



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

Dear Homeowner,

Your Association Board of Directors has hired Post Oak Property Management to manage the day to day operations of Post Oak Pointe HOA. The primary goal of Post Oak Property Management 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**

Post Oak Property Management 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)

The best way to see what is going on in your community and see your homeowner portfolio is to activate your account online. You can go to [https://postoakpm.appfolio.com/connect/users/sign\\_in](https://postoakpm.appfolio.com/connect/users/sign_in) OR go to [postoakproperties.com](https://postoakproperties.com) and click on the orange door that is located on the home page. Through this portal, you can see events that are coming up in your community, pay your HOA dues, submit architectural changes, and get in touch with the property management company.

### **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 Post Oak Pointe (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.

Some of the more common rules that need to be followed are:

- Making sure your trash bins are put out of sight unless it is trash pick-up day.
- Making sure your lawn is mowed, edged and flowerbeds are weeded on a weekly or bi-weekly basis.
- Replacing any plant material that is dead. Tree replacements must be approved by the HOA.
- Parking all vehicles in the garage or in the driveway.

### **COMMUNITY REMINDERS**

**TRASH BINS** – Waste Removal is provided by Best Trash every WEDNESDAY and SATURDAY. 1 item of Heavy trash will be picked up each SATURDAY. Please remember that trash may only be placed outside the evening before collection and trash cans must be removed from sight the same evening of collection. Contact Best Trash to establish Service at 281-313-2378, it is going to be billed through your water bill.

**PARKING** – Remember, parking is NOT allowed on the streets of Post Oak Pointe 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 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 or log into your homeowner portal for the proper form and requirements.

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 Post Oak Property Management family.

Kind Regards,  
**Post Oak Property Management**

**POST OAK POINTE HOMEOWNERS ASSOCIATION - INFORMATION SHEET**  
**PLEASE PRINT CLEARLY**

POST OAK POINTE ADDRESS: \_\_\_\_\_ Fresno, TX 77545

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 Email

Post Oak Property Managementinfo@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.