

# ASSOCIATION FACTS

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## ARBOR LAKES ADDITION HOMEOWNERS ASSOCIATION, INC.

**WHAT IS AN ASSOCIATION?** It is a not-for-profit corporation in which the owners of lots are members. The Association is "governed" by a Board of Directors and was formed to handle the maintenance of the common areas and to enforce the deed restrictions.

**HOW DOES THE ASSOCIATION WORK?** Arbor Lakes Addition Homeowners Association, Inc. is administered by a Board of Directors appointed by the Declarant. Currently, the votes of the Association are controlled by the Developer, or Declarant, as prescribed in the Bylaws of the Association. This will change, however, when "transition" occurs. It's important that the Declarant have control of the votes in the early stages of an association for several reasons: 1) the Declarant has the most significant investment in the Association, 2) the Declarant provides subsidy to the Association until it becomes self sustaining on assessment collection alone, and 3) the people representing the Declarant provide leadership until homeowners become sufficiently familiar with the governance of the Association to take on leadership roles themselves at the time of transition. The Board of Directors of Arbor Lakes Addition Homeowners Association, Inc. has contracted with a professional management firm, RTI/Community Management Associates (CMA), to provide a number of services to the Association. The advantages of having a professional management are twofold. First, a management firm will provide professional guidance and assistance in management and financial affairs to the Board of Directors, and second, they will provide continuity even though the Board may change. CMA will, on behalf of the Board of Directors, prepare the annual budget, facilitate service contracts such as the landscape maintenance contract, supervise the contracts, collect Association assessments, follow up on delinquent assessments, organize the Annual Meeting, maintain bank accounts and carry out the business of the Association. To contact your Association Manager, phone CMA at (972) 943-2870.

**COMMON AREA MAINTENANCE:** The Association maintains the common property areas for your benefit at Arbor Lakes Addition. For example, this includes negotiating the contract for landscape maintenance, then routinely monitoring the performance to assure conformity in service and effect.

**USE RESTRICTIONS:** There are a number of restrictions regarding what you may or may not do with your property, all of which are intended to enhance the integrity of your neighborhood and assist in maintaining your property value. A complete listing of the Use Restrictions is included in the Declaration of Covenants, Conditions and Restrictions (CC&Rs) for Arbor Lakes Addition, which you should have received with your resale certificate. *Please read the CC&Rs carefully; living in an Association has many benefits as well as responsibilities.*

**ARCHITECTURAL CONTROL.** The Board of Directors appoints an Architectural Control Committee to protect aesthetic character of the community. Residents planning to make any exterior alterations to their homes are required to make formal application to this Committee for approval *prior to* making any changes. The applications are acted upon by the Committee to insure compliance with the deed restrictions and design standards of Arbor Lakes Addition Homeowners Association, Inc. If you would like more information on architectural control, please contact the management office at (972) 943-2870. A modification submission form is enclosed for your convenience.

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**THE ASSESSMENT:** Since the Association is in effect a quasi-governmental organization, there are costs associated with its operation. For example, there are expenses for the landscape maintenance, accounting and management. In addition, the Association is required to carry various forms of insurance. These expenses are paid through the collection of a *regular assessment* charged to each homeowner in the association. Your assessment is *in addition to* and *not a part of your mortgage payment*. These *regular assessments* are *collected annually* and are billed by the Management Company.

**ANNUAL MEETING:** This is the yearly meeting of the members at which a summary of the year's activities is given and annual reports are distributed. Notices will be sent prior to the meeting to notify you of the time and location of the meeting.