 st Violation	\$ 50.00
2 nd Violation	\$100.00
3 rd Violation	\$150.00

After a third violation, violations that continue to occur will be reviewed by the Board of Directors and will be fined accordingly with a majority vote of the Board. These sums will be treated in the same manner as any other sums due to the Association.

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.

9. Notification of Vacancy

The management must be informed by all homeowner of vacancies of homes in the Pagewood Phase I community.

Information regarding vacancies is used for emergency purposes only and is kept confidential by the Board of Directors and the management company (this is in the best interest of all residents of the Pagewood Phase I community).

10. Notification of Rental or Sales

The management company must be informed by a homeowner of any change in the occupancy of homes in the Pagewood Phase I community. The purpose of this information is to ensure that new residents to the Pagewood Phase I community are properly informed of the rules and regulations governing our community via receipt of the Homeowners Manual and Tenants Guide.

Section B – Monthly Assessments (Homeowner Dues)

1. Definition And Purpose

Monthly homeowner dues are used to provide operating, maintenance and repair funds for the Pagewood Phase community.

2. Determination of Monthly Dues

Monthly dues are determined by the Board of Directors in accordance with the Bylaws for the Pagewood Phase I community.

Increases in monthly dues by the Board should take place prior to the commencement of the Association's fiscal year. The actual amount of the dues will be based upon the operational budget for the Association.

3. Collection of Monthly Dues

The Board of Directors has empowered the management company to collect all monthly dues and special assessments (if any are required or levied) in conjunction with the terms set forth in the Association's Bylaws.

The following procedures will be used for collection:

- Dues coupons are mailed out to homeowners in December. Dues are payable on the first of each month. There will be a \$25.00 late fine on all dues received after the tenth (10th) day of the month.
- The Association and its agents are authorized to use standard collection procedures to collect all past due dues, special assessments, fines and other monies owed to the Association.
- In accordance with the Bylaws of the Pagewood Phase I Council of co-Owners, the Board has authorized the management company to initiate (when appropriate and after Board approval) legal action to collect delinquent dues special assessments, fines and other monies owed to the Association.

Section C – Architectural Guidelines

1. Responsibility

The architectural integrity of the Pagewood Phase I community is the responsibility of the Board of Directors. Protective restrictions are in effect to help maintain the appearance and value of Pagewood Phase I.

The Board has the authority to approve or reject any change or alteration (e.g. building, wall, fence, patio covers, windows, doors) to the exterior of any home as provided for in the Declaration and Master Deed.

Enforcement of the guidelines for architectural control may be effected by the Board of Directors or one of its agents (the management company).

Nothing shall be constructed that exceeds the height of the patio fence without the written consent of the Board of Directors.

2. Unauthorized Changes

Should any resident make any unauthorized changes to any house or general common areas **without the written approval from the Board**, the Board of Directors may direct that the unauthorized change be removed and/or corrected and the property returned to its original state.

The Board of Directors, at its discretion, may direct corrective action and assess appropriate charges and/or fines against the homeowners.

Homeowners interested in making visual alterations to their property must receive advance written notice from the Board of Directors.

The procedure for requesting permission or approval for visibly altering a unit is as follows:

1. Submit a written request to the management company for review by the Architectural Standards Committee (ASC) which outlines those changes desired, including (where applicable) architectural plans and/or photographs (see **ASC Submission Form attached**).

If using email, please include **Pagewood Phase I** in the subject line. Please submit the form no later than ten business days prior to the board meeting.

2. Meet with the ASC and/or Board of Directors to discuss the proposed changes, if necessary,

3. You will be contacted by the management company as to approval/ disapproval.

It is not the intent of the Board or the ASC to stifle the imagination or creative desires of owners. Each project submitted will be reviewed as to the architectural integrity of Pagewood Phase I.

THE PAGEWOOD PHASE I ASSOCIATION
ARCHITECTURAL STANDARDS COMMITTEE SUBMISSION FORM

Memo To: craiglengyel@mindspring.com
Facsimile: 972.243.4085
Craig Lengyel
SNL Associates, Inc.
2964 LBJ Freeway, Suite 324
Dallas, TX 75234

From: Name:
Phone:
Address:
Dallas, TX 75287
Email Address:
Pagewood Phase I Association

Date:

I would like approval for the following submission: (Please include detailed specifications, height, materials, color, a site plan, and pictures if applicable).

Important Notice: You must receive **written approval** of your request prior to beginning any work. Please note that Dallas County and/or the City of Dallas may have additional restrictions and/or approvals that are required. It is the homeowners' responsibility to comply with these additional requirements. Board approval does not imply City/County approval.

