



VALENCIA ON THE LAKE HOMEOWNER'S ASSOCIATION, INC.

Dear Homeowner,

Welcome to Valencia on the Lake! We know you will enjoy your new home and look forward to getting to know you during the coming months. As a new homeowner in the Valencia on the Lake Community you are automatically a member of the Homeowner's Association. As such, you can enjoy planned community living, amenities and services, enhanced property values, and protective standards that benefit all homeowners, at its best.

This Welcome Packet gives you access and information to the most important aspects of the Valencia on the Lake Homeowner's Association. Homeowners can find answers to common questions such as who to contact for the various utilities, basic home care, and what it means to be a part of a Homeowner's Association, and how to best take advantage of all that the Association has to offer for those whom call the Valencia on the Lake "home". The rules and regulations of the amenity center, fitness center and pool are included in this packet. Whether you have purchased your home, or if you are a tenant, the pool rules and amenity rules are applicable to all residents of the Valencia on the Lake. A volunteer form, access card form, and rental forms are also included.

Sincerely,

Essex Association Management L.P.
Managing Agent for
Valencia on the Lake Homeowner's Association, Inc.



TABLE OF CONTENTS

AMENITY HOURS AND CONTACT INFORMATION.....	3
FREQUENTLY ASKED QUESTIONS.....	4
COMMUNICATION OUTLETS.....	5
ARCHITECTURAL CONTROL COMMITTEE INFORMATION.....	6
FITNESS CENTER RULES AND REGULATIONS.....	7
POOL RULES AND REGULATIONS.....	8
USEFUL FORMS.....	9
VOLUNTEER FORM.....	10
ACCESS CARD FORM.....	11
REQUEST FOR A CLUBHOUSE / POOL RESERVATION.....	12-15





Amenity Hours and Contact Information

With community living and the variety of amenities offered by the Valencia on the Lake Homeowner's Association, Inc, homeowners have a lot of contact information to keep track of. In an effort to assist, below is a list of contact information you will find to be of use.

Essex Management: **Hours of Operation:** **Mon. – Fri. 9am – 5pm**
Phone: (972) 428-2030
Fax: (469) 342-8205
1512 Crescent Drive, Suite 112
Carrollton, TX 75006

Amenity Center: **Hours of Operation:** **Mon. – Sun. 7am – 10pm**
2400 Rockhill Pkwy
Little Elm, TX 75068

Fitness Center: **Hours of Operation:** **Everyday: 5am – 11pm**
2400 Rockhill Pkwy
Little Elm, TX 75068

Pool: **Hours of Operation:** **Everyday: 9am – 9pm**
Pool Season is from: Early May to Mid-October
2400 Rockhill Pkwy
Little Elm, TX 75068

After Hours Emergency Phone: 1-888-740-2233





FREQUENTLY ASKED QUESTIONS

What is a homeowner's association?

Automatic and mandatory homeowner's associations are part of an overall concept of residential property ownership. The community association gives continuity to the community, preserves the architectural integrity, maintains the common properties, and promotes the community concept while protecting the community's property values.

What is my role as a homeowner and member of the HOA?

Members of the homeowner's association have two responsibilities; one to themselves and to their individually owned Lots, and one to the association and the community concept. To maintain the quality of life that accompanies a well-maintained residential community, each individual member must do his or her part. The success of the homeowner's association will depend on how well each member meets and keeps the responsibilities that are established by the covenants creating the overall community concept.

How do I pay my annual assessments?

Your annual assessments are due on January 1st. To pay, please go to essexhoa.com or www.valenciaonthelakehoa.com. By clicking on the 'Pay Online' tab, you will be led through the various different ways in which a homeowner may pay their assessment fees. Because of the services offered by Essex Management through PayLease, Mutual of Omaha, electronic payments platforms and service providers for property management companies and homeowner associations, homeowners may pay by e-Check, card, or by mail.

What do my assessments cover?

All community associations have assessments, sometimes referred to as fees or dues, that must be paid to the Association. Assessments are paid annually and cover costs such as:

- Landscape, irrigation, seasonal color and other maintenance of common areas
- Repairs and maintenance of amenities (pool, clubhouse, fitness center, perimeter walls and monument signs, etc.)
- Social events and meeting venues
- Insurance
- Management fees

What doesn't the HOA do?

The Essex Association Management team is there to serve the residents. However, it cannot resolve domestic disputes or disagreements between neighbors, act as a substitute for police or law enforcement, supply security services or attempt to control county or city services.



COMMUNICATION OUTLETS:

Official Community Website:

www.valenciaonthelakehoa.com

Official or Unofficial? Official. Only the management team updates the page and maintains it.

