

Bella Charca **PROPERTY OWNERS' ASSOCIATION, INC.**

To: New HOA Member
FROM: HOA Administrator – Mgmt@BellaCharcaHOA.com
REF: New HOA Member Package

Welcome! As administrator, it is my pleasure to welcome you to the Bella Charca Property Owners' Association ("HOA"). Your HOA was organized, prior to sale of any lots or homes, to help provide members (owners) with a beautiful, neighborhood with programmed maintenance of initial and future amenities including the entrance gate and monument, school bus stops, landscaping, signs, postal centers, and irrigation systems.

HOA members get involved and their influence on neighborhood appearance exerts a long-term positive effect on home values. We encourage you to get to know your neighbors and to attend annual HOA membership meetings.

Annual membership dues are \$480 payable in advance. Dues payment by installments is accepted only when made automatically through your bank or credit union. We encourage paying dues annually... it is easy, convenient, and greatly reduces chance of late pay penalty... on the website "HOA Members" page, click "Your HOA Account" then "Pay Dues" buttons for dues payment options.

The HOA Website – www.BellaCharcaHOA.com is the place to go for information about our community. There is an incredible wealth of information including an exclusive *HOA Members* that contains just about everything you would want to know about the HOA and Bella Charca. You can download HOA forms, newsletters, bulletins, meeting notices, minutes, and financials. Upon submittal of your *Resident Registration* form, you will be provided with the *HOA Members* page password.

You can also download an official recorded copy of the Restrictive "Protective" Covenants. The HOA encourages you to become familiar with the covenants as they provide owner protection in such matters as:

- | | |
|---|---|
| 1. <u>Minimum building requirements</u>
(including storage and outbuildings) | 4. <u>Play equipment & facilities</u> |
| 2. <u>Yard and Landscaping maintenance</u> | 5. <u>Noise</u> |
| 3. <u>Pets</u> | 6. <u>Parking & Storage</u> |

Trash Pickup – City authorized trash pickup is by Texas Disposal Service ("TDS"). To initiate service contact Nolanville Water District **254/698-6885**. Service questions should be directed to TDS at **800/375-8375 or www.texasdisposal.com**. Billing and Payment is made through your Water District water bill.

Mailbox Keys – For residents receiving mail at a locked USPS "cluster" mailbox, personal box assignment is made, and keys furnished, by the U.S. Post Office at 201 N Main Street in Nolanville.

Enclosed you will find:

- a. **Property Owners' Association Acknowledgement** – Please sign, date, and return to the HOA.
- b. **Resident Registration Form** – Provides database information to assist in managing the HOA – Please enter your information and return to the HOA.
- c. **Entry Gate Instructions** – Contact <mailto:mgmt@bellacharcahoa.com> for your personal gate code.

We hope you enjoy living in Bella Charca and welcome you to the HOA. Feel free to email any questions, comments, or suggestions you may have.

Bella Charca

Resident Registration

All residents (homeowners and tenants) must register with the Bella Charca Property Owners' Association, upon closing or move-in, whichever occurs first. Please complete all applicable sections of this form and mail, fax or email to the address at the bottom of the page.

Information Item	Street No.	Street	Legal Description														
Bella Charca Address			Lot:						Block:								
Mailing Address (if different)			Subdivision Phase:														
Resident Information	Resident #1					Resident #2											
Last Name																	
First Name																	
Home Phone	() -					() -											
Cell Phone	() -					() -											
Pager	() -					() -											
Email Addresses																	
Children (Living at Home)	Name				Birth Date		Name				Birth Date						
Automobiles	Make	Model	Color	License#		Make	Model	Color	License#								
Employer																	
Work Phone	() -					() -											
For Tenants Only	Rental Agent (If Applicable)																
Company																	
Address (City/Zip)																	
Contact																	
Phones	() -					() -											
Email Addresses																	
Lease Date	From:					To:											
Directory Authorization	OK to be Listed in Community Directory?					Directory Listing as 'Unlisted'											
	<input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> Yes <input type="checkbox"/> No											
Your Entry Gate Phone Number (# called to you for Guest Access)	Resident Directory Listing (Name you want listed at Gate)					Resident 5-Digit Key Code (Leave Blank if Unknown)					Resident 5-Digit Key Code (Leave blank if unknown)						
() -	Last				First												
	5-Digit Remote Code				5-Digit Remote Code				5-Digit Remote Code				5-Digit Remote Code				
Gate Opener Remotes (Number on Back of Remote)																	

