

**OAK HOLLOW OF ANNA
HOMEOWNERS' ASSOCIATION, INC.**

INFORMATION PACKET

CONTENTS

INTRODUCTORY LETTER

ALL ABOUT ASSESSMENTS & PAYMENT
INFORMATION

HOMEOWNER INFO SHEET

ARCHITECTURAL FORM

OAK HOLLOW OF ANNA

Important Information

Dear Homeowner,

It is with great pleasure that we would like to announce our firm, MAC Group Management Company as your new management contact effective March 1, 2016. We appreciate the opportunity to help assist the **Oak Hollow of Anna** homeowners with your community association needs.

Oak Hollow of Anna is a Homeowners Association operating under the direction of a volunteer Board of Directors. The Board has contracted the services of MAC Group Management Company to manage the day-to-day business of the Association. If you should have any questions or concerns, you may contact Denise Stephens, community manager by phone at 469-939-4928 or you may email her directly at dstephens@themacgroupco.com.

As part of our transition, we have prepared this introduction packet for members of the community. Inside you will find helpful information regarding the association such as the assessment amount and due dates, an architectural form and a homeowner information sheet.

Please complete and return the Homeowner Info Sheet to MAC Group's office at 17130 Dallas Pkwy, Ste 220, Dallas TX 75248 or by fax 469-519-4181 or you may also email us at info@themacgroupco.com. This form is requested for purposes of contacting owners in emergencies and/or account inquiries. The community website will also change during this transition and a letter will be sent to each owner with their login and password after the official hire date of March 1, 2016.

Prior to making any exterior changes, the attached Architectural Form must be submitted and approved by the Architectural Committee. Please email, mail or fax the completed form to MAC Group for proper processing of your request. Lastly, please review the below list of helpful community reminders.

1. Do not neglect the appearance of your home. Mowing of lawns must be done on a routine basis. All members must maintain proper trimming, edging and weeding of lawn areas and flowerbeds.
2. Be considerate and pick up after your pets. Be sure pets are not left unattended, outside for long periods of time or unleashed. Be respectful of your neighbor's peaceful enjoyment.
3. Parking on the streets imposes a safety concern and is recommended to park all vehicles in your garage or driveway. The safety of members and children are at stake. Your community was built with the understanding that members should park their cars first in the garage and secondly in their driveway. Short-term parking on the streets is acceptable; however, please minimize this where possible.
4. Be sure to keep exterior items in good repair at all times. Apply paint to trim when peeling or fading, repair fences when leaning or weathered, stain fence when weathering or around the irrigation overspray areas, clean up oil stains or spills from driveways and pickup any trash or debris found in your yard or neighboring lots.

Please do your part and keep your community a beautiful place in which to live!

ALL ABOUT ASSESSMENTS & PAYMENT INFORMATION



The association is responsible for paying all operating expenses, as well as maintaining funding for the reserve account.

A brief outline is listed below of items in which your assessments contribute.

- The general maintenance of all common areas, i.e. landscape services which include mowing, edging, tree trimming, chemical treatments, etc.
- Replacement of common area trees and shrubs
- Installation and maintenance of seasonal color changes for the entrance flowerbed(s).
- The cost of electricity to operate numerous irrigation systems throughout the community
- The cost of the irrigation water itself
- The cost of repairs and general maintenance of the irrigation systems, i.e. replacing broken sprinkler heads, valves, etc.
- The cost to maintain the community pool (cleaning, repairs, water and electrical maintenance)
- The cost of miscellaneous common area repairs, i.e. minor landscape material replacements
- The cost of legal and tax services, including annual audit.
- The cost of insurance premiums, corporate and federal tax obligations
- The cost of correspondence letters to homeowners, processing ACC requests, postage, etc.
- Attorney advice & collection services
- Community Social Events, newsletters, special mailings etc.
- Professional Management Fee

Please keep in mind that this represents only a portion of the services that assessments provide for the community. MAC Group Management Company has been selected by the Board of Directors of your Association to provide professional management services. These services include collecting Association assessments and maintaining the Association's books and records, enforcing your Declarations of Covenants, Conditions and Restrictions, performing regular property inspections and maintaining the common areas in a manner consistent with the Association's budget and Board instruction.

The Board of Directors have many responsibilities, including continual review of the Association's budget to decide if current assessments are sufficient in order to fund the community's upcoming annual expenditures, such as landscape maintenance, water and electrical increases for the common area lighting and irrigation.

Dues Information, Due Dates & Address to Mail Payments:

Your assessments are **\$265.00** per year and are due on the 1st of January each year. If you have not already paid, please make your checks payable to **Oak Hollow of Anna** and mail to the address listed below. Be sure to change your online payments to reflect the new payment address.

To pay online by credit card or echeck, please add the link below to your web browser:

<https://www.rentpayment.com/pay/login.html?pc=SY42AUWH88>.

