



**Pine Forest Green Homeowners Association**  
**c/o Post Oak Property Management**  
27101 Westheimer Pkwy  
Katy, TX 77494

{Current Date}

{Account name}  
{Address line 1} {Address line 2}  
{City}, {Province/State} {Postal/Zip code}

Dear {Account Name},

Your Association Board of Directors has hired {Management Company Name} to manage the day to day operations of the {Association Name}. The primary goal of {Management Company Name} and the Association is to keep the neighborhood looking beautiful, safe and for it to be a pleasant place to live. We would like to take a moment to tell you about the Association.

#### COMMUNICATION

{Management Company Name} wants to maintain clear communication paths with you. As such, please take a moment to complete the enclosed *Information Sheet* and return it to our office in one of the convenient methods listed below:

US Mail: 27101 Westheimer Pkwy, Katy, TX 77494

Email: [info@postoakproperties.com](mailto:info@postoakproperties.com)

Fax: 281-712-2058

#### DEED RESTRICTIONS (CC&R's)

At the time of closing, you should have received a copy of the Declaration of Covenants, Conditions and Restrictions for Pine Forest Green (Deed Restrictions or CC&R's). It is important to read and understand this document. At the time of your purchase you signed a document agreeing to abide by the rules and regulations put forth in the Deed Restrictions.

#### COMMUNITY REMINDERS

**TRASH BINS** – Waste Removal service is provided by Texas Pride Disposal every TUESDAY and FRIDAY. Heavy trash pickup occurs on the 1<sup>st</sup> and 3<sup>rd</sup> FRIDAY of each month. Only 2 large items on Heavy trash day will be picked up at one time. Please remember that trash may only be placed outside for collection the evening before collection and trash cans must be removed from sight the same evening of collection. Texas Pride Disposal for inquiries at (281) 342-8178.

**PARKING** – Remember, parking is NOT allowed on the streets of Pine Forest Green for more than 24-hours. The Deed Restrictions allow vehicles to be parked in the garage and on the driveway.

**PET WASTE** – When walking your dog(s), you must promptly remove, in a sanitary manner, and dispose of the fecal waste left by your dog(s) on property you do not own, including neighbors' yards, common

areas, streets, and every other location that is not your own property. So, remember to take plastic bags (or other sanitary tools) when you leave for your walk! The bag(s) of waste must be disposed of in a trash can. Never toss the bag(s) of waste in a street drain.

**LOT MAINTENANCE** – General property maintenance is required by each homeowner. All landscape vegetation must be watered regularly to keep it alive. Grass areas shall be cut and edged as often as may be necessary to maintain a neat and attractive appearance. Grass growing onto or over sidewalks, driveways, and/or curbs shall be considered to be unattractive. Shrubs and all other vegetation shall be trimmed as often as necessary to maintain a neat and attractive appearance. Timely removal and replacement of any grass, flowers, shrubs or other vegetation which dies is required to maintain an attractive appearance. All weeds shall promptly be removed as well as all grass which grows into any vegetation bed(s).

#### ARCHITECTURAL CHANGES

Architectural Review Committee ("ARC") Review is required. Should you desire to make any changes or additions to your property you must first apply for approval. (Basketball Goals and Backboards are subject to ARC approval.) Please contact our office for the proper form and requirements.

Please use the contact information below for all future correspondence:

**{Association Name}**

C/O {Management Company Name}

{Management Company Address Line 1}

{Management Company City}, {Management Company State/Province} {Management Company Postal/Zip Code}

Office: {Management Company Phone Number}

Fax: {Management Company Fax Number}

Email: {Management Company E-mail Address}

The Association is a non-profit organization in which all homeowners are members, and as such, have certain rights and obligations. The Association provides various services to its members, such as maintenance of the common areas in the subdivision, payment of all Association expenses and enforcement of deed restrictions.

We welcome you to the {Management Company Name} family.

Kind Regards,

**{Management Company Name}**

**PINE FOREST GREEN HOMEOWNERS ASSOCIATION - INFORMATION SHEET**

**PLEASE PRINT CLEARLY**

PINE FOREST GREEN ADDRESS: \_\_\_\_\_

**HOMEOWNER**

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

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**CO – HOMEOWNER**

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

Phone Number: \_\_\_\_\_

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

**TENANT #1 (if applicable)**

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

Phone Number: \_\_\_\_\_

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

**TENANT #2 (if applicable)**

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

Phone Number: \_\_\_\_\_

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

**Please complete and return to Post Oak Property Management:**

VIA US Mail \_\_\_\_\_ Or VIA EmailPost      Oak      Property      Management  
info@postoakproperties.com  
27101 Westheimer Pkwy  
Katy, TX 77494

THIS INFORMATION WILL ONLY BE USED FOR ASSOCIATION PURPOSES AND WILL NOT BE  
DISTRIBUTED TO PARTIES OUTSIDE OF POST OAK PROPERTY MANAGEMENT OR THE  
ASSOCIATION