Residents Signature: _____ Date: _____

Email, Mail or Fax to: Bella Charca Property Owners' Association, Inc.
mgmt@BellaCharcaHOA.com

Bella Charca

Entry Gate Operation

The entry gate is designed to limit Bella Charca access to members, their families, and guests during nighttime hours. The gate is not intended, nor was it designed, to protect members or their property. Members are encouraged to consider individual, appropriate, and adequate measures to protect life and property, including home security systems. Members must ensure that their valuables are adequately secure.

- **Hours of Operation:** Gate operations are timer controlled for the gate to be open during the following hours:
 - **Daily** 6 AM – 8 PM
 - **Member access** at all other times is by:
 - Remote Transmitter (Auto)
 - Key-code Manual entry at gate keypad (Member & immediate family Only)
- **Member Access:**
(Access is activated ONLY after a complete 'Resident Registration' form is received by the HOA)
 - **Automobile Remote Transmitter:** If you did not receive remote transmitters from your builder or prior owner, they may be purchased for \$45 each from the HOA office in Temple.
 - **Remote Authorization - Guests:** Your name and (**local**) phone number is entered in the gate computer (member phone numbers are not displayed).
 - Guests contact you by scrolling through the member directory (at the gate control box) and key in the 3-digit code found next to your name. The system will place a 'call' to you and after speaking with the caller (calls are limited to 80 seconds), you may grant entry by pressing '9' on your phone.
 - To deny access simply hang up on the caller.
 - **Key-code:** Members are assigned a unique 5-digit access code that will open the gate when entered at the gate call box. The purpose is to provide entry when a member's remote transmitter is inoperative or unavailable. Members and family are encouraged to make note of the gate key-code because members are assessed a trip or after-hours call charge to open the gate.
 - May be distributed to immediate family members to be used for gate access at any time.
 - Do not provide the code to non-family individuals.
 - Compromised codes will be deleted and a new code, mailed or emailed, upon written request.
 - **Replacement/Additional Transmitters** are \$45 each from the HOA office in Temple.
- **Gate Malfunction** (will not open):
 - **If the gate truly malfunctions** and will not open or close, call the Manager at **512/826-0500.**

Please report suspicious activities or vehicles to the Nolanville Police Department.

Property Owners' Association Acknowledgement

BELLA CHARCA PROPERTY OWNERS' ASSOCIATION, INC.

(ALL PHASES OF BELLA CHARCA ADDITION)

Every owner of a lot located in the Bella Charca Subdivision must be a member of the Bella Charca Property Owners' Association, Inc.

Association by-laws require members to pay annual dues and special assessments (if any) which are combined into a single "Maintenance and Capital Improvement Fund," to be used for association purposes including capitol improvements, maintenance, operations, and taxes. Fund expenditure's are governed by Association By-laws and authorized by the board of directors.

Assessment Schedule – Residential Lots:

- 1. Initial Assessment due at Lot Closing\$ 480.00**
(Assessed to the 1st Lot Owner)
- 2. Annual Homeowner Dues Assessment\$ 480.00**
(Prorated at lot closing - May be paid quarterly)
- 3. Transfer Assessment due on\$ 480.00**
(Assessed on every resale of a Lot after the initial closing)

I/WE UNDERSTAND, BY PURCHASING PROPERTY IN THE BELLA CHARCA SUBDIVISION, THAT I/WE ARE (AND MUST BE) MEMBERS OF THE BELLA CHARCA PROPERTY OWNERS' ASSOCIATION. WE AGREE TO ABIDE BY THE ASSOCIATION BY-LAWS, COVENANTS, RULES, AND REGULATIONS, INCLUDING PAYMENT OF ASSOCIATION DUES AND FEES, IN COMPLIANCE WITH THE ABOVE SCHEDULE OR AS MAY FROM TIME-TO-TIME BE AMENDED.

PROPERTY ADDRESS: _____

Buyer: _____ **Date:** _____
(Please Print) (Signature)

(email address)

Buyer _____ **Date:** _____
(Please Print) (Signature)

(email address)

[Sign and Mail or Email to the HOA at the address provided on the "Contact" page of the website](#)