



Woodforest Civic Association, Inc.

314 Freeport Street
Houston, TX 77015

HOMEOWNER
INFORMATION
PACKET



Woodforest Civic Association, Inc.

314 Freeport Street
Houston, TX 77015

WELCOME TO WOODFOREST

Congratulations on your new home and welcome to Woodforest. Since you have purchased a home in a Deed Restricted Community, you are aware of the importance of your Civic Association's duties in not only collecting your yearly assessment, but also enforcing the deed restrictions. Your title company gave you a copy of the Covenants, Conditions and Restrictions at the closing on your home. However, should you need another copy, come by the office and we will be happy to provide you with another copy. These Covenants, Conditions and Restrictions are also available on our website at www.woodforestcivicassociation.com.

Your assessments, or "maintenance fees", pay for street lighting, trash/garbage collection, landscape maintenance of the common areas, deed restriction enforcement, office management, directors and officers insurance as required by law, accounting services, legal expenses, and any other purposes which the association considers necessary and beneficial to the entire Woodforest community to keep the property neat and presentable to help maintain property values. The yearly assessment is due on the first of January of each year and is considered late on the first of February, at which time a late fee will be assessed to your account.

You have a Board of Directors consisting of eleven (11) elected members. The Annual meeting is the second Tuesday in November each year, and you will be notified in the Woodforest Gazette newsletter as to the exact date, time, and place. We encourage you to become an active member of the community by attending the regular monthly meetings that are held the second Tuesday of each month at 6:30 pm at the Civic Association office.

Should you desire to make any changes to your home (paint, add a patio cover, build a fence, etc.) you must have approval from the Architectural Control Committee. You may get an application at the office or it can be faxed to you.

Enclosed is a list of important phone numbers for your convenience and a list of the most commonly violated deed restrictions. Should you have any questions or require additional information, do not hesitate to call or email the office. The office is located off of Uvalde and Freeport Street.

Sincerely,

*Board of Directors
Woodforest Civic Association, Inc.*



Woodforest Civic Association, Inc.

314 Freeport Street
Houston, TX 77015

Please fill out the information below and return to WCA office.

Name: _____

Address: _____

Mailing address if different from physical address:

Phone #'s:

(home) _____ (cell) _____

(work) _____ (alternate) _____

Email address: _____

*Please make sure all the information above is updated and correct.
Mail to 314 Freeport Houston TX, 77015 or drop in the night slot.*



Woodforest Civic Association, Inc.

314 Freeport Street
Houston, TX 77015

IMPORTANT PHONE NUMBERS TO ASSIST AND ENCOURAGE HOMEOWNERS TO MAKE THE CALL

Woodforest Civic Association Office

Hours: Mon- Thurs, 8:00 am – 6:00 pm & Fri 8:00 am – 12:00 pm

Email address: woodforest@comcast.net

713-453-1503 ofc

713-450-2920 fax

Animal Control	281-999-3191
Barsalou & Associates	713-652-5044
Constable Office, Pct.3- Dispatch	281-427-4791
Constable Office, Pct.3-Storefront Ofc (Patrol)	713-637-0014
Constable Office, Pct.3- Wallisville Ofc	713-453-6959
County Commissioner's Office	713-455-8104
County Request for Assistance – Audra Taylor	713-455-8104
Sheriff's Department – Dispatch	713-221-6000
Sheriff's Office, Community Relations, Ms. Elvia Valdez	713-755-8137
Sheriff's Office Wallisville Rd. Substation	713-455-8050
County Health Department	713-439-6000
County Mosquito Control	713-440-4800
North Channel EMS – Freeport Street	713-637-0900
OFS Sanitation Service	281-457-2705
CenterPoint Energy – for street light outages/repairs (need vertical pole #)	713-207-2222
Call Before You Dig	811
Water District FWSD #51	713-637-8835

(TO RECEIVE A CALL BACK, PLEASE LEAVE A REQUEST AND A NUMBER)

- To report gang activity, vandalism or other security issues, call Harris County Dispatch at **713-221-6000**
- To file a nuisance/disorderly conduct complaint, contact the Judge Parrott's office, Justice of the Peace Court, Pct. 3, on Wallisville Road, **713-450-2409**

Listed below are SOME of the deed restrictions that frequently cause problems in the community. THEY ARE COVERED IN GREATER DETAIL IN THE ACTUAL DEED RESTRICTIONS.

