

Dear New Grand Lakes Homeowner

On behalf of the Grand Lakes Community Association, it's Board of Directors and Principal Management Group (PMG), a sincere welcome is extended to you in your new home.

PMG has been hired by your Board of Directors to handle the day-to-day affairs of the Association and to assist you with any questions or problems you may experience. The Customer Service phone number for Grand Lakes is 713-329-7100 and the website is [www.grandlakeslife.com](http://www.grandlakeslife.com).

To help you become better acquainted with Grand Lakes the following items are included in this welcome packet:

1. Homeowner's Information Letter
2. ACC Application
3. Directory of Helpful Numbers

The ACC Application will need to be completed for any exterior changes, including front, side or back yard you would like to see done at your home. Prior approval is required before any changes are made.

As a new Grand Lakes homeowner, you have entered into an agreement to abide by the Association Deed Restrictions, which benefit and protect all members. If you did not receive this Association document at your closing, a copy of the Association's governing documents can be ordered on Principal Management Group's website. When applicable, all forms are to be completed and submitted to the respective address indicated at the bottom of each form.

Also available on the Grand Lakes website are budget and financial information; minutes of annual and monthly Homeowners' Association meetings; and Association Covenants, By-laws and Builder Guidelines.

Welcome to Grand Lakes!

Board of Directors  
Grand Lakes Community Association

## HOMEOWNER'S INFORMATION LETTER

Grand Lakes is a non-profit corporation organized for the collection, expenditure and management of the Maintenance Funds, general overall supervision of the affairs and well-being of the Development and promotion of the health, safety and welfare of the residents and Owners, enforcement or provisions of the Declarations, and such other rights, duties and responsibilities as may be conferred upon or granted to such representative organization by Declarant or the Owners. Membership is mandatory and each owner automatically becomes a member of the Association upon acquiring a home in the subdivision. The Association is governed by the Declaration of Covenants, Conditions, Restrictions and Easements. These documents should be read by every homeowner.

The major responsibilities of the Association are to protect the investment and enhance the value of the property owned by its members, the homeowners. The Association provides for the physical maintenance and operation of the common elements and facilities such as landscaped esplanades and signage. The Association is also responsible for enforcing the legal documents and may do anything lawful to protect, beautify, or benefit the property under its jurisdiction, such as enforce restrictions.

The Association collects an Annual maintenance charge each year on each lot depending on your community governing documents. The maintenance charge statement is sent to the owner of record at least a month prior of the due date and shall be deemed delinquent, and, without notice, shall bear interest at a rate specified in the documents per annum until paid. The Board, at its option, may impose and collect late charges on delinquent payments. This Association may bring an action at law against the owner(s) personally obligated to pay the same, or foreclose the lien against the property. It is through our office that this assessment is billed and collected.

Assessments cover the cost of the maintenance, repair, replacement, insuring, administration, management and operation of the association, including without limitation, the maintenance, repair, replacement and operation of the Common Facilities any shared utility facilities and the subdivision sign, irrigation water bills and for the enforcement of this declaration by action at law or in equity.

The affairs of the Association are managed by a Board of Directors and any committees they may appoint. The Associations officers are elected annually by the Board of Directors. The Board of Directors are required to determine the policy of the Association and each of the Directors must use his own discretion and exercise the utmost care and diligence in the performance of his duties. The Directors do not receive any compensation for their services.

The Architectural Control Committee is organized to provide and maintain uniformity and harmony in the construction of improvements to the homes in Grand Lakes. Any improvement, made to the exterior of your home or property must have **prior** approval by the committee, which requires the enclosed ACC Application to be submitted. Please refer to your governing documents or ACC Guidelines.

All lots shall be maintained in a sanitary, healthful, and attractive manner by the owner(s). Weeds and grass must be cut and lawns edged. Lots shall not be used for storage of materials and/or equipment other than normal residential requirements or for construction of improvements as permitted by the Deed Restrictions. No boats, trailers, motor homes or commercial vehicles may be kept or stored in public view unless prior written approval by the Board of Directors is obtained. Pets must be leashed when not confined. Please refer to your governing documents for additional restrictions.

**GRAND LAKES COMMUNITY ASSOCIATION**  
c/o Principal Management Group of Houston  
11000 Corporate Centre Drive  
Houston, Texas 77041  
Email: [arc@pmghouston.com](mailto:arc@pmghouston.com)  
Phone: 713-329-7163

**ARCHITECTURAL CONTROL COMMITTEE MODIFICATION REQUEST**

Owner's Name(s) \_\_\_\_\_

Address \_\_\_\_\_ Lot \_\_\_\_\_ Blk \_\_\_\_\_ Section \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBMISSIONS FOR ADDITIONS OR ALTERATIONS OF IMPROVEMENT MUST INCLUDE:** Sketches; site plan (survey) showing house, lot lines dimensions and easements; elevations (including side views) showing dimensions and photos sufficient to describe the project in detail. **ANY EXTERIOR PAINTING REQUESTS**, a colored photo of the brick and samples of the proposed paint to be used must be included with this application. Some large construction projects may require a deposit, please contact our ACC department at 713-329-7163 with any additional questions. **ALL POOL APPLICATIONS REQUIRE A DEPOSIT OF \$1000.00**