Approved:	Denied:
Conditions/Reasons/Comments:	
Authorized ASC Representative:	

PAGEWOOD PHASE I Architectural Guidelines

**(ADVANCED WRITTEN APPROVAL IS REQUIRED PRIOR TO BEGINNING ANY
WORK.)**

DESIGN SPECIFICATION VIOLATIONS

Homeowners with violations to the design specifications will not be considered "in good standing." If a violation to the design specifications is detected:

1. The homeowner will be notified by telephone and in writing.
2. The notification will describe the violation. The time for correction will be determined based on the nature of the violation.
3. Upon completion of the correction the homeowner will notify the ASC.
4. The ASC will verify that the violation has been properly corrected and give the homeowner and the Board written confirmation of compliance.
5. The Board, at its sole discretion, may undertake to remedy a violation the homeowner fails to correct when, in the judgment of the Board, the violation adversely affects the safety or value of Pagewood Phase I. The expense of such remedy will be the responsibility of the homeowner.

V. Homeowner Standards for Routine Installations

These standards provided homeowners a ready reference. They answer some of the most frequent requests board members and the management company receives. Each Pagewood Phase I townhouse is part of a total design. The appearance of the townhouses as part of the total complex shall be given very serious consideration in any decision by the Board to approve a plan for external alteration:

A. Address Markers

Stick-on numbers are not permitted – only those attached by small screws or nails.

B. Alley and Carport Area

Keep this area clean and clear, no old garbage cans, broken/discarded flower pots or other plant containers, trash, open storage of household items or discards. Potted plantings are allowed. The drains on all patios must be kept clean and clear at all times to avoid back-up or flooding

C. Burglar Bars

Existing burglar bars will be finished in black or to match the exterior trim and maintained in good repair by the homeowner. The installation of new burglar bars will require Board approval.

D. Cable Wire

Television cable wires should be neatly installed on a vertical architectural detail such as a brick row, siding edge or window. It should not be strung across the front of a townhouse.

E. Doors

Doors may be painted to match the exterior trim or stained in a dark wood color. The Board has also approved three (3) additional colors for doors and information on the

color and brand of paint is available from the management company. If a homeowner chooses to stain his front door, future upkeep will be the homeowner's responsibility.

F. Empty Flower Pots, Dead Plants and Flowerbeds

Visible empty flower pots should be removed or replanted. Plantings by the homeowner which die must be removed by the homeowner immediately. Artificial flowers are not permitted where they are seen from the streets surrounding Pagewood community. Residents are not allowed to plant in the common areas without permission from the Board. With Board approval, flowerbeds are permitted beyond the shrub line. Edging around flowerbeds must be dark green or black and made of metal or hard plastic. It must not interfere with regular landscape maintenance.

G. Exterior Lighting

Any additional lighting to the front or rear of the unit must be approved by the Board prior to installation. Maintenance of any additional lighting remains the responsibility of the homeowner.

H. Fences

Drawings and specifications must be submitted in writing for any additions or modifications to fences, such as latticework. The Board will consider the finished, professional appearance of the proposed modification and its conformity to the existing fences in making its decision. Approved fence material is six foot cedar fencing of the style and type currently in use. Any fence covered with vegetation will become the sole responsibility of the homeowner for repair and replacement purposes.

I. Firewood Storage

Firewood should be neatly stacked in the rear of the unit, away from the building walls and wooden fencing to prevent infestations of termites or carpenter ants.

J. Flagpoles

Permanent Installation requires Board approval. Wall mounted flag brackets may be installed on the exterior of a homeowner's unit and must be painted to match the surface upon which they are installed. Such brackets should not be installed where the flag is likely to become entangled in shrubs or trees or interfere with landscaping maintenance.

K. Garage Sales

A homeowner may conduct no more than two garage sales per calendar year. Signs are permitted in the homeowner's yard on the day of the event.

L. Gutters

Any additional gutters installed by the homeowner must be painted to match the exterior trim upon which they are mounted and remain the maintenance responsibility of the homeowner.

M. Indoor/Outdoor Carpet

Carpet is not allowed on front porches or other areas visible from the common area. Doormats in good condition are acceptable.

N. Patio Covers/Porches

Plans for patio covers or porch modifications must be submitted to the Board for approval prior to installation. Covers should be redwood or cedar with open slat top and wood fascia of redwood or cedar; or white, cream, clear or light colored fiberglass-type top with wooden fascia to match. If the homeowner chooses the fiberglass-type, they must maintain them by regular cleaning and if they should become so stained they interfere with the overall appearance of the community, they must be replaced.

O. Room Additions

Design must match the style and roofline of the existing structure; materials must match the existing colors and textures. Roofing material must match the existing Pagewood roof. Fireproof composition shingles are required except in flat roof situations. The Board may require landscaping to minimize the project's visibility.

P. Satellite Dish/TV Antenna

Homeowners should purchase the smallest dish available. Dishes should be mounted out of sight from the street on the wall of the unit and not on the roof. The homeowner is responsible for any damage, leakage or future exterior repairs caused by the installation of a satellite dish or for any additional roofing cost incurred during general roof replacement or repairs. All exterior dishes and antenna which are no longer being used must be removed from the exterior of the property.

Q. Seasonal Decorations

Wreaths, lights or figurines temporarily displayed on the homeowner's unit to celebrate a holiday are allowed. Decorations are not permitted on the front yard pole lamps.

