

GPMCHA 'Quick Start' Outline

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GPMCHA 'Quick Start' for Owners and Residents

IMPORTANT: *The Declaration of Covenants, Conditions and Restrictions (CC&Rs); Bylaws (BL); other policy documents and Texas law and codes are the official governing documents and take precedence over any conflict or difference in interpretation with this document.*

GPMCHA Responsibility	YOUR Responsibility
GPMCHA STRUCTURE	
<p>1. ORGANIZATION: The Mountain Creek Townhouses is managed by a property owners association as defined by Texas law (and not a condominium association). In addition to Texas laws, we are governed by a Declaration of Covenants, Conditions and Restrictions (CC&Rs), Bylaws (BL), and other policies. These are administered by the Grand Prairie Mountain Creek Homeowners Association (GPMCHA), through its Board of Directors.</p>	<p>All <u>homeowners</u> are members of the Association--one membership per lot owned. Renters are represented through their landlord.</p> <p>All of our governing documents are available at the Association office and on-line at gpmcha.org under <i>Governing Documents</i> tab.</p>
<p>2. BOARD: There are normally seven directors on the board. They are elected at the annual membership meeting by the members. Directors serve a staggered three year term. If a vacancy occurs, the Board may appoint an eligible member to fill the position for the remainder of that position's term.</p>	<p>Directors are elected by the Association members at the annual meeting. Any Association homeowner is eligible to be considered for the board.</p>
<p>3. ANNUAL MEMBERSHIP MEETING: A regular annual meeting of the Association is held during the first quarter of each year. The date and time will be set by the Board, and printed notice will be sent to each member. A Nominating Committee will be appointed by the Board at least 30 days before the meeting. A list of the Committee's nominees will also be mailed to the Members.</p>	<p>Members have the responsibility to vote for Directors--one vote per lot owned. Votes may be cast in person at the meeting, by absentee ballot (sent in advance), or by proxy (where you give someone else attending the meeting the right to cast your vote).</p>
<p>4. BOARD MEETINGS: The Board of Directors meet at the Association office at 7 p.m. on the first Thursday of every even-numbered month (and more often as the need is determined by the Board). Signs are posted at each entrance to Mountain Creek Townhouse property announcing the meeting date and time. The primary purpose of Board meetings is for the Board to conduct the business of the Association. But the meetings are open to the Membership (with the exception of Executive Sessions which deal with sensitive business and issues which raise privacy and</p>	<p>Members are welcome to attend Board meetings (except for Executive Sessions) and listen to the Board discussion of the business at hand. At the conclusion, the President will ask the attending Members for comments, questions, or issues they would like to bring up, subject to potential time limits. Attending Board meetings is a good way to become familiar with the issues that affect your property and life here.</p>