**BRIEFLY DESCRIBE THE ALTERATION OR IMPROVEMENT WHICH YOU PROPOSED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION OF IMPROVEMENT:**

\_\_\_\_ Front of house      \_\_\_\_ Side of house      \_\_\_\_ Garage      \_\_\_\_ Other  
\_\_\_\_ Back of house      \_\_\_\_ Roof of house      \_\_\_\_ Patio

(Describe) \_\_\_\_\_

**MATERIALS NECESSARY FOR PROPOSED IMPROVEMENT:**

Paint or Stain Color(s) \_\_\_\_\_  
Brick Type(s) \_\_\_\_\_  
Shingle Type(s) \_\_\_\_\_  
Screen Type(s) \_\_\_\_\_  
Siding Type(s) \_\_\_\_\_

*Please include color names and send a sample with the application.*

Signature of Homeowner \_\_\_\_\_ Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_  
(Within 30 Days of Approval)

**RETURN TO:**  
GRAND LAKES COMMUNITY ASSOCIATION  
C/O PRINCIPAL MANAGEMENT GROUP OF HOUSTON, INC  
11000 CORPORATE CENTRE DRIVE, SUITE 150  
HOUSTON, TX 77041  
FAX: 713/329-7198  
[arc@pmghouston.com](mailto:arc@pmghouston.com)

**Principal Management Use Only**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_  
Comments: \_\_\_\_\_

**FOR MODIFICATIONS COMMITTEE**

ACCEPTED: \_\_\_\_\_ DENIED: \_\_\_\_\_  
DATE: \_\_\_\_\_  
COMMENTS: \_\_\_\_\_  
SIGNATURES: \_\_\_\_\_

## DIRECTORY OF HELPFUL NUMBERS

### Grand Lakes Board of Directors

Glenn Gesoff  
Collins Pier  
Andrew Zheng  
Bing Lu  
Carlos Ortiz

### Principal Management Group Houston

Main: (713) 329-7100  
Fax: (713) 329-7198

Andrew Vacek, Community Manager (713) 329-7117  
[avacek@pmghouston.com](mailto:avacek@pmghouston.com)  
Erica Morgan, Community Manager (713) 329-7186  
[emorgan@pmghouston.com](mailto:emorgan@pmghouston.com)

Grand Lakes Website: [www.grandlakeslife.com](http://www.grandlakeslife.com)

DPS Katy: 281-391-4872

Katy Driver's License Office: 1-391-4874

Katy and Park Row Post Office: 1-800-275-8777

Dept. of Public Safety: 713-465-8462

Ft. Bend County Appraisal: 281-344-8623

Ft. Bend County Road & Bridge Department: 281-342-4513

Voter Registration 281-342-3411

Fort Bend County Court House 281-342-3411

Katy Chamber of Commerce: 281-391-5289

Fort Bend County Sheriff: 281-341-4665  
Fire Department (Emergency):  
281-498-2800

Fire Department (Non Emergency):  
281-498-1310

Poison Control: 1-800-222-1222

Ft. Bend County Animal Control: 281-342-1512

Centerpoint Energy: 713-659-2111

Power Outage - CenterPoint Energy 713-207-2222

Consolidated Communications:  
(West of Peek) 1-866-989-2255

AT&T (East of Peek) 1-800-464-7928

Water & Trash: Municipal District Services, LLC - MUD# 1,2,4:  
281-290-6500

Street Lights - Not Working  
[www.centerpointenergy.com/Houston](http://www.centerpointenergy.com/Houston) or call 713-207-2222

Comcast Communications:  
713-341-1000

**Trash Pickup:**

Best Trash: 281-313-2378

Pick Up: Monday & Thursday (recycle)

PRINCIPAL MANAGEMENT GROUP OF HOUSTON  
 11000 CORPORATE CENTRE DRIVE, SUITE 150  
 HOUSTON, TX 77041

Date Received _____
Date Entered _____

**OWNER/RESIDENT INFORMATION**

We would appreciate your cooperation in providing our office with the following information. You are assured that this information will be kept in the strictest of confidence. The purpose of the request is to maintain proper records, identify the residents entitled to use the facilities, and have emergency contact information. Please complete this form and return it as soon as possible.

FULL NAME:	
UNIT/LOT ADDRESS:	
MAILING ADDRESS:	
HOME PHONE.	BUSINESS PHONE.
FAX.	MOBILE PHONE.
E-MAIL ADDRESS:	

SPOUSE/PARTNER	
BUSINESS PHONE	MOBILE PHONE
E-MAIL ADDRESS	

RESIDENT CHILDREN'S NAMES	DATE OF BIRTH	SEX

OTHER RESIDENTS	RELATIONSHIP	AGE	SEX

PLEASE COMPLETE FORM AND RETURN TO :  
**Courtney Fisher**  
**PRINCIPAL MANAGEMENT OF HOUSTON; 11000 CORPORATE CENTRE DRIVE, SUITE 150**  
**HOUSTON, TEXAS 77041**  
**EMAIL: [cfisher@pmghouston.com](mailto:cfisher@pmghouston.com)**  
**FAX 713-329-7198**