What is it? This is the official website for the community, updated and maintained by the management team. This is where you can download forms for an Architectural Control Committee Request as well as copies of the HOA Governing Documents, the Valencia on the Lake Welcome Packet, rental forms for the pool and/or clubhouse. Through the portal, you can also pay your assessments online.

How do I get it? Visit the webpage on your home computer, tablet or phone.

Facebook / Yelp / Social Media:

Official or Unofficial? Unofficial. No official business of the association should be posted to social media sites. If there is to be a Facebook page it is ran by HOA volunteers with a desire to help the community stay connected. The volunteers remain in contact with the Essex management team, helping the community to stay up-to-date. Management **does not** monitor the page, respond to questions or interact with residents through this channel.

Facebook

[\(https://www.facebook.com/groups/239961406366672/\)](https://www.facebook.com/groups/239961406366672/)

What is it? HOA committee volunteers pass along Valencia on the Lake news & event information and any updates from the City of Little Elm and/or the County. The page also helps reunite owners with lost furry loved ones.

How do I get it? Download the Facebook app and search for “Valencia on the Lake, Texas” or visit <https://www.facebook.com/groups/239961406366672/>. To join simply visit the page, submit your home address and closing date allowing a page admin to verify your residence





Architectural Control Committee

ACC Requests Now Electronic!

In an effort to streamline our processes and make things easier for the homeowners, you will now be able to submit your ACC Request form directly from your community website by completing the information required, adding necessary supporting documents, and electronically signing. An added benefit of this new feature is that now if your project needs a rush review, you can now choose to Expedite the Request.

What is an ACC Request?

An ACC Request form is required if you are making **ANY** type of modification, change, repair, replacement, removal, addition to your property or the exterior of your home. Yes...even if it is not permanent.

Living in a Homeowner's Association means homeowners and builders collaborating to ensure a cohesive and aesthetically pleasing community. However, we understand that homeowners will have specific projects or additions in mind for their home or Lot. To ensure success of both the community and homeowners, please reference the following questions for clarification involving home additions or alterations. For more specific questions, please reference the CC&R's.

For the following questions, please note that an ACC form must be completed prior to commencement of any exterior modification/project.

How Do I go About Submitting a Request to the Architectural Control Committee?

To submit a request to the ACC, homeowners must complete in its entirety the ACC form with a copy of the plat survey for your Lot showing the exact location of the modification and indicating any existing structures and property lines, listing all measurements to include LxWxH and square footage, a complete list of construction materials, specifications/construction plans and any other applicable supporting documentation. **ACC forms with insufficient information or a lack of the required information will not be accepted.**

The Architectural Control Committee will review your information and approve or deny your request. ***The Architectural Control Committee has up to (30) thirty days to respond with a decision, which starts when we have received your request and ALL necessary supporting documentation.***



**VALENCIA ON THE LAKE HOMEOWNERS' ASSOCIATION, INC.
FITNESS FACILITY
RULES & REGULATIONS**

HOURS OF OPERATION: 5AM – 11 PM DAILY

THIS AREA HAS VIDEO SURVEILLANCE
THE RULES & REGULATIONS AS SET FORTH IN THE CCR'S ARE PART OF THE HOMEOWNER'S OBLIGATION TO
OBSERVE AND COMPLY
PER SECTION 7.1 OF THE CCR'S EACH HOMEOWNER SHALL BE INDIVIDUALLY RESPONSIBLE AND ASSUME
ALL RISK OF LOSS ASSOCIATED WITH THE USE OF THE FITNESS CENTER.

