



Dear New Homeowner,

Welcome to our neighborhood and congratulations on the purchase of your home!

On behalf of the Shadow Creek Ranch Board of Directors and the homeowners, we would like to welcome you to your new home and our community. Over the coming months we look forward to meeting you whether it be walking down the streets, at the pool or a community activity.

The operation of your homeowners association is governed by a board of directors. The Board of Directors oversee the daily functions and financial responsibilities of the Association. The Board is also responsible for maintaining members' compliance with the established covenants and bylaws of the Association. They have specific provisions regarding what can and cannot be done on your property. Please take the time to read through the Bylaws and Covenants documents you received during the home purchase process. Copies are available on the community web site.

Our community web site at: [www.shadowcreekranchhoa.com](http://www.shadowcreekranchhoa.com) is the official communication channel between the Board of Directors and the membership. Upcoming activities and events, announcements, a community calendar, deed restrictions and bylaws, and architectural review forms can all be found there. Please take a few minutes to visit and familiarize yourself with its resources and get to know your community and neighbors through the Forum. The web site provides ready answers to most of the questions homeowners have. If you don't find the information you need there, the Board of Directors can be contacted through the email link at the FSR Connect page.

FirstService Residential is our contracted property management company. They can be reached at 713-436-4563 or by email at [Help@shadowcreekranchhoa.com](mailto:Help@shadowcreekranchhoa.com). Contact the managing agent for service issues on community property, complaints regarding specific bylaw violations and for any questions regarding your annual homeowner association assessment dues.

As a new homeowner, you may already have some ideas on how you'd like to improve your property. Please keep in mind, the Association has an Architectural Review Committee to help maintain the quality of our neighborhood. Its function is to evaluate the plans for all exterior landscaping, repairs and remodeling (such as painting, decks, fences, trees and bushes, replacement roofs, etc.) to ensure compliance with all Covenants and Bylaws. The purpose of this review is to protect our scenic environment and maintain the value of our homes. All modifications to the exterior of your property, including repainting with the same color, must be submitted to the Architectural Committee for approval before any work begins. If work is started without prior approval, the homeowner risks being cited for a covenant violation and may be required to alter or remove the changes at significant additional cost. Information on some of the questions many new homeowners have is located on our community website.

Again, welcome to the Shadow Creek Ranch community! We look forward to you falling in love with this neighborhood as much as we have. We know you'll find our neighborhood is a great place to live and we encourage your participation in our activities and functions.

Sincerely,

Shadow Creek Ranch



Covenant Information	<p>Copies of documents available on the website:</p> <ul style="list-style-type: none"> <li>• Village of Biscayne Bay Association Covenants and Bylaws</li> <li>• Village of Biscayne Bay Homeowners Association Architectural Guidelines and Forms</li> </ul>
Architectural Committee Information	<ul style="list-style-type: none"> <li>• All modifications to the exterior of your property, including painting, must be submitted to the Architectural Committee for approval prior to beginning the project.</li> <li>• Forms for submitting requests for approval can be found in the document area on the community website</li> </ul>
Property Inspections	<ul style="list-style-type: none"> <li>• Neighborhood inspections occur monthly to identify maintenance problems. If any property maintenance issues need to be addressed, homeowners will be notified by mail.</li> </ul>
Deed Restriction Violations	<ul style="list-style-type: none"> <li>• To report, please log onto our FSR Connect Portal and submit a report using Contact the Manager tab.</li> <li>• Alternatively, you may report a deed restriction violations to the HOA at <a href="mailto:Helpy@shadowcreekranchoa.com">Helpy@shadowcreekranchoa.com</a> or via telephone at 713-436-4563. All deed restriction violations submitted by a resident will be automatically added to the next inspection review for resolution. Deed restriction violation reporting is confidential and will not be disclosed to the offending resident.</li> </ul>
Trash Collection	<ul style="list-style-type: none"> <li>• Trash Collection is on Tuesday and Friday. Heavy trash day is Friday, Trash must be in plastic bags for pick-up.</li> <li>• Recycling West of Kingsley is on Tuesday and East of Kingsley is Friday</li> <li>• Containers are provided by the City of Pearland and Waste Management. For more information contact the City of Pearland at 281-652-1600</li> </ul>
Recreation Centers and Pool Information	<ul style="list-style-type: none"> <li>• The recreation centers and pools are amenities offered only to Shadow Creek Ranch residents. The pool schedule can be located on the community web site and at each rec center.</li> <li>• Entry to the pool, tennis court and basketball court requires a SCR Member Access Card. The card must remain with the member of your party at the facilities to verify valid membership when asked.</li> <li>• Access to the amenities is limited to homeowners whose accounts are in good standing (no balance owed on assessments or fees).</li> <li>• Facility rules are posted at each location and on the community website.</li> </ul>
Contacting Shadow Creek Ranch	<ul style="list-style-type: none"> <li>• 713-4369-4563 from 8:30 a.m. - 5:30 p.m., Mon through Fri</li> <li>• Company website: <a href="http://www.shadowcreekranchoa.com">www.shadowcreekranchoa.com</a></li> <li>• Email: <a href="mailto:Help@shadowcreekranchoa.com">Help@shadowcreekranchoa.com</a></li> <li>• Address: 12234 Shadow Creek Pkwy Suite 3112, Pearland TX 77584 <i>*appointment recommended</i></li> </ul>
Annual Assessments	<ul style="list-style-type: none"> <li>• Annual Assessments are due January 31 each calendar year.</li> <li>• Payments may be made online at <a href="http://www.clickpay.com">www.clickpay.com</a> or by visiting <a href="http://www.shadowcreekranchoa.com">www.shadowcreekranchoa.com</a></li> </ul>