1. *Lots are for single-family residence purposes.*
2. *Each resident is allowed two garage sales per calendar year. To have a garage sale, the resident must come into the office and fill out a permit form. The office will verify that the resident is in good standing with the Association and has no outstanding deed restriction violations. The resident must leave a \$25 deposit (refunded after sign is returned).*
3. *Plans for all construction (building or improvements) must be submitted to the Architectural Control Committee in advance prior to making the improvement. Approval must be received in writing.*
4. *No activity may be carried on which may be or may become an annoyance or nuisance to the neighborhood.*
5. *No structures of a temporary character may be placed on any lot unless they are in the backyard, are less than eight feet tall exclusive of the roof, and unless the backyard is enclosed with a fence which is at least six feet tall and constructed of material which prevents visibility into the yard. Under no circumstances shall these be used as a residence, either temporarily or permanently.*
6. *No animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot (except not more than two dogs and two cats). These must not be kept, bred, or maintained for any commercial purpose, but only for the use and pleasure of the owner of the lot and must not be allowed to roam loose in the neighborhood.*
7. *All lots must be kept in a sanitary, healthful, and attractive manner and must not be used for storage of material and equipment except for normal residential requirements.*
8. *No sign, advertisement, billboard, or advertising structure of any kind may be erected or maintained on any residential lot without the consent in writing of the Architectural Control Committee except one (1) "For Sale" sign not larger than 24 inches square.*
9. *All boats, boat trailers, boat rigging, truck cabs, trailer cabs, trailer houses or campers shall be parked or placed in the garage of a homeowner unless they are only temporarily parked or placed on a driveway no closer to the street than the building setback lines. The parking of automotive vehicles on road shoulders for a period longer than twelve hours is prohibited.*
10. *No vehicle weighing over one (1) ton may be parked in either the driveway or street. This includes but is not limited to 18-wheeler, tow trucks and cab-over trucks.*
11. *You are not allowed to run any type of business from your home. This is against the deed restrictions and will be vigorously enforced.*

IMPORTANT TRASH SERVICE INFORMATION

OFS Sanitation is currently our trash provider for pick up and disposal of trash in Woodforest. Household garbage will be picked up on both of your trash days as long as it is placed in the proper containers. Containers should be constructed of plastic, having handles of adequate strength for lifting and tight fitting lids capable of preventing entrance into the container by animals. The weight of the container with contents should not exceed fifty (50) pounds. A container may also be defined as a tied plastic bag, no smaller than a thirteen (13) gallon bag with strength to support the contents of the bag.

“Back door service pick up” is provided. This means that you can place your cans either in front of the garage or on the side of the house. Back door pick up is not for garbage bags; bags must always be placed at the curb. Additionally, if you opt to use back door service, you must place your cans in the same place each pick up day.

Each week on your SECOND trash day, you may place “heavy trash” at the curb for pick up. Heavy trash items include bundled limbs, stoves, water tanks, washers, dryers, hot water heaters, couches, furniture, bicycles, large volumes of yard waste and similar items that may be found around the house. Refrigerators, freezers and air conditioners all must have certification that a licensed technician has already removed the Freon.

Per contract, certain items will NOT be picked up ... EVER. Construction and/or contractor waste generated from construction or remodeling such as lumber, plywood, drywall, tile, carpeting, padding and other flooring materials, roofing material, stumps, concrete, soil and bricks. Other items that will not be picked up include tires, paint, crossties, logs, medical waste and hazardous waste.

No trash service is provided on Thanksgiving Day, Christmas Day and New Years Day. If you should have any questions regarding trash pickup service, please contact either OFS Sanitation directly at 281-457-2705 or the WCA Office at 713-453-1503.

BOARD OF DIRECTORS

*Woodforest Civic Association, Inc.
314 Freeport Street
Houston, Texas 77015*

Collection Policy for Assessments

ALL PAYMENTS RECEIVED ARE FIRST APPLIED TO ANY PAST DUE ASSESSMENTS

Assessments are due on or before January 31st of each year. Your maintenance assessments provide you with trash service, street lighting, landscape maintenance of cul-de-sacs, irrigation systems, monument signs, deed restriction enforcement, office management, Directors and Officers insurance as required by law, accounting services, legal expenses and any other purposes which the association considers beneficial to the entire Woodforest community. **NOTE: PAYMENT MUST BE RECEIVED IN THE OFFICE ON OR BEFORE THE DUE DATE, REGARDLESS OF THE POSTMARK DATE. OWNERS ASSUME ALL RISKS OF DELIVERY METHOD; INCLUDING THE RISK THAT PAYMENT MAY BE DELIVERED LATE BY THE US POSTAL SERVICE.**

It is the individual homeowner's responsibility to assure that WCA has a correct mailing address for all correspondence, billings, notices, etc. issued from this office. WCA is not responsible for undeliverable mail. All mail returned to WCA as "undeliverable" is filed in the homeowner's file.