**USE FITNESS CENTER AT YOUR OWN RISK
911 PHONE LOCATED IN OR AROUND THE POOL AREA.**

1. No one is allowed to use or be permitted in the fitness facilities unless they are a homeowner in good standing with the Association.
2. Any homeowner that is in the building after hours could have their privileges suspended.
3. Any guest must be accompanied by a homeowner at all times.
4. No one **under the age of 16** is allowed in the fitness center without direct homeowner adult supervision.
5. Upon each visit all homeowners are required to scan key card.
6. Homeowners must have their key card with them while at the fitness center.
7. No food, drink, or tobacco products in any form will be permitted in the facility/fitness area.
8. Absolutely NO horseplay allowed.
9. The use of profanity or clothing with suggestive or profane sayings is not allowed. Clean and proper attire must be worn at all times.
10. Shirts and shoes must be worn at all times. Open toe shoes such as sandals or flip-flops are not allowed while working out.
11. Absolutely NO wet clothes are allowed in the Fitness Center.
12. Fitness equipment (dumbbells, mats, balls, etc.) must remain inside the fitness area at all times.
13. All weights, dumbbells, bars, etc. must remain in the back located in the free weight area.
14. Breakdown all weights, clean and replace all dumbbells after use.
15. Please do not bang or drop weights or dumbbells.
16. Should the homeowner breach the rules and regulations, display undesirable behavior and/or violates the terms and conditions of the CCR's, the homeowner's privileges may be suspended or revoked at any time.
17. Any equipment (including mirrors) broken, cracked, or damaged due to homeowner misuse, abuse, carelessness, or recklessness, will result in repairs being billed to homeowners.
18. **There is a \$25 dollar replacement fee for lost key cards.**
19. The Association is not responsible for theft of or damage to personal property.
20. Should the Homeowner breach the rules and regulations, displays undesirable behavior or violates the terms and conditions of the CCR's, the Homeowner's privileges may be suspended or revoked at any time.
21. Any equipment (including mirrors) broken, cracked, or damaged due to homeowner misuse, abuse, carelessness, or recklessness, will result in repairs being billed to homeowners.
22. **There is a \$25 dollar replacement fee for lost key cards.**
23. The Association is not responsible for theft of or damage to, personal property.



VALENCIA ON THE LAKE HOMEOWNER'S ASSOCIATION, INC.
SWIMMING POOL – RULES AND REGULATIONS
HOURS OF OPERATION: 9AM – 9 PM Daily

Violators of pool rules will be reported and pool privileges will be suspended.

THERE IS NO LIFEGUARD ON DUTY. SWIM AT YOUR OWN RISK.

1. The Homeowners Association assumes no responsibility for any personal injury to anyone.
2. The Homeowners Association assumes no responsibility for the loss, theft or damage to personal property or effects left in the pool area.
3. An Adult, age 18 or above MUST accompany children under 16 years of age.
4. A working key card is required to enter the pool area.
5. Do NOT share your key card with anyone.
6. Do NOT open the gate for anyone who arrives at the pool without a working key card.
7. Keep all gates completely closed at all times. Climbing over the fence or gate is prohibited.
8. Animals are not allowed in the pool area.
9. Homeowners are allowed up to four (4) guests. Guest(s) must be accompanied by a homeowner.
10. Alcohol is prohibited in the pool area.
11. Smoking (including vaping) is prohibited in the pool area.
12. No glass containers allowed in the pool area.
13. Bikes, scooters, hoverboards, and roller blades are prohibited.
14. Pool furniture is not allowed in the pool.
15. Proper swimwear is required. Cut offs are not allowed.
16. Babies/toddlers must wear swim diapers while in the pool area.
17. No rafts or other flotation devices are allowed.
18. No running, jumping, diving, tag games, 'cannon-balling' or boisterous play of any kind is permitted inside the pool area.
19. Oils/lotions clog the pools filters; please use as minimally as possible.
20. Persons with cuts, skin abrasions or communicable diseases shall not enter the pool.
21. Safety equipment may NOT be used as toys or floats at any time.
22. Pool area must be kept clean and neat at all times.

Vandalism in the pool will NOT be tolerated. This includes but is NOT limited to damaging pool furniture, throwing furniture in the pool, throwing rocks or stones into the pool and stopping up plumbing. Please report any acts of vandalism to the local police department.

Pool Address: 2400 Rockhill Pkwy, Little Elm, TX 75068.
HOA Emergency Number: 888-740-2233
Managed by Essex Association Management L.P.



USEFUL FORMS

The following forms contain information for the community to reference should a homeowner wish to volunteer, reserve a space at the clubhouse center, reserve a pool party, or receive their complimentary key card. These forms can be found on the community website

Pool or Clubhouse Parties: Please note that in order to officially reserve a space for a party (whether it's inside the Clubhouse or a Pool Party), **a homeowner must request reservation through Essex Association Management.** This will ensure homeowners reserve an open time slot, and will allow homeowners the best options for their party reservations.

ACC: ACC form can be found and downloaded on the homeowners' association website, www.valenciaonthelakehoa.com. To begin review of ACC requests, homeowners must complete request forms and either email or mail to:

Valencia on the Lake HOA
ACC Department
1512 Crescent Dr, Suite 112
Carrollton, TX 75006
972-428-2030

Access Card: To receive a key card, a homeowner must log on to the community website and fill out an access card form. Your request is then forwarded to the Essex Management team. If mailing in the request, the homeowner must provide **proof of residency**, specifically their **Closing Disclosure** and valid **ID** (Driver's License). Homeowner **must be in good standing** (have no unpaid assessments) with the Association.