**SHADOW CREEK RANCH MEMBERSHIP ACCESS CARD REQUEST FORM**

12234 Shadow Creek Parkway, Ste. 3-112 | Pearland, Texas 77584

[Help@shadowcreekranchhoa.com](mailto:Help@shadowcreekranchhoa.com) | (713) 436-4563

[www.ShadowCreekRanchHOA.com](http://www.ShadowCreekRanchHOA.com)

<b>RESIDENT NAME:</b>	_____
<b>PROPERTY ADDRESS:</b>	_____
<b>HOME PHONE NUMBER:</b>	_____
<b>MOBILE PHONE NUMBER:</b>	_____
<b>E-MAIL ADDRESS:</b>	_____
<b>AUTHORIZED SIGNATURE:</b>	_____
<b>DATE:</b>	_____

**NOTE:**

FirstService Residential / Shadow Creek Ranch Maintenance Association receives new owner information from the title company thirty (30) to sixty (60) days following the purchase, to obtain your new SCR Membership Access Cards new residents are required to provide proof of residency.

**Supplying false information may result in the loss of membership amenity privileges.**

Each SCR Membership Access Card grants access to the Shadow Creek Ranch amenities for up to four (04) residents. The SCR Membership Access Cards automatically renew upon payment of the annual Village H.O.A. Assessment dues. Guest Passes are available, visit the community website for more information under the Community Info tab.

As a Shadow Creek Ranch resident, you must **immediately** report lost or stolen SCR Membership Access Cards to the HOA office by e-mailing [HELP@SHADWOWCREEKRANCHHOA.COM](mailto:HELP@SHADWOWCREEKRANCHHOA.COM) or by calling (713) 436-4563. Replacement cards costs are \$100.00 each.

<b>FOR OFFICE USE ONLY:</b>
Membership Card #1: _____
Membership Card #2: _____
Village: _____
Verified By: _____
FORM 01 REV. 07/2018



## SHADOW CREEK RANCH

12234 Shadow Creek Parkway, Ste.3112, Pearland, Texas 77584

[Help@shadowcreekranchhoa.com](mailto:Help@shadowcreekranchhoa.com) | (713) 436-4563

[www.ShadowCreekRanchHOA.com](http://www.ShadowCreekRanchHOA.com)

<b>OWNER / RESIDENT INFORMATION</b>				
<b>OWNERS ARE REQUIRED TO PROVIDE THE ASSOCIATION WITH THE FOLLOWING INFORMATION WITHIN THIRTY (30) DAYS OF ACQUIRING AN INTEREST IN A PROPERTY.</b>				
Property Address:				Owner <input type="checkbox"/> Resident <input type="checkbox"/>
Full Name:		Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/>		
Mailing Address:		City:	State:	ZIP:
Home Phone:		Mobile Phone:		
Work Phone:		Other:		
E-Mail Address:				
<b>SPOUSE / OTHER RESIDENT INFORMATION</b>				
Name:		Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/>		
Business Phone:		Mobile Phone:		
Email Address:		Other:		
Children / Other Resident Names:			Date Of Birth:	Sex:
<b>VEHICLES</b>				
<b>MAKE:</b>	<b>MODEL:</b>	<b>YEAR:</b>	<b>COLOR:</b>	<b>LICENSE TAG:</b>
<b>PETS</b>				
Pet's Name:		License Number:		
Vaccination Expiration Date:		Breed:		
Color:		Age:		
Information provided is confidential and used to maintain proper records and identify residents entitled to the community amenities.				
Please E-Mail this completed form to <a href="mailto:HELP@SHADOWCREEKRANCHHOA.COM">HELP@SHADOWCREEKRANCHHOA.COM</a> or deliver to our Shadow Creek Ranch HOA office located at: 12234 Shadow Creek Pkwy Ste. 3112, Pearland, Texas 77584				