

# NEWS FOR THE RESIDENTS OF PARK CREEK

JULY 2017

VOLUME 2, ISSUE 7



*Congratulations to the home owner on the  
15700 block of Whispering Green  
on being our July Yard of the Month!*

## WEEKEND OF JULY 29th & 30th!



The community is looking for volunteers for:

**COMMITTEE NAME: Committee Board**

**PURPOSE:** The Committee board will oversee all Park Creek committees and advise how committees work.

**RESPONSIBILITIES:** The Committee board will ensure appropriate number of committee volunteers, create committee forms, and create a yearly committee event calendar. The committee chairman is responsible for bringing any issues or concerns to the HOA board.

**TERM:** The Committee board shall exist as long as the HOA board sees fit, and volunteer terms are unlimited and not set to expire.

**COMMITTEE ORGANIZATION:** The Committee board shall consist of one Director appointed by the HOA board. The Committee board chairman shall be appointed by the Committee board director. The committee board shall meet or communicate via email as frequently as necessary. The Committee board director or chairman shall attend every monthly HOA board meeting unless communicated emergency has occurred.

**RELATIONSHIP TO THE HOA BOARD:** A copy of all Committee board calendar will be presented to the HOA board at every monthly HOA board meeting. The Committee board Director /and or Chairman and the HOA board can communicate via email or at a monthly HOA board meeting so long as an agenda form is presented one week before the HOA board meeting. Any expenditures must be approved in advance by the HOA board.

**RELATIONSHIP TO MANAGEMENT:** Management staff will provide secretarial support to the committee.

**COMMITTEE NAME: Yard of the Month Committee**

**PURPOSE:** The Yard of the Month Committee rewards one resident with a \$50 gift card and places a sign in the resident's front yard for the entire month. An article announcing the winning

*(Continued on Page 2)*

## IMPORTANT NUMBERS

### ASSOCIATION MANAGEMENT CO.:

#### SCS Management Services, Inc.

Phone:..... 281-463-1777

Fax: ..... 281-463-0050

..... 7170 Cherry Park Drive Houston, TX 77095

Website: .....www.scsco.com

#### Association Manager

Jessica Smith..... 281-500-7129

#### Service Manager

Tiara McGee ..... 281-500-7111

#### Deed Restriction Coordinator

Susan Spratley ..... 281-500-7118

### FIRE DEPARTMENT:

Cy Fair VFD ..... 281-550-6663

### HARRIS COUNTY SHERIFF

Sheriff Dispatch ..... 713-221-6000

### SCHOOL DISTRICT:

Cy Fair ISD..... 281-897-4000

### WATER DISTRICT

MUD 10..... 832-467-1599

### HEALTH DEPARTMENT

Harris County..... 713-274-6300

### CYPRESS POINT RECREATION ROOM RENTAL

Voicemail ..... 281-256-1579

### ELECTRIC COMPANY/ OUTAGES

Centerpoint..... 713-207-2222

<http://www.centerpointenergy.com/en-us/residential/in-your-community/electric-outage-center/report-streetlight-outages>

### GARBAGE SERVICE

Best Trash ..... 281-313-2378

*(Service is contracted through the MUD and trash pickup is on  
Wednesday and Saturday)*

Board Meetings are the 3rd  
Tuesday of every month at  
the Cypress Point Recreation  
Center beginning at 6:00pm

*(Continued from Cover)*

yard will also be placed in the community's newsletter.

**RESPONSIBILITIES:** The committee will vote on the 5th of every month for the next month's winning yard. Committee will create a sign and the newsletter article. The Sign will be put out in the resident's yard on the first of every month and deliver the gift card in person to the home owner.

**TERM:** The Yard of the Month Committee shall exist as long as there are two or more committee volunteers.

**COMMITTEE ORGANIZATION:** The committee shall consist of two or more members to be appointed by the committee board of director. The Yard of the Month committee chairman shall be appointed by the HOA board. The committee shall meet or communicate via email as frequently as necessary.

**RELATIONSHIP TO THE HOA BOARD:** A copy of all committee meeting minutes or conformation email will be sent to the HOA board if there are any changes to the committee. Any expenditures must be approved in advance by the HOA board.

**RELATIONSHIP TO MANAGEMENT:** Management staff will purchase the monthly gift card and provide secretarial support to the committee.

