

Congratulations!

The Park at Woodland Oaks Owner Association Board of Directors has selected TT Bean Management, LLC, as its new management company.

Our Responsibilities

Some of our duties and responsibilities will be to assist the Board of Directors with financial management of the organization, assist in the collection of the association assessments, reconcile the association accounts, maintain the accounting records, provide financial information to an independent CPA for preparation of association financial reports and tax returns, secure insurance, as well as promoting an effective communication system among the community members.

Website

One of the innovative tools that we have prepared for you is a community website. Please visit pwohoa.org at your earliest convenience and become acquainted with what is available to you. There you will find links to the City of Schertz, Architectural Control Committee forms, recognition of Yard of the Month winners, a copy of the recorded Covenants, a list of the Board Members, and other pertinent information you may need. This is your community website and we are always open to suggestions on how to make it better.

The Board of Directors

The Board of Directors is the governing body of your community. Board members meet regularly and serve on a voluntary basis without compensation. Some of the Board areas of responsibility include financial management, administration, setting the assessment rate, and having the authority to enter into contractual agreements for the association.

Your Responsibilities

As a community owner you are automatically a member of the community association. You may choose to seek election to the Board of Directors, request an appointment to one of the association committees, or attend association meetings and vote on issues that are of interest to you.

Assessments are the primary source of income for your association and it is your responsibility to pay all assessments, as determined by your Board of Directors, by the date due. These funds are used to pay the expenses of the association.

You are responsible for abiding by the deed restrictions that are outlined in the legal documents you received at closing. In general, the deed restrictions establish architectural standards and govern the use

The Park at Woodland Oaks

Owners Association

of property within the community. *For your convenience we have placed the deed restrictions, ACC forms, and other documents on the website. Please visit pwohoa.org and become familiar with what is available to you.*

Modifications to the exterior appearance of your property, as well as additions and structural changes, require prior approval from the Architectural Control Committee (ACC) and the Board of Directors. The ACC submission process has been automated to accelerate the approval process. You may email your ACC forms to theparkatwoodlandoaks@outlook.com, along with the supporting documentation, or mail them to The Park at Woodland Oaks Owners Association, PO Box 164, Schertz, TX 78154.

You are responsible for obtaining and maintaining your own property insurance coverage. The association insurance only covers the Director and Officer insurance coverage of the community. It is crucial that you periodically check with your personal insurance agent to review your coverage and assess whether it is adequate for your needs.

Finally, you are responsible for abiding by the rules of the association. These rules can be found in the association By-Laws and Covenants.

In Closing

We look forward to working with you as we all strive to make the Park at Woodland Oaks a better place to live and enhance long-term property values. If you have any additional questions, please refer to the pwohoa.org website or feel free to contact your Association's office at (210) 659-8703.