<p>confidentiality concerns).</p>	
<p>5. BUDGETS & ASSESSMENTS: It is the duty of the Board to annually prepare a budget for operating the Association for the coming year, including a contribution to capital reserves. The annual assessment (HOA dues) will be set by the Board at a level which is reasonably expected to produce income at least equal to the annual budget. The Board will deliver to each owner a copy of the budget and the assessment amount for the next year, at least 30 days before the end of the current year.</p> <p>The Board may, without membership approval, increase the annual budget up to 3% per year and this can be cumulative. (Any part of the annual 3% not added to the assessment over the last 3 years may be added to the next year's assessment.)</p>	<p>Any budget increase in excess of this cumulative 3% must be approved by a majority of the Members.</p>
<p>SERVICES</p>	
<p>6. HOA DUES PAYMENTS: The Board seeks to keep the HOA dues (assessments) at as low an amount as possible and still promote the safety, welfare, common benefit, and property values of this development. Payments may be made in person at the Association office, by mail, or by credit card at gpmcha.org. (A \$6.02 charge is added to credit card payments for processing.)</p>	<p>The 2021 monthly assessment fee is \$192.00 per unit. Homeowners with Association security lights receive a \$10 per month discount. Assessments are due on the 1st day of each month. A \$25.00 Late Charge is applied if not paid by the 10th. Water service will be terminated on the 30th day if assessments are unpaid. A \$210.00 minimum turn-on fee will be charged to reactivate water service. There is a \$12.00 returned check fee. Vacant, repossessed, or units where water is shut off must still pay dues.</p>
<p>7. TRASH PICKUP: Our trash collection is provided by our Association maintenance crew, not the city of Grand Prairie. Regular garbage pick-up days are MONDAY and THURSDAY mornings. If it is a federal holiday, trash will be picked up the following day (exceptions will be posted on our web site). We pick up trash, but do not clean up messes.</p> <p>Periodically, notices may be posted on the fences that a large item pickup will be made. To the extent reasonably possible, these items will be collected and disposed of in our compactor or, if necessary, taken to the Grand Prairie Landfill. This is time-consuming and expensive and is kept to a minimum. GPMCHA may adjust or modify the trash collection program as it deems appropriate.</p>	<p>Place your garbage at the end of your driveway area nearest the street. Garbage and trash must be placed in plastic garbage bags or sturdy cardboard boxes so it can be picked up. (Plastic or paper grocery sacks are not acceptable, nor are boxes that come apart when picked up.) Any sharp objects (broken glass or mirrors, needles, etc. MUST be fully enclosed in a sturdy cardboard box and taped closed for the protection of our crew.</p> <p>If trash is put out the night before trash pickup, it must be enclosed within a rigid plastic garbage container with a secure lid to protect the trash from stray animals. A small amount of limbs or hedge trimmings will be picked up IF they are cut in sections no longer than 3 foot and tied together in a bundle so they can be easily picked up without leaving a mess.</p>
<p>8. WATER & SEWAGE: The water bill is the largest single component of our budget and, therefore, of our HOA dues.</p> <p>The water faucet on the front of the unit facing the common area is Association responsibility. Main sewer and water lines are Association responsibility. They run from the front wall of</p>	<p>Water conservation should be practiced by all of us at all times. Water should not be allowed to run down the driveway and into the street.</p> <p>The water faucet on the patio side of a unit is the owner's responsibility. All sewer or water line issues or problems which are under the slab of a unit are the owner's responsibility. Owners are responsible for</p>

<p>your unit out into the common area. Our sewer lines are old and fragile. They are easily stopped up or broken. Our crew does their best to keep them operational. Jet trucks and outside plumbers are used as needed.</p>	<p>abiding by Grand Prairie Current Water Restrictions. Residents have a significant responsibility to watch what goes down their drains: no grease, no large wads of toilet paper, no other products even when they say ‘flushable’, no vehicles on common area ground where fragile water and sewage lines are buried. Blockages which can be traced to a unit may result in a fine and a charge for repair costs.</p>
<p>9. PARKING: GPMCHA has contracted with a local towing company to monitor our community and to tow vehicles which are in violation of parking rules.</p> <p><i>--Within Owner’s Driveway:</i> If the 2 parking spaces in the unit’s driveway are not being used for two operable, road-legal vehicles, the residents are not eligible for a Visitor Parking permit.</p> <p><i>--Visitor Parking Lots:</i> The limited Visitor Parking spaces are for visitors! However, in an efforts to accommodate residents who own more than two vehicles, a limited number of Visitor Parking Permits may be available which will allow a resident to park a vehicle in Visitor Parking. Upon receipt of a parking permit request form, a check will be made to verify that the driveway/carport is being used for two operable vehicles as required; then, upon payment of the permit fee, a permit will be issued if the permit limit has not been met.</p>	<p>The only parking spaces that belong to a resident are the two spaces within their driveway/carport. Owners of towed vehicles must contact and pay the towing company to retrieve their vehicle. Residents may also be fined by the association for parking violations.</p> <p>No wrecked or inoperable vehicles or vehicles with expired registration, on blocks, or with flat tires may be stored in carports/driveways (or in Visitor Parking).* No tractors or trailers are allowed either.*</p> <p>If residents of a unit own more than two vehicles, you may apply at the Association office for a Visitor Parking Permit, which may allow one vehicle to be parked in Visitor Parking. (Current rules, applications and permit fee schedule are available at the Association office or at gpmcha.org at Governing Documents.)</p> <p>If you have a visitor who will be parking in Visitor Parking longer than 48 hours, notify the office so their vehicle will not be towed.</p> <p>No parking in/on marked Fire Lanes, on grass or sidewalks at any time.</p> <p>* Per Grand Prairie City Ordinance.</p>
<p>10. SWIMMING POOL: The GPMCHA pool, located on the West side of our property, is a family pool for all GPMCHA residents and their authorized guests. The open season runs approximately from Memorial Day through Labor Day.</p> <p>Pool rules seek to ensure that the pool operations comply with Texas codes, keep patrons safe, protect association equipment, and make the pool area a safe, clean and pleasant place for our residents and their guests. Pool Monitors are used to see that rules are followed. They are not lifeguards. A monitor must be on duty for the pool to open.</p>	<p>A \$10 fee for a pool pass and a one-time pool registration is required from the Association office. No alcohol, smoking (including e-cigs), glass, or profanity is allowed in the pool area. Children under 18 years of age are not permitted in pool area without adult supervision. Residents are limited to 4 guests per townhouse accompanied by the resident. Violation of rules or arguing with pool monitors can result in being banned from the pool. See <i>Pool Rules</i> under <i>Other Documents</i> at gpmcha.org for a complete listing of all the pool rules. Pool users are responsible for following ALL pool rules. (The pool can be reserved for a private party. See <i>Pool Rules</i> for details.)</p>
<p>MAINTENANCE & IMPROVEMENTS</p>	
<p>11. COMMON PROPERTY: Property owned by GPMCHA: common buildings, grounds, easements, facilities, equipment, streets within our property, etc. The Board is responsible for</p>	<p>The common property is for the mutual use and enjoyment of our owners/residents--with certain restrictions: Respect this property and the rights/benefits of others: Do not litter; Clean up after your</p>