VOLUNTEER FORM

Thank you for volunteering. Your willingness to help your Homeowners Association is very much appreciated. Please tell us a little about your interests and any relevant volunteer, home or work experience.

Today's Date: _____ **Name:** _____

Street Address: _____

E-Mail Address: _____

How long have you resided at Valencia on the Lake: _____

Hours you can contribute each month: _____

Committee interests (Please check):

- ☐ Social
- ☐ Crime Watch
- ☐ Communications
- ☐ Other

Are you willing to chair a committee, if required? (Please circle): Y/N

Previous volunteer, career or relevant life experience: _____

What previous committee experience do you have, if any?

Please return the completed form:
Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton Texas 75006
972-428-2030



REQUEST FOR A POOL KEY

****All assessments and fees must be current****

This form must be completed and returned to our office in order to receive your pool card.

NAME: _____
Last First

ARE YOU THE OWNER: **YES** **NO** IS THIS YOUR FIRST KEY: **YES** **NO**
(circle one for each question)

PROPERTY ADDRESS: _____

IS THIS FOR A RENTER? _____ *RENTER'S NAME: _____

MAILING ADDRESS IF DIFFERENT: _____

*****Please include alternate address if request will be mailed out differently than listed property address as shown above*****

PHONE: _____ EMAIL: _____

IMPORTANT!!!

***Each homeowner will receive ONLY one key card per household.
Replacement keys will cost \$25.00 each.***

Additional or Replacement Key: _____ x \$25.00 each. Total Due: \$ _____

Please make checks payable to Valencia on The Lake HOA, Inc.

This form can be returned by regular mail or fax.

**Management has thirty (30) days to review and process your request. Should you have any questions you may submit an inquiry via the "Contact Us" tab on the Association's website and an Essex Association Management representative will respond promptly. To ensure a response, please include the name of your association, your address, and a telephone number.*



REQUEST FOR AMENITY CENTER/POOL RESERVATION

(Non-Residents Will Not be Allowed to Rent Facilities)

All Requests must be submitted online or to Reservations@essexhoa.com

Located 2400 Rockhill Pkwy, Little Elm, TX 75068

Reservation requests shall be made to Essex Association Management, L.P. at least 14 days prior to the event date and no more than 90 days in advance.

Hours of Operation:

Amenity Center: Mon. – Sun. 7am-10pm

Fitness Center: Daily 5am-11pm

In Pool Season: Daily 9am-9pm

Today's Date: _____ Resident Name: _____

Property Address: _____

Phone Number: _____ Email Address: _____

Date of Rental: _____ Rental Time Frame (4-hour max time frame): _____

Purpose of Event: _____

Number of Attendees: _____ (*NOT TO EXCEED OCCUPANCY CAPACITY*)

Will outside vendors be used? _____

Will there be alcohol served: _____

***At any party where alcohol is being served a security guard must be hired at the homeowner's expense.**

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112, Carrollton, TX 75006
Phone: (972) 428-2030 Fax: (469) 342-8205
reservations@essexhoa.com
www.valenciaonthelakehoa.com



Rental Deposit:

If no damages are made deposits will be refunded.

****Deposits will be needed to secure your requested date as it is first come, first serve basis. Please DO NOT send your payment until your requested date has been approved by Essex****

Amenity Center / 3 Seasons Room:

(1-10 People)	\$100.00
(10-50 People)	\$150.00
(50 -100 People)	\$200.00

Pool Reservation: *(Pool Tables under Pergolas)*

(1-14 People)	\$65.00
---------------	---------

Pool & Amenity Center: *(Includes the 3 Season Room & Lap Pool Area)*

(1-50) People	\$215.00
---------------	----------

On Site Attendant(s):

An onsite Attendant(s) will be required for the following events. The Attendant fee is **\$25.00/attendant per hour** at the homeowners' expense.

- Parties that have 0-25 people does not require an attendant.
- Parties that have 26-50 people **one** attendant is required.
- Parties that have **over** 51-100 people **two** attendants are required.
- The attendant(s) can assist with party support and clean up.
- If alcohol is served, all liabilities are the responsibility of the homeowner.

***At any party where alcohol is being served a security guard must be hired at the homeowner's expense. Alcohol is not permitted in the pool or near pool area. ***

NO RESERVATIONS ACCEPTED FOR CHRISTMAS EVE or CHRISTMAS DAY, THANKSGIVING DAY, NEW YEARS EVE or NEW YEARS DAY, EASTER, 4TH OF JULY, LABOR DAY OR MEMORIAL DAY UNLESS AUTHORIZED BY MANAGEMENT.

