

New Homeowner HOA Orientation for South Oak Grove

The Homeowners Association (HOA) is a non-profit organization that manages and maintains the community.

- Board of Directors: Elected homeowners who set policies and approve budgets.
- Management Company: Handles daily operations, collects dues, and assists residents.

Assessments & Payments

- •- Amount: \$500.00 Annually
- •- Due: January 1st
- •- Payment Options: Portal, Bank Pay, or Mail Check to our Plano Office: 5600 Tennyson Pkwy Suite 270, Plano TX, 75024
- Late Fees: Will apply if payment is not received by the 1st of the following month.

What Assessments Cover

- Landscaping and maintenance of common areas
- Insurance for community property
- Management Company services
- Community events and communications
- Reserve funds for future repairs

What the HOA Does

- •- Maintains common areas & amenities (If applicable)
- •- Enforces community rules & guidelines
- •- Manages events & communications
- •- Oversees vendor contracts
- •- Prepares and manages the annual budget

Your Responsibilities as a Homeowner

- •- Pay assessments on time
- •- Follow governing documents (CC&Rs, Bylaws, Rules)
- •- Submit ACC requests for exterior changes for front and back of home.
- •- Maintain your property to community standards (Landscaping, curb appeal, etc...)

Governing Documents

- • Available on the HOA portal and website:
- • - CC&Rs
- • - Bylaws
- • - Rules & Regulations
- • - Architectural Guidelines

Architectural Requests

- •Steps before starting exterior projects:
- •1. Download ACC form from portal or Website
- •2. Submit with plans/photos
- •3. Wait for written approval before work (Review Process can take up to 30 days) Submit with ample time to review before the time you actually want to start your project.
- Every resident is responsible for attaining city issued permits if applicable for all projects.

Common Rules & Reminders

- •- Store trash bins out of sight except on collection day
- •- Maintain landscaping
- •- Pets leashed in common areas
- •- Short-term rental policy (No lease shorter than 6 months are allowed. No Air BnBs, VRBO, etc...

Staying Involved

- •- Attend HOA meetings
- •- Volunteer for committees/events (If applicable)
- •- Stay updated through newsletters & portal

Communication & Contacts

- •- Management Company: Legacy Southwest HOA Management
- •- Community Manager: Michael Mitchell 214-705-1615 ext 130
- Email: Michael@legacyswhoa.com
- •- HOA Portal <http://lswpm.cincwebaxis.com/> (Pay assessment, Quarterly Internet fee, Violation fines, Submit ACC request, Review Governing Documents etc...)
- •- Community Website- Stay up to date with community events, governing documents, payment plan proposal forms etc...
southoakgroveestateshoa.com