In 2006 the Board determined that a greater incentive had become necessary to emphasize the importance of timely payments by adopting a Schedule for Late Payment. **Please make note of the following important procedures regarding payment of Assessment dues:**

- **January 1st** - Assessments due and Payment Agreements accepted.
- **January 31st** - Final day to pay without incurring late charges.
- **February 1st** - Assessment is late; \$25.00 late charge is added.
- **March 1st** - \$45.00 late charge is added.
- **March 15th** - Notification letters sent out for suspension of trash service.
- **April 15th** - Trash Service will be suspended for homeowners that have not paid their assessments in full or have not fulfilled the payment agreement. A \$25.00 disconnect and \$25.00 reconnect fee is required in order to resume service after suspension is in place.
- **May 1st** - All outstanding accounts will be turned over to legal for collection.

NO CASH IS ACCEPTED ~ Payment must be made by check, money order, cashiers check or credit/debit card \$5.00 fee per card transaction. A \$30.00 charge will be assessed if a check is returned ISF, and WCA will then only accept a money order, cashiers check or credit/debit card for payment.

PAYMENT PLAN AGREEMENT *

Starting every January the WCA office offers payment plans for the annual assessments. It will be separated into a 90 day payment plan (recommended). The first payment will require a \$35.00 administrative fee to start the payment plan. Every payment thereafter will have a \$10.00 administrative fee to each payment. If a payment plan has defaulted in the past, the payment plan option is not available to the resident.

The WCA will not hold post-dated checks for consecutive payments, nor be responsible for any homeowner's bank charges incurred for post-dated check deposits.

NOTE: If a Payment Plan is voided, the full amount due by the owner shall immediately become due. The Association will resume the process for collecting amounts owed using all remedies available under the Declarations and the law. The homeowner will be responsible for all costs incurred by the Attorney. After an account has been turned over to legal, the Association will not accept payment and all communication and payment must be made through the Attorney's office.

WOODFOREST CIVIC ASSOCIATION, INC.

ACC REQUEST FORM

713-453-1503 Ofc 713-450-2920 Fax

Email: woodforest@comcast.net

In an effort to provide for and protect each owners' rights and property values, all owners considering improvement and/or change of their property (other than normal landscaping) must:

- submit a REQUEST FOR IMPROVEMENT APPLICATION FORM to the Architectural Control Committee (ACC) prior to the planned improvements and/or changes in accordance with the DEED RESTRICTIONS, and
- a BEFORE picture of the home and/or the area of the proposed changes,
- submit material color samples,
- and/or drawings, if required (as stated in #3.)

PLEASE COMPLETE THIS FORM IN DETAIL. IF NOT COMPLETED, IT CANNOT BE PROCESSED AND WILL BE DENIED. [If any change is made that has not been approved, the Committee has the right to require the owner to remove the improvement and/or change from the property at the owner's expense.] **Violations on this issue may result in written notification of levying a \$50 fine, due and payable in full within thirty (30) days from the date of said letter or amount will be added to your account.**

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NAME OF OWNER \_\_\_\_\_ WORK NO. \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ HOME NO. \_\_\_\_\_

MAILING ADDRESS (if different from above): \_\_\_\_\_

SEC/BLK/LOT \_\_\_/\_\_\_/\_\_\_ FAX OR EMAIL ADDRESS: \_\_\_\_\_

1. **TYPE OF IMPROVEMENT (please be specific as to the work to be done):**
- |                                         |                          |                                  |                    |
|-----------------------------------------|--------------------------|----------------------------------|--------------------|
| _____ Paint                             | _____ Roof               | _____ Patio                      | _____ Storage Shed |
| _____ Fence                             | _____ Pool/Spa           | _____ Deck                       | _____ Driveway     |
| _____ Garage                            | _____ Landscape Statuary | _____ Addition to Home or Garage |                    |
| _____ Other (please be specific): _____ |                          |                                  |                    |