If you are able to help or want to volunteer please email Theresa at [Newsletter\\_Parkcreek@outlook.com](mailto:Newsletter_Parkcreek@outlook.com)

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# DETAILS

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Returned to homeowner for information \_\_\_\_\_

Forwarded to Committee for approval: \_\_\_\_\_

## ARCHITECTURAL REVIEW APPLICATION

In an effort to maintain property values, deed restrictions require that **exterior changes be approved by an Architectural Review Committee prior to commencing work**. Their evaluation addresses architectural harmony, color, location, minimum construction standards and restrictions. Please consult your deed restrictions for additional information. If your change has not been approved, the Committee will have the right to ask the homeowner to remove the improvement and/or change from the property. If you have questions on what to submit for your project, please contact our office. **COMPLETE THIS FORM IN DETAIL. IF NOT COMPLETED IT CANNOT BE PROCESSED AND WILL THUS BE RETURNED AND OR DENIED.**

Subdivision: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Property Address: \_\_\_\_\_

Please check the improvements and/or circle the item applicable to your request. Please see the below for additional information that may be required:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Install Storage Shed  | <input type="checkbox"/> Replace Mailbox- Detail Type | <input type="checkbox"/> Paint- Residence or Trim Only                  |
| <input type="checkbox"/> Install Pool  | <input type="checkbox"/> Install Windows/Storm Doors  | <input type="checkbox"/> Exterior Paint for Shutters/Doors/Accents      |
| <input type="checkbox"/> Replace/Install Fence   | <input type="checkbox"/> Stain Dock/Fence/Other       | <input type="checkbox"/> Room Addition/Above Garage Addition            |
| <input type="checkbox"/> Replace Garage Door   | <input type="checkbox"/> Extend Driveway/Walkway      | <input type="checkbox"/> Install Patio/Patio Cover/Pergola/Arbor/Gazebo |
| <input type="checkbox"/> Replace Front Door  | <input type="checkbox"/> Replace Roof                 | <input type="checkbox"/> Replace/Repair Siding, Wood or Brick           |
| <input type="checkbox"/> Landscaping : circle what applies - fountains, plant or remove trees, permanent flower bed structure, etc. *Backyard landscaping for a lake lot requires a survey map with location and a list of materials, plants and or trees. |   |   |
| <input type="checkbox"/> Additional Requests: (Carport, Outdoor Kitchen, BB Goal, Jungle Gym, Solar Panels, Generator, Flag Pole etc.)   |   |   |
| <input type="checkbox"/> Other: _____  |   |   |

### INSTRUCTIONS

**Please include photographs, sales literature, brochure pages, etc. Your application will be returned if samples of paint, roof information and the survey map are not attached if required for project. Only applications that do not require samples can be faxed or sent by email. Please make sure to sign the form before returning it to SCS MGMT.**

### INFORMATION REQUIRED:

1. Exterior Painting - attach **2** samples of your color choice to the back of this page in the Base & Trim area. **Note: Paint samples cannot be faxed or sent by email. Please mail or deliver by hand.**
2. Roofing Materials - Attach a small sample of shingle or color photo on the reverse side. **State manufacturer name, color of shingle and years of warranty.**
3. Submission of fence, driveway, walkway, storage shed or other structure (fort/jungle gym, satellite dish, BB goal, etc.) - draw location of improvement on **survey map** and give dimensions including height, length, width and distance from each fence; list construction materials to be used and include samples of paint and roofing materials.
4. New Construction and Room Additions – include the **survey map** with location of new construction and /or addition drawn in plus elevation and side view; show windows, doors, pitch of roof, etc. Indicate all construction materials for exterior walls and roof. **Blue Prints and Plans will not be returned.**
5. Pool requirements – submit **survey map** showing planned location of the pool. Include distance from pool decking to each fence and pump equipment location. Include approval letters from MUD District and/or County permit if they are required per your neighborhood. A monetary deposit may be required in some neighborhoods, please check before submission.

I request a response as quickly as possible but agree not to begin the project until a response is received. I understand the Committee members are not architects and do not endorse any products or services.

