

New Owners Check List
Council of Co-Owners
Of The Oaks Condominiums

Return to The Oaks-P.O. Box 8664, Horseshoe Bay, TX 78657

Enabling Declaration of The Oaks Condominiums ([Access via web portal](#))

By-Laws of The Oaks Condominiums ([Access via web portal](#))

Information about The Oaks Condominiums ([Access via web portal](#))

Current Annual Budget ([Access via web portal](#))

The Oaks Policies ([initial and return with checklist](#))

Rules of Conduct ([Complete and return with checklist](#))

Animal and Vehicle Information ([Complete and return with checklist](#))

Welcome letter for on line owner portal ([Access via web portal](#))

On line payment of monthly assessment ([Access via web portal](#))

Floor Plans ([Access via web portal](#))

Site Plan ([Access via web portal](#))

I acknowledge receipt of the above documents. Failure to read and understand these documents will not relieve me from responsibility for policy violations. Please contact Dannie Simons if you have questions. 830-265-4880 or P.O. Box 8664, Horseshoe Bay, Texas 78657 or theoakscondos.hsb@gmail.com

Oaks Unit _____ Date _____ Signature _____

Contact Information: Name (printed) _____

Emergency contact phone number(s) _____

Mailing Address _____

Street City & State State

Email address _____

Thanks,
Dannie Simons
Business Coordinator - Tele# 830-265-4880
theoakscondos.hsb@gmail.com

THE OAKS CONDOMINIUM POLICIES

(This supersedes, updates and revises any previous related policies as adopted by the Board 09/2016)

Common elements damage

The Board through the Business Coordinator will bill the individual owners for repair of damage to any and all common elements of The Oaks Complex. The common elements include items such as carports, rock walls, stairs, exterior walls, balconies, etc.

Inspection

When a unit is vacated by owner or tenant an inspection will occur. The age of the water heater will be inspected for compliance of the 6 year replacement policy as well as the condition of common elements. You must allow access for these inspections, or owner must be present at time of inspection.

Plumbing

Water heaters are required to be changed every six years with a six year minimum warranty unit. When installing a new unit, it must be installed as close to the plumbing code as possible, which requires the pop off valve be properly routed to a drain as well as a drip pan being installed and routed to a drain.

Due to the aging nature of the plumbing in The Oaks, it is critical that when you leave for an extended period of time you must turn off water to all water usage devices. This will help prevent extensive water damage to not only your unit but your neighbor's unit as well.

It is the basic responsibility of each owner to maintain sufficient heat in their unit to keep the plumbing pipes from freezing. This is especially critical for the end units as they experience more exposure to cold weather.

In recent years a rider has become available for your individual condo owner's insurance specifically for water damage. You may wish to consider this.

Smoke alarm and fire extinguisher

Each unit must have at least one smoke detector and one fire extinguisher in working order. It is the responsibility of each owner to provide these.

An annual inspection will check these units. You will be responsible for the replacement or re-charging of the fire extinguisher and replacing defective smoke detector or batteries if necessary.

The policy is for your safety and the safety of your neighbor as well. Your compliance is critical.

THE OAKS CONDOMINIUM POLICIES

Parking

One covered parking space. One additional uncovered space may be available on a first come first serve basis. Larger vehicles are discouraged due to limited space and all vehicles must be parked in designated/marked spaces. Uncovered spaces are limited which may require parking off site at times.

Leasing of Units

Per section IX of the Enabling Declarations, leasing your unit requires board approval. Before a tenant is to move in, the following documents must be executed and delivered to the coordination manager:

- The Oaks Leasing Process form
 - Executed lease contract
 - The Oaks Condominium Policies
 - The Oaks Rules of Conduct
- Background, & Credit Check highly recommended (can be performed by Business Coordinator for fee of \$75)

Failure to comply

Failure to comply with The Oaks Condominiums Policies and loss occurs for non compliance, the owner will be responsible for any cost of damage up to and including the \$10,000 insurance deductible. The unit owner may be held responsible for damage to neighboring units by both the owner and the owner's insurance company.