**WHO WILL DO THE ACTUAL WORK FOR THIS IMPROVEMENT:**

Contractor \_\_\_\_\_ Homeowner \_\_\_\_\_

2. **LOCATION AND PLACEMENT OF IMPROVEMENTS:** Please submit detailed drawings of the proposed project. **IMPORTANT:** Please show the location of street, house and lot lines on the drawing. If the addition will be a room added to the home, or a patio cover, shed, fencing or similar improvement, show two (2) views of the proposed project. One drawing should show the improvement's relationship to the home and the second its relationship to the property lines. **ALSO ATTACH A COPY OF YOUR PROPERTY PLAT MAP** (Given to you at closing).

LOCATION OF IMPROVEMENT: \_\_\_\_\_ Front \_\_\_\_\_ Back \_\_\_\_\_ Side  
SIZE OF STRUCTURE: \_\_\_\_\_ Height \_\_\_\_\_ Width \_\_\_\_\_ Length

3. **MATERIALS NECESSARY FOR PROPOSED IMPROVEMENT AND/OR CHANGE:**  
**ATTACH A SAMPLE OF EACH PAINT COLOR AND/OR SHINGLE TO BE USED IN THE CONSTRUCTION.** (If not specified in the drawing, list each item of construction materials.)



**Material:**

- \_\_\_\_\_ Paint (type)
- \_\_\_\_\_ Paint (type)
- \_\_\_\_\_ Stain
- \_\_\_\_\_ Lumber
- \_\_\_\_\_ Shingles

**Exterior Color Scheme:**

- \_\_\_\_\_ House Color: \_\_\_\_\_
- \_\_\_\_\_ Trim Color: \_\_\_\_\_
- \_\_\_\_\_ Garage Color: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_

**4. FEES ASSOCIATED WITH CERTAIN IMPROVEMENTS:**

**New Home Construction:** A \$125.00 fee to ACC for Review of Plans (non-refundable), and a \$500.00 clean up fee (refundable after final inspection if no damages were done and all debris from construction has been cleaned up). Other fees may be required depending on any circumstances out of the ordinary.

**Existing Home/Major Projects:** A \$250.00 clean up fee for room additions, additions to driveway, garage or patio/pool where concrete might be poured and during any renovation where a dumpster will be required (refundable after final inspection).

**NOTE: There are NO FEES for exterior painting, re-roofing, minor driveway expansions, fencing, or normal home repairs.**

**HOMEOWNER NOTES:**

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**I understand that the Association’s ACC will act on this request as quickly as possible and notify me of their decision. I also understand that the ACC has 30 days to review the plans. I hereby agree not to begin any improvements and/or changes until the ACC notifies me of their approval. Please note that an ACC approval sign is required before work begins. There is a \$25.00 deposit (check or money order). Once the sign is returned you will receive the deposit back.**

\*ESTIMATED START DATE: \_\_\_\_\_

\*ESTIMATED COMPLETION DATE: \_\_\_\_\_

x \_\_\_\_\_  
Signature of Owner Date

\*\*\*\*\*

**FOR ACC USE ONLY**

\_\_\_\_\_ **APPROVED (in accordance with the Restated/Amended Rules & Regulations)**

\_\_\_\_\_ **APPROVED WITH CONDITIONS** or \_\_\_\_\_ **REJECTED**

**COMMENTS/CONDITIONS:**

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\_\_\_\_\_ ACC MEMBER SIGNATURE

\_\_\_\_\_ DATE

\_\_\_\_\_ ACC MEMBER SIGNATURE

\_\_\_\_\_ DATE

\_\_\_\_\_ ACC MEMBER SIGNATURE

\_\_\_\_\_ DATE

**Revised 3/2022**

# **GARAGE SALE ACKNOWLEDGMENT FORM**

**Holding a garage sale without registering with WCA is subject to a fine of up to \$250.00.**

Each Residence in “good standing” with this Association is entitled to hold two (2) garage sales per year; **SATURDAYS AND SUNDAYS ONLY**. Resident **MUST** come to the Civic Association Office before 5 pm on Thursdays prior to the requested date and provide a deposit check in the amount of \$25.00.

