

Walnut Creek North Homeowners Association, Inc.

Information Guide and Community Policies

Association General Information

The following information is being provided to residents of the Walnut Creek North Homeowner's Association for two (2) main reasons. The primary reason is to help everyone understand and appreciate your surroundings. The second reason is communication. It is essential that open communications exist between all residents, the Board of Directors and the Managing Agent of Walnut Creek North.

To do this, we must start with the creation of the community with this being defined and regulated by the Declaration of Restrictions, Covenants and Conditions of Walnut Creek North Addition located in Mansfield, Tarrant County, Texas that was filed of record (in Tarrant County) on January 20, 1999. This Declaration and Bylaws applies to everyone who purchases a lot within the Walnut Creek North Community and outlines the obligations of the Association, members and residents and governs all activities within the Community. It is essential that every owner/resident review and understand these documents because these are structured to govern everyone.

In addition to the provisions of the Declaration and Bylaws, the Declarant and Board of Directors have initiated these Community Policies that will assist the Board and the Managing Agent with the enforcement of Declaration and will help in achieving the goals that Walnut Creek North HOA has established. Many provisions contained within the Community Policies are inclusive within the Declaration, but are repeated within this policy for special emphasis.

The goals of the Walnut Creek North Homeowner's Association are primarily to:

1. Establish maintenance standards and maintenance systems in order to safeguard the value of the investment of all owner/members of the Association by insuring that the value of individual homes will escalate at the maximum appreciation rate.
2. Provide to all residents, both owner/members, as well as those who choose to lease their home; a community atmosphere that is "structured" but provides a "quality of life" that everyone will appreciate and enjoy.
3. Maintain the physical soundness and cosmetic appearance of the community.
4. Promote homeowner participation and input to ensure that the policies of the Association serve the needs and welfare of the community.
5. Provide maximum enjoyment of the Common Areas with minimum effort and conflict, by coordinating all phases of ownership into one smoothly operating entity.

If we are to achieve these goals we must have standards to follow. However, the Board is always cognizant of the cost of maintaining the standards that are establish because you, as the homeowner, pay this cost, whether paid by the owner/member individually or paid by the Association from the dues each owner/member pays.

Community Information

Emergency Telephone Number

911 (Medical, Police, Fire or any other type of emergency)

Association Manager Circle C Properties 972-867-9727
2828 W. Parker Rd. #104 Plano, TX 75075
Email:hoacare@circlec.com

Schools Serving the Area

Elementary: (Grades 1 - 4)

J. L. Boren 1400 Country Club Drive 817-473-5665
Mansfield, TX 76063

Intermediate: (Grades 5 & 6)

Mary Orr 2900 E. Broad Street 817-473-5664
Mansfield, TX 76063

Asa E. Low Jr. 1526 N. Walnut Creek Drive 817-299-3640
Mansfield, TX 76063

Middle :(Grades 7 & 8)

Brooks Wester 1520 N. Walnut Drive 817-453-7200
Mansfield, TX 76063

High School: (Grades 9 - 12)

Mansfield HS 3001 E. Broad Street 817-473-5750
Mansfield, TX 76063

Governmental Agencies

Tarrant County Offices: 100 W. Weatherford 817-884-1195
Fort Worth, TX 76196

Municipal Offices: 1305 E. Broad Street 817-473-9371
Mansfield, TX 76063

Municipal Court (tickets, fines) 817-473-9371

Animal Control 817-477-2038

City of Mansfield Police Department:

1601 Heritage Parkway 817-473-9381
Mansfield, TX 76063

Walnut Creek North Homeowners Association, Inc. — Information Guide and Community Policies

City of Mansfield Fire Department:

210 Smith Street
Mansfield, TX 76063

817-473-1104

Other Important Telephone Numbers and Information

Library: Mansfield Library

104 S. Wisteria
Mansfield, TX 76063

817-473-4391

City Website: www.mansfield-tx.gov

Association Committees

One of the most important elements of creating a “quality community”, and one that shows that the Owners take pride in their home, is for Owners to get involved and assist their neighbors, the Board, and the Managing Agent any way they can. You can play an important role to help ensure a “quality of life” within the community that everyone will enjoy. By working hand in hand with your neighbors and being active on one or more Association Committees, your thoughts for improving the Community can be heard. This will also help you to become better acquainted with your neighbors. The following provides the name and general purpose of Committees that exist or may be formed in the future. The Committee options are unlimited depending on the needs of the Community and interest of the Owners.

The Association Board of Directors appoints all committee chairpersons. Owners who wish to participate serve as members. Committees typically meet together from time to time and discuss their area of responsibility. If improvements are needed, once these have been identified, the Committee chair presents this to the Board for their consideration. In this regard, the Board controls all activities within the Association but with the assistance and input of Owners and/or Residents who wish to participate.

Finance: (Typically Chaired by the Treasurer):

Oversees the financial needs of the Association in regards to month-to-month anticipated revenue and expense obligations and long term needs. The Finance Committee Chairman prepares or assists in the preparation of annual budgets (and/or confirms or reviews budgets prepared by the Managing Agent), making recommendations regarding financial matters to the Board.

Architectural Control Committee (or ACC):

Consists of three members appointed by the Declarant and/or Developer for the purpose of reviewing plans of homebuilders for new construction and/or development of a Lot. An Architectural Control Committee, when appointed by the Association Board of Directors, reviews requests for additions or changes to existing structures and/or developed lots to ensure that all improvements conform to the Declaration, Bylaws and Community Policies and are of a standard that is equal to (or exceeds) and blends with other improvements within the Community. The Architectural Control Committee and/or the Board of Directors have the authority of making the final decision on all matters. The Board of Directors may also serve as the Architectural Control Committee.