Unit # _____

Owners Name _____

Signature _____

Date _____

The Oaks Condominiums Rules of Conduct

- The unit shall be used and occupied only for the purposes authorized in the Enabling Declarations for The Oaks Condominiums. No unlawful, immoral, obnoxious or offensive activity shall be carried on in any unit or elsewhere on the project property, nor shall anything be done therein or thereon which shall constitute a nuisance or cause unreasonable noise or disturbances to others.
- Unit owner/occupier shall not display, hang or store any signs, clothing, sheets, blankets, laundry or other articles outside of his unit; nor shall any owner/occupier paint or decorate or adorn the outside walls of the unit building, or install outside his unit any canopy or awning or other equipment, fixtures or items or any kind, without the written permission of the Board.
- Each unit owner/occupier shall maintain his unit in good condition and in good repair and order.
- The use, maintenance and operation of the common elements shall not be obstructed, damaged or unreasonably interfered with by any unit owner/occupier.
- Trash, garbage and other waste shall be kept in sanitary containers while in any unit and shall be disposed of in the garbage dumpsters provided. Boxes are to be broken down flat and only household trash is to be placed in the dumpsters. Grease, plastics or trash should not be run through the sewer due to possible damage to the Grinder.
- For the protection of all units, unit owner/occupier grants the Board or its designee the authority to enter he/her unit without being deemed guilty of trespass for the purposes of inspecting, performing emergency repairs, to shut off water or take other corrective action deemed necessary. An entry key must be provided for this express purpose.

We acknowledge the receipt of these rules and our willingness to abide by them.

Oaks Condo Unit # _____

Date _____

Owner (print) _____

(sign) _____

Telephone # _____

Email _____

Tenant (print) _____

(sign) _____

Telephone # _____

Email _____

Tenant (print) _____

(sign) _____

Telephone # _____

Email _____

Copy to be on file with The Oaks Business Coordinator

Returned signed copy to: The Oaks – P.O. Box 8664, Horseshoe Bay, TX 78657

Resident Information

This information is intended to provide important information for the Oaks management:

Unit # _____

Number of occupants _____

Pets _____

Pet #1 Breed _____ Color _____ Size _____ lbs.

Pet #2 Breed _____ Color _____ Size _____ lbs.

Animal waste must be picked up, dogs must be on leash at all times. Violators caught on security cameras will be reported to the Horseshoe Bay animal control, resulting in a fine.

Number of Vehicles _____ (max of 2 per unit, limited space for larger vehicles, second and larger vehicles may be required to park off site due to limited parking). Vehicles in excess of 2 are prohibited and are subject to being towed. **Exception, occasional visitor.**

Veh. #1-Make _____ Model _____ Color _____ License# _____ Permit _____

Veh. #2-Make _____ Model _____ Color _____ License# _____ Permit _____

Initial _____

July 21, 2017

Re: Welcome Letter

Dear Co-Owner,

We are proud to announce our new online Owner Portal for The Oaks. For your convenience, and to better serve all of our association owners, we now offer access to your account information 24 hours a day, from any computer connected online.

With our online Owner Portal, you can:

- View your account balance, charges, and payments
- Pay your association fees online, safely and securely
- Submit maintenance requests online
- Download bylaws, meeting minutes and other important documents
- Opt into a resident directory available only to other association owners
- Post discussion topics and participate in community forums
- And much more

If you have not already received a password and instructions, please point your web browser to our home page at <https://theoaks.managebuilding.com>.

Once there:

1. Enter the email address you have on file with us into the Resident Sign In box
2. Click on "Forgot your password? Request a new one"
3. Enter your email address and then wait for a welcome email containing your temporary password

We hope this service will enhance your experience with us at The Oaks. As always, we welcome your feedback and suggestions.

If you have any questions, or would like assistance registering online, please let us know by calling 830-263-4880.

Sincerely,
Coordination Manager

PAY YOUR MONTHLY ASSESSMENT ON LINE

Dear Co-Owner,

Did you know you can pay your monthly assessments for The Oaks online? Your assessment is due on the 1st of each month, if not received by the 15th, a \$20 late fee is assessed to your account. Here are a few reasons we ask that you pay online:

- It's easy and saves you time. You can literally make payments in seconds.
- It helps you pay your association dues on time so you avoid late fees.
- It allows you to set up recurring payments. Never forget to pay your association dues again.
- Most of all, this process reduces the clerical work for management, allowing them to focus on improvements for the complex.
- **IT SAVES YOU MONEY, NO ENVELOPES, STAMPS AND MOST OF ALL. IT HELPS TO KEEP YOUR MONTHLY ASSESSMENTS FROM INCREASING.**

You can pay your bills online or set up a recurring payment by simply logging into the resident portal at <https://thecoaks.managebuilding.com>.

If you have any questions, or would like assistance, please let us know by calling 830-265-4880.

Sincerely,

Coordination Manager