R. Signs

No signs of any kind are allowed in yards or windows except security notifications. However, temporary "Open House" signs for the sole purpose of selling a unit are allowed on the day of the open house.

S. Skylights

The installation of skylights must have prior Board approval. Skylights should not be visible from the street nor protrude significantly above the roofline. Trim panels or boxes will be finished to blend with the roof color.

T. Storage Sheds

Storage sheds are permitted with prior Board approval. Interference with motorists' line of sight or neighboring carports will be considered. Sheds will be on foundations located on existing pavement and be painted or stained to match the exterior trim on the building or carport. Storage shed will be kept in good repair; homeowners will be required to repair faded, rusted and peeling finishes.

U. Storm Doors/Windows

The installation of storm doors and windows requires prior Board approval. The trim of storm doors and windows may be painted to match the exterior trim. Wood, white, or aluminum colored storm doors and windows are not permitted.

V. Vehicle Storage

No parking or storage of boats, trailer, recreational vehicles (RV's) or inoperable vehicles is allowed on Pagewood Phase I property. Any automotive vehicles (cars, trucks, vans) without current license or registration are not permitted on the Pagewood Phase I premises. Each unit is assigned a carport with space for two vehicles.

W. Window Treatments

To maintain a neat external appearance, window treatments should be clear, off-white or white when viewed from outside the townhouse and be maintained in good condition.

X. Wrought Iron Railings

The board based upon medical necessity and design will consider exterior railings along steps and sidewalks.

NOTE:

Although not specifically stated after each item, the ongoing maintenance of any approved modification remains with the homeowner.

Section D – Management

1. General

The Board of Directors (in accordance with the Bylaws and Declaration and Master Deed) is the controlling body for the management of Pagewood Phase I.

The Board of Directors, in accordance with the above mentioned documents, has retained the management services of:

SNL Associates, Inc.
2964 LBJ Freeway, Suite 324
Dallas, Texas 75234
972.243.2175
craiglengyel@mindspring.com

All functions pertaining to the day-to-day general management of the Pagewood Townhomes Phase I (including the collection of all assessments) are handled by the management company subject to supervision by the Board. Any concerns or problems regarding Pagewood Phase I should be reported to the management company during their normal working hours:

Monday - Friday - 9:00 A.M. to 5:00 P.M.

2. Internal House Problems

In general, problems regarding the interior of any home are not the responsibility of the Association, and will not be addressed by the management company.

Section E – Security

1. General Security

The Dallas Police Department has proven itself to be fast and efficient when called to the community. Your first call, in the case of an emergency, should be to the Dallas Police Department.

2. Emergencies – Personal

The following list of telephone numbers is provided for your convenience:

SNL Associates, Inc. (Management Co.) Craig Lengyel, Property Manager craiglengyel@mindspring.com	972.243.2175
Dallas Police Department	9-1-1
Dallas Fire Department	9-1-1
Ambulance	9-1-1
Animal Control	3-1-1
Non Emergency	3-1-1

3. Neighborhood Crime Watch

Pagewood Phase I participates in the Neighborhood Crime Watch program. Each block is assigned a block captain; the block captains are overseen by the Crime Watch Coordinator. The names of these volunteers are published in the Pagewood Phase I quarterly newsletter. There is no substitute for the eyes and ears of your neighbors. Get to know them and their usual times of coming and going. When you notice any unusual activity or persons, call 911 at once, and then notify your block captain.

PAGEWOOD TOWNHOMES PHASE I POOL RULES

We Ask You To Please Abide By All Rules.
These Rules Are For Both Phase I And Phase I*

Hours: 8AM to 10PM- Phase I
8AM to 11PM- Phase II

No Lifeguard on duty, swim at your own risk
No pets in pools (or in Phase II playground area)
No smoking in any area (Phase II) (Phase I, please take cigarette trash with you when you leave.)
No glass containers of any type
No diving, running, or rowdy play
No loud noises
No food or beverages in pool
Do not ever remove pool rope divider.
Do not ever sit or hang on pool rope divider.
Music via headphones only
If you move furniture, please replace where found.
Close the umbrellas after use.
Children 12 and under must be accompanied by adult 18 or older.
All Guests must be accompanied by resident at all times (Guests limited to two at the Phase I Pool WITHOUT PRIOR APPROVAL OF HOA BOARD!)
Please clean up after yourself.
Gates must remain locked at all times
Please report infractions to Manager or HOA Board - Gates are never to be propped open for any reason.
***Fines levied to resident for non-compliance!**

TENNIS COURT RULES*

These courts are for tennis purposes only!
Courts for pleasure purposes only, no lessons permitted
No wheeled toys or vehicles allowed on courts
No smoking
Nothing other than hard court tennis shoes at any time
None marking tennis shoes required
Do not move benches
Do not adjust net settings
Please take trash with you
Gate must remain locked\
***Fines levied to resident for non-compliance!**

In event of an emergency call 911 -Small Pool Address is 7519 Riverbrook; the address is also posted in the emergency phone box.