<p>managing our common property for the mutual benefit of all owners and residents, consistent with our governing documents and government laws and codes.</p> <p>Use of association equipment for maintaining our property is restricted to our maintenance crew.</p>	<p>pets; Keep your pets on a leash; No vehicles on sidewalks or grounds at any time.</p> <p>If you have a phone or cable installed that must be wired to a point outside your unit, please ensure that the line is properly buried or attached to the building rather than laid across shrubs and sidewalks. This not only is unsightly, it can also be easily cut, ending your connection!</p>
<p>12. LANDSCAPING: GPMCHA is responsible for the planting, maintaining, and removing of landscaping in the common areas. This includes trees, shrubs, grass, etc. Since the common property begins at the front of a unit, this includes flower beds fronting units. GPMCHA will plant, prune, mow, turn soil, fertilize, and remove plants as needed.</p>	<p>Residents are requested to water plants in the common areas around their unit during the hot summer months to ensure their survival. However, owners/residents should not plant, trim, or remove any plant in the common area without prior permission from the Board. This includes the flower beds in front of your unit. If a tree or shrub in the common area around your unit needs attention, please report it to the office. Also, flower pots and other garden objects should not be placed anywhere that will prevent our crew from doing their work.</p>
<p>13. FENCES: Fences which abut common areas or easements (such as the strip between the fence and street) are maintained by GPMCHA. The maintenance crew will repair / replace these fences as needed. Please notify the office when there is a need.</p>	<p>Fences which separate the patio/driveways of two units are shared fences and the responsibility is shared by the two owners. The fence separating the patio and the driveway of a 2-story unit is the owner's responsibility.</p>
<p>14. YOUR PROPERTY: GPMCHA is responsible for painting, repairing/replacing wood siding, trim, fascia and soffit boards, and gutters/ downspouts on your unit--provided safe access is provided for our maintenance crew. Painting is done on a rotating basis approximately every 8 to 10 years.</p> <p>Any changes to your unit's exterior or grounds must be approved by the Board or Architectural Review Committee (ARC) in advance. Failure to obtain approval may result in fines or require removal of the changes at the owners expense. Residents may not use their lot for any type of commercial use that results in traffic or is visible from the street. Garage sales must be confined to your patio/driveway and customers must park in Visitor Parking. City ordinances must be followed including having a permit.</p>	<p>Your property and responsibility for your unit includes the concrete slab and everything above and below the slab (including the roof), your enclosed patio, all masonry, out buildings (2-story units), carport/garage, and driveway-- except as specifically listed as GPMCHA responsibility.</p> <p>Plans and specifications must be submitted to the Board or ARC prior to making any changes to the exterior or grounds of your unit. This includes any structures or attachments (such as sheds, gates, antennas, satellite dishes, etc.).</p> <p>Property must be maintained according to community-wide standards and city codes: No window ACs, No clotheslines visible from the street, No basketball hoops, No inoperable cars, trash, or junk stored under carport or on patio, No overgrowth of trees, grass or plants.</p>
<p>15. EASEMENTS: GPMCHA has an easement (right of access) from the association's street to your unit's perimeter fence for mowing and street maintenance. The city of Grand Prairie has an easement on either side of Belt Line Rd. from that street to the sidewalk, fence line or parking lot in our property.</p>	<p>Do not plant, build or place anything within easements without prior approval.</p>
<p>16. INSURANCE: The Board maintains appropriate insurance on all common property and affairs of the association. It is also responsible for ensuring</p>	<p>By the purchase of a unit, the owner agrees to carry property insurance at all times on his lot and all structures on it, providing full replacement value,</p>