Mail all Payments to:

MAC Group
Processing Center
P.O. Box 61683
Phoenix, AZ 85082-1683

OAK HOLLOW OF ANNA

HOMEOWNER INFO SHEET

Please complete this form in order to update HOA records, since current records may be out of date. Please return the completed form via mail, fax or email to:

Oak Hollow of Anna
c/o MAC Group Management Company
17130 Dallas Pkwy, Ste 220
Dallas, TX 75248
(469) 519 – 4181 Fax
info@themacgroupco.com

This information is confidential and is only used for insurance and other association business.

LAST NAME: _____

FIRST NAME: _____

SPOUSE NAME: _____

ADDRESS: _____

HOME PHONE: _____ WORK _____ CELL _____

TENANT INFORMATION: (For Leases: Please provide all Names, Phone No. & Lease Length)

OWNER EMAIL ADDRESS:

OWNER ALTERNATE ADDRESS:

IMPORTANT: IF YOU HAVE A POOL CARD, PLEASE PROVIDE YOUR POOL CARD NUMBER SO THAT WE MAY MAKE SURE ALL CARDS ARE ACTIVATED PROPERLY.

POOL CARD NUMBERS: _____

OAK HOLLOW OF ANNA
APPLICATION FOR ARCHITECTURAL IMPROVEMENT

By completion of this form, the Owner listed below hereby requests that the Architectural Control Committee (ACC) consider the following request for Architectural Improvement(s) as described below and/or on the attached document(s):

Owner's Name(s): _____ **Daytime Phone:** _____

Property Address: _____ **Evening Phone:** _____

All requests must include a detailed description of each proposed improvement including color, dimensions, materials to be used, etc. Please provide a copy of the construction plans (if available), and/or a plat, sketch or drawing that depicts the location of each improvement with respect to the home and the lot lines. The ACC may request additional information, including samples of proposed materials, if it is determined that there is not enough information to make a decision.

Type of Improvement(s):

- | | | | |
|----------------------------------------------------|---------------------------------------------|--------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Porch / Patio | <input type="checkbox"/> Patio Cover / Pergola / Arbor | |
| <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Pool / Spa | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Stone Edging |
| <input type="checkbox"/> Exterior Lighting
Door | <input type="checkbox"/> Windows / Shutters | <input type="checkbox"/> Painting / Staining | <input type="checkbox"/> Front Door / Screen |
| <input type="checkbox"/> Garage Doors | <input type="checkbox"/> Driveway Gate | <input type="checkbox"/> Basketball Goal | <input type="checkbox"/> Play Equipment |
| <input type="checkbox"/> Storage Shed | <input type="checkbox"/> Paving | <input type="checkbox"/> Roofing | <input type="checkbox"/> Satellite Dish |
| <input type="checkbox"/> Other _____ | | | |

Location of Improvement(s):

- | | | | |
|-----------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Front of House | <input type="checkbox"/> Side of House | <input type="checkbox"/> Back of House | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Front Yard | <input type="checkbox"/> Side Yard | <input type="checkbox"/> Back Yard | <input type="checkbox"/> Driveway / Sidewalk |

Description of Improvement(s):

The Architectural Control Committee will act upon this request within **30 days** after receipt of a complete submission, including any additional information subsequently requested by the ACC. The Owner will be notified of the Committee's decision in writing. No construction or improvement shall commence without prior written approval of the Committee. If improvements are commenced or constructed without prior written approval of the ACC, the Association may require the Owner to restore such improvements to the condition existing prior to the construction thereof (including, without limitation, the demolition and removal of any unapproved improvement). Please refer to the Covenants, Conditions and Restrictions (CCRs) for more information.

The Architectural Control Committee reviews plans in order to establish and preserve a harmonious and aesthetically pleasing design for new construction and improvements to existing residences in the community. Approval by the Committee does not constitute a representation of warranty as to the quality, fitness of, or suitability of the design or materials specified in the plans. Owners should work with a licensed architect, engineer and/or contractor to determine whether the design and materials are appropriate for the intended use. In addition, approval by the Committee does not constitute approval by any governmental agencies or assure that the proposed improvements meet applicable building codes. It is the Owner's responsibility to obtain, or ensure that their contractor obtains, all required permits prior to commencement of construction.

By signing below, I agree that I have read, and agree to abide by, the statements contained herein:

Owner's Signature: _____ **Date:** _____

This form may be submitted via mail, fax or email to:

**Oak Hollow of Anna
c/o MAC Group Management Company
17130 Dallas Pkwy, Ste 220
Dallas, TX 75248**

Ph: (469) 939-4928 • Fax: (469) 519-4181 • Email: info@themacgroupco.com

(THIS SECTION TO BE COMPLETED BY THE ARCHITECTURAL CONTROL COMMITTEE)

This request for Architectural Improvement is:

- Denied
- Approved as submitted
- Approved as noted below:

Signature: _____ **Date:** _____

Thank you.