**Posting the approved garage sale sign in the front yard is mandatory to make the distinction from an unauthorized garage sale and to assist with publicity.**

One (1) garage sale sign will be provided and must be returned to the WCA on Monday following the Saturday and Sunday garage sales. No more than 50 garage sales will be permitted on any given Saturday and Sunday. Additional garage sale signs are allowed to be posted in the immediate vicinity for direction and must be removed on Sunday no later than 5 pm.

**Any WCA garage sale sign not returned timely, lost, written on or badly damaged, Any secondary signage that remains posted on area streets and corners AFTER 5 PM ON SUNDAYS are subject to be documented and removed as part of street-clutter-clean-up; resulting in forfeiture of the deposit check. IN THE EVENT THAT DEPOSIT WAS RETURNED PRIOR TO DISCOVERY OF SIGNS, A \$25 FINE WILL BE ADDED TO THE ACCOUNT.**

This is not for the sale of new merchandise that has been purchased to be resold to the public. This would constitute conducting a retail business in a residential area, which is prohibited by our deed restrictions. These sales are for personal household items only and exclude the following items:

- Cars                      Boats                      Food
- Trucks                    RVs                        Animals of any kind
- Tractors (except normal lawnmowers, not exceeding 12 HP)

**Deposit Check of \$25.00 will be deposited to WCA if sign is not returned on due date.**

I have read the above and understand these regulations, and agree to abide by the same.

*PRINTED Name* \_\_\_\_\_

\_\_\_\_\_ *Date of Sale*

\_\_\_\_\_ *Address*

\_\_\_\_\_ *Telephone Number*

X \_\_\_\_\_  
*Signature*

\_\_\_\_\_ *Sign Number*

\_\_\_\_\_ *Due Date*

\_\_\_\_\_ *Returned Date & Int.*

\_\_\_\_\_ *WCA– Approval Date & Int.*

**WOODFOREST CIVIC ASSOCIATION, INC.**  
**2022**  
**MEETING SCHEDULE**

|                                                             |                  |
|-------------------------------------------------------------|------------------|
| <b>Tuesday, January 11, 2022</b>                            | 6:30 PM via Zoom |
| <b>Tuesday, February 08, 2022</b>                           | 6:30 PM @ Office |
| <b>Tuesday, March 08, 2022</b>                              | 6:30 PM @ Office |
| <b>Tuesday, April 12, 2022</b>                              | 6:30 PM @ Office |
| <b>Tuesday, May 10, 2022</b>                                | 6:30 PM @ Office |
| <b>Tuesday, June 14, 2022</b>                               | 6:30 PM @ Office |
| <b>Tuesday, July 12, 2022</b>                               | 6:30 PM @ Office |
| <b>Tuesday, August 09, 2022</b>                             | 6:30 PM @ Office |
| <b>Tuesday, September 13, 2022</b>                          | 6:30 PM @ Office |
| <b>Tuesday, October 11, 2022</b>                            | 6:30 PM @ Office |
| <b>Tuesday, November 08, 2022<br/>(ANNUAL MTG/ELECTION)</b> | 7 PM @ Office    |
| <b>Tuesday, December 13, 2022</b>                           | 6:30 PM @ Office |

**Meetings are the second Tuesday of every month.**

If you would like to attend a meeting please contact the WCA office to have your name added to agenda.

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

## ASSIGNMENT OF PROXY

For

WOODFOREST CIVIC ASSOCIATION, INC.  
2022 Annual Meeting and Election

The 2022 Annual Meeting and Election for the 2023 Board of Directors will begin at 7:00 pm on **Tuesday, November 08, 2022** at the Woodforest Civic Association located at 314 Freeport St. Houston, TX 77015 (location of this meeting subject to change at the discretion of the Woodforest Civic Association).

**\*INSTRUCTIONS:** Complete this form only if you want someone who will attend the meeting to vote on your behalf as he or she deems worthy. You must write that person's name on the line below. Give this form to that person to carry to the meeting, **or drop it off at the WCA Office on or before Monday, November 07, 2022 by 12:00 noon.**

**\*ASSIGN PROXY**

I, the undersigned, appoint, direct and authorize \_\_\_\_\_, or his/her designee, as my agent and proxy to vote and otherwise represent me on any business at the meeting specified above and any adjournment or rescheduled meeting thereof with the same effect as if I were present. [This Proxy may be revoked by me at any time, prior to the conclusion of the voter registration portion of the meeting, if I personally attend said meeting or upon receipt by WCA of a written revocation of Proxy signed by the undersigned.]

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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