Valencia on the Lake Homeowners' Association, Inc. reserves the right to determine what may be an appropriate function to be held at its facilities, including the right of refusal. Valencia on the Lake Homeowners' Association may in its sole discretion, change, modify, or alter its facility guidelines and policies at any time and from time to time as the Board of Directors deems to be necessary and appropriate. Rental fees may increase as demand increases, cost of maintenance or repairs increase, or for other reasons as deemed appropriate by the Board.

All forms of payment must be from a Valencia on the Lake resident and have renter's property address printed on them. All checks are to be made out to Valencia on the Lake HOA, Inc. Essex Association Management, L.P.



Please read every guideline and initial beside each one:

- _____ Must be a Valencia on the Lake Homeowner or leaseholder to rent facilities. (Proof of residency required)
- _____ You will **not** be allowed to arrive earlier or stay later than your allotted rental time. Plan for set up and clean up time.
- _____ NO Smoking allowed inside the Community Center or within adjacent pool area.
- _____ Reservations are on a first come, first served basis pending receipt of security deposit, rental fee, and this completed form. Reservation requests will **not** be accepted more than **90 days or less than two weeks prior to the event**.
- _____ No reservations will be accepted on days of Valencia on the Lake HOA events without manager approval.
- _____ Valencia on the Lake Homeowners Association, Inc. and/or homeowner club sponsored events are exempt from rental fees and take precedence over private rentals.
- _____ No reoccurring rentals will be permitted unless sponsored by a Valencia on the Lake HOA Committee and Board.
- _____ Valencia on the Lake Homeowners Association, Inc. is not responsible for any injuries sustained during private events inside or outside amenity centers, pool areas, parks, fitness club, or any other common property.
- _____ Management staff may be present during events and will have access to all areas of the amenity center facilities.
- _____ **NO PETS** will be permitted in the Amenity Center or Pool area other than those aiding the disabled.
- _____ Floors, restrooms, and kitchen must be clean after each event and all trash properly disposed of.
- _____ The pool, restrooms, and weight room are open to all residents and cannot be restricted for the homeowner's event.
- _____ Homeowner must ensure that all trash in and around facilities must be picked up properly disposed of in the trash receptacles following the event. Deposit may be held in whole or in part if the Association has to provide any additional cleanup or maintenance after an event.
- _____ TVs, DVD players, lamps, and stereo equipment (if any) must be disconnected and/or turned off following event. A/C controls may not be tampered with during events.
- _____ Any decorations used must be taken down and all adhesive material removed. NO pushpins or other drywall protrusions will be permitted. **Confetti and helium** balloons must be properly secured are not to be placed outside of the of the amenity center building or pool area.
- _____ NO (wet or dry) bathing suits or bare feet will be permitted in the Amenity Center at any time, please use the outdoor restrooms if needed.
- _____ The HOA is not liable for any alcoholic beverages served to minors during said event.
- _____ Homeowner(s) may reserve the Amenity Center during the hours of **(9am-10pm)** only, no exceptions.
- _____ All furniture must be kept in place unless otherwise approved by management.



***Valencia on the Lake Homeowners' Association, Inc. reserves the right to refuse future rentals if facilities are left in poor condition, if damages occur, or if Owner(s) and any attendees violate any of the rules above.**

I, (name) _____ of (address) _____
take full responsibility for the care and cleaning of the reserved pool area and its contents for the date and time noted on the contract. I understand I am financially responsible for the replacement of any Valencia on the Lake Homeowners' Association, Inc. property damage or losses during the time of my event and/or as a result of my event. I understand and agree the Valencia on the Lake Homeowners' Association, Inc. is not liable for any injuries that occur either inside the pool area or on any common property during my event.

Usage

Rental includes use of the restrooms and furnishings. *This does not include any use of the pool or access to the pool area, unless reserved or open during normal pool hours/season.*

Signature of Homeowner: _____ **Date:** _____

All Reservation Forms are to be Submitted to Reservations@essexhoa.com for review, approval, deposit/payment confirmation or further questions you may have.

Section below to be completed by Essex Association Management for Internal Use Only:

Date form received: _____ Indemnification required? Yes / No

*If yes, is signed form from homeowner attached to reservation form? **MUST HAVE!***

Date of Check Received: ____/____/____

Amount of Check: \$ _____

Deposit fee assessed: \$ _____ on ____/____/____

To Account _____

Return Deposit Credited to Account: _____ in the amount of \$ _____ on ____/____/20____

Deposit Retained: _____ **Reason:** _____

HOA Representative Signature: _____ **Date:** _____