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER

\_\_\_\_\_  
DATE

**ATTACH TWO SAMPLES OF MATERIALS HERE**

\_\_\_\_\_ BASE COLOR

ROOF SHINGLE INFORMATION

\_\_\_\_\_ TRIM COLOR

**FOR COMMITTEE USE ONLY**

**SUBMISSION APPROVED**

Thank you for submitting your plans for exterior changes. Your application has been **approved** for the specified modifications. Any revisions or alterations require re-submission prior to commencement. Approval denotes compliance with the deed restrictions and carries no warranty regarding structural fitness, compliance to building codes, assurances against encroachments, etc. Once work has begun, completion must be within (30) days unless otherwise noted.

Comments: \_\_\_\_\_

**Authorized Association Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Association Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*

**SUBMISSION DENIED**

Your application for exterior changes has been **denied**, as it does not meet guidelines as presented. Please re-assess and resubmit your plans.

\_\_\_\_\_ a. color selection is not an approved shade

\_\_\_\_\_ b. height or size limitations are exceeded

\_\_\_\_\_ c. placement on lot appears to violate front set-back lines or side/rear easements

\_\_\_\_\_ d. construction materials are not in accordance with guidelines

\_\_\_\_\_ e. other; \_\_\_\_\_

**Authorized Association Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Association Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*

**ADDITIONAL INFORMATION REQUIRED**

\_\_\_\_\_ Committee requests **additional information** prior to processing your request.

Comments: \_\_\_\_\_

**Authorized Association Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Association Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RETURN TO: **SCS Management Services, Inc., 7170 Cherry Park Drive, Houston, Texas 77095**

**Telephone: (281) 463-1777 - Fax: (281) 463-0050 - E-mail: acc@scsmgmt.com**



## Park Creek Homeowners Association, Inc. POOL REGISTRATION INFORMATION

The 2017 Swim Season will begin Friday, May 26, 2017. The pool will be open the following days:

### HOURS OF OPERATION:

#### MAY 2017: 26th, 27th, 28th, 29th, and 31st

Day(s)	Pool Times
Saturday, Sunday and Memorial Day	11:00 a.m.-9:00 p.m.
Friday (26th)	11:00 a.m.-9:00 p.m.
Wednesday (31st)	11:00 a.m.-9:00 p.m.

#### JUNE 2017: Full Time

Day(s)	Pool Times
Monday	CLOSED
Tuesday-Sunday	11:00 a.m.-9:00 p.m.

#### JULY 2017: Full Time

Day(s)	Pool Times
Monday	CLOSED
Tuesday-Sunday	11:00 a.m.-9:00 p.m.



#### AUGUST 2017: 1st-27th

Day(s)	Pool Times
Monday	CLOSED
Tuesday-Sunday	11:00 a.m.-9:00 p.m.

#### September 2017: 2nd, 3rd, and 4th

Day(s)	Pool Times
Saturday, Sunday and Labor Day	11:00 a.m.-9:00 p.m.

**Two (2) lifeguards on duty at all times when pool is open. A supervisor will visit the pool each day that the pool is opened**

*These are tentative hours and are subject to change*

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The Park Creek newsletter is now offering a broadcast section for homeowners to post articles for the following items:

**Graduation Congratulations**

**Retirement Congratulations**

**Birthday Celebrations**

**New Birth Announcements**

**Wedding Announcements**

If you are interesting in posting something for someone you know please contact Theresa at [Newsletter\\_Parkcreek@outlook.com](mailto:Newsletter_Parkcreek@outlook.com)

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## Attention KIDS: Send Us Your Masterpiece!

Color the drawing below and mail the finished artwork to us at:

Peel, Inc. - Kids Club

308 Meadowlark St

Lakeway, TX 78734-4717

We will select the top few and post their artwork on our Facebook Page - Facebook.com/PeelInc.

DUE: July 30th

Be sure to include the following so we can  
let you know!

Name: \_\_\_\_\_  
(first name, last initial)

Age: \_\_\_\_\_



**Happy 4th  
of July!**

PRC



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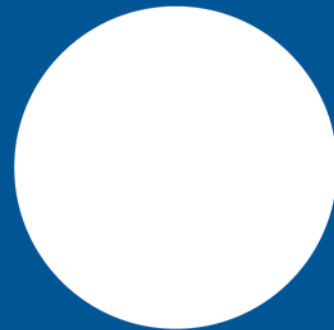
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