that each owner has adequate property insurance to cover full replacement cost and also liability insurance.	and a liability policy covering damage or injury occurring on the lot. The property insurance is to include fire and ‘all-risk’ coverage. The owner also agrees to provide GPMCHA with proof of insurance as requested and upon each renewal.
NON COMPLIANCE PENALTIES	
17. NOTICES & WARNINGS: A variety of measures may be taken by the Association to ensure compliance. Details can be found in the Fine and Enforcement Policy at the office or GPMCHA.org , Governing Documents tab. When a curable violation is found, the Association will send the owner/resident a written letter notifying them of the nature of the violation, the date, and a description of what needs to be done to correct the problem, and what will happen next if this is not done by the specified date. Usually, this is sufficient for the problem to be resolved. Incurable violations may result in a violation notice and a fine.	As throughout our society, rules and laws exist for the benefit of all to ensure harmonious, mutually beneficial and orderly working of our community. If there is a reason why the situation exists or if a little more time is needed, call the office to explain. Some grace may be extended if reasonable. Within 30 days of the notice date, the owner may also request in writing a hearing before the Board to contest the fine or other enforcement action. (See details in the Fine & Enforcement Policy.)
18. FINES: The violation notice letter will also include the amount of the fine or other enforcement action and the date it will begin accruing. Depending on the violation, the fine may be up to \$50 per day or occurrence of the violation.	If the violation is not taken care of and a fine is assessed, the accrued amount of the fine is added to the owner’s assessment account and becomes a binding obligation of the owner.
19. TOWING: Parking violations may result in the vehicle being towed.	Once towed, the owner must deal with the towing company and pay any applicable fines to retrieve the vehicle.
20. LEGAL ACTIONS: The measures which can be taken by the Association are limited by Chapter 209 “Texas Residential Property Owners Protection Act” of Texas Property Code.	Failure to pay assessments or to correct violations (depending on the nature of the offense) can result in a variety of escalating measures-- from turning off the water, fines, liens, and even foreclosure.

Helpful Phone Numbers / Addresses / Websites

Emergency: Fire, Medical, Police	911
Grand Prairie Mountain Creek Homeowners Association (gpmcha.org)	972-264-2587
GPMCHA Office & Work Orders, 3402 S Belt Line Rd.	office@gpmcha.org
AT&T	1-800-464-7928
Brighter Tomorrows Hotline	972-262-8383
Electricity, new hookup/change (www.powertochoose.com)	1-866-797-4839
Food Co-op, Grand Prairie	972-264-8540
<i>Fort Worth Star Telegram</i> (home delivery)	817-335-4837
Homestead Exemption (Dallas Central Appraisal Dist.)	214-631-0910
Garage Sale Permit (www.gptx.org/CodeEnforecment)	972-237-8296
GP City Code Enforcement	972-237-8296
GP City Council Member for West side townhouses (Dist. 2) Jim Swafford	972-237-8022
GP City Council Member for East side townhouses (Dist. 3) Lila Thorne	972-237-8022
GP School District	972-264-6141
Grand Connection (transportation for elderly or handicapped)	972-237-8546
Landfill, 1102 MacArthur	972-237-8330
License Plates & Tags, 106 W. Church St.	214-653-7811
Medical Center of Arlington, 3301 Matlock Rd, Arlington	817-467-7486

Noise Complaint	972-237-8055
Prairie Paws Adoption Ctr. (Animal Shelter), 2222 W. Warrior Tr.	972-237-8575
Prairie Lakes Golf Course, 3202 SE 14th St.	972-263-0661
Social Security, 2010 N. Highway 360	972-343-2307
Texas Dept. of Public Safety (Driver's License), 550 S. Carrier Pkwy	972-264-6598
Texas General Hospital, 2709 Hospital Blvd, GP	469-999-0000
<i>The Dallas Morning News</i> (home delivery)	1-800-925-1500
The Summit Adult Activity Ctr., 2975 Esplanade	972-237-4141
U.S. Post Office, Westchester Station, 765 Westchester Pkwy, GP	800-275-8777
Voter Registration (Dallas County)	214-819-6389
Warmack Branch Library, 760 Bardin Rd.	972-237-5770
YMCA, 4556 S Carrier Pkwy.	972-237-8255