By-Laws Committee:

Reviews the Association By-Laws and/or Declaration and/or Community Policies and makes recommendations to the Board of any additions, deletions or changes they believe to be needed.

Community or Crime Watch:

Oversees, and is alerted to, any actual or potential criminal activity within the Community. This committee works closely with local law enforcement agencies in helping to educate Owners and Residents as to their individual responsibilities in crime prevention and what to do in the event suspicious activity is observed or if an emergency occurs. Every Resident within the Community has the responsibility to stay alert, record license plate numbers or personal descriptions (if needed) and notify the proper authorities (911) and the Managing Agent if suspicious activity is observed.

Landscaping:

Reviews and makes recommendations to the Board for the care and/or improvement of Association Common Areas. Members also may participate in making actual improvements to the Common Areas with the planting of shrubs, flowers, etc.

Newsletter/Publisher/Communications:

Prepares, prints, and distributes an Association newsletter on an as-needed basis (typically once each quarter). Also, may prepare or assist in preparing a master list (or Community Roster) of Association Members and/or Residents names, address, telephone number and e-mail address for distribution to all Owners and Residents.

Social:

Plans Association social activities throughout the year such as picnics, Community wide garage sales, National Night Out Community Activities and/or any other worthwhile activities that may assist Owners and Residents in getting to know each other better or . . . just for fun.

Welcoming and/or Hospitality & Concerns:

Typically will meet and greet new Owners/Residents who move into the Community. This committee also may be alert to any individual Owner or Resident experiencing a crisis situation where their neighbors may provide assistance if needed. (i.e.: illness, death, etc.)

Web-Master:

Generally served by one or two persons who designs and develops a Walnut Creek North HOA Web-Page and keeps this information updated throughout the year. This simply to offer another communications tool that is available to keep all owner/residents informed of Association activities throughout the year.

Association Manager or Managing Agent

Name: Circle C Properties

Mailing address: 2828 West Parker Road
Suite 104
Plano, TX 75075

Principal contact person: Laura Gilliam

Business telephone: 972-867-9727

Facsimile 866-812-8811

E-mail address: hoacare@circlec.com

PERSONAL NOTE: In the event any information being conveyed by an Owner or Resident is deemed to be an emergency and/or will need an immediate response, you are to contact Circle C Property Management by telephone or visit their corporate office personally.

Circle C Property Management has been involved in property management since 1992 and has significant experience in assisting Associations in fulfilling their responsibilities including the coordination of maintenance activities that may be required within the Community. The Association Board or Circle C Property Management does not have personnel who spend all of their time at the Property. Although property inspections are made on a routine basis, they depend a great deal on every Resident to be their “eyes” and “ears” in helping to monitor activities within the Community and to assist in identifying those who violate the provisions of the Declaration, Bylaws and/or Community Policies. Therefore, every Resident is encouraged to report anything they may observe as being “unusual” or might help to identify any person or persons creating disturbances within the Community or who violates any provisions of these documents. A telephone call may be sufficient to convey your message but you may be requested to provide something in writing in order to support any corrective action that may be necessary. Any contact made by a Resident is held confidential between the Resident and the Managing Agent unless the specific circumstances mandate otherwise.

Regardless of how “insignificant” you believe that something may be, you are encouraged to report this so the activity may be properly documented for future reference. Circle C Property Management is also to be contacted in the event maintenance is needed within the Community. This includes but is not necessarily limited to night lighting that is inoperable, sprinkler system repairs, etc. Any activities or occurrences that may be observed that you deem to be emergency, personnel are available 24 hours a day, 365 days each year for assistance.

Community Policies

Subjects are listed and described in alphabetical order. Noted for each subject are certain provisions of the Declaration that applies to that subject. This is shown however, only as a convenience and is not intended to be totally inclusive of all provisions within the Declaration that deals with that subject. You are to review the Walnut Creek North Homeowners Association Declaration of Covenants, Conditions and Restrictions in its entirety in order to determine all restrictions/rules/policies that apply to the Community. If you do not have a copy of the Declaration, contact the Association Manager and one will be provided to you.

Air Conditioners — V (2)
Animal Policies (pets) — VI (k)
Antennas (see Satellite Dishes)
Architectural Control Committee Procedures
Basketball Goals and Play Equipment — V (2)
Collection Policy and Procedures (for dues and all other assessments)
Common Property (use by owners and/or residents)
Construction and/or Modification of Dwellings or Other Structures — Articles V, VI
Decks — Article V (2)
Driveways (also see Parking) — Article V (2)
Emergencies — What to do
Enforcement of Declaration, Bylaws & Association Community Policies
Fences — Articles V (2), VI (g)
Flags
Garages & Garage Doors — Articles V (2), VI (o)
Gardening — Article V (2)
Homeowner Disputes
House Numbers — Article V (2)
Insurance
Landscaping (common areas and personal property) — Articles V (2), VI (p) (y) (z)
Leasing of Dwellings (certain requirements exist)
Lighting — Article V (2)
Mailboxes — Article V (2)
Nuisances (excessive noise, noxious odors, etc.) — VI (1)
Occupancy of a Dwelling (Residence) — Article VI (h),(i)
Owner/Resident Safety
Painting — Article V (2)
Parking (also see Driveways) — Article VI (t)
Personal Property Required to be “Screened” From View
Retaining Walls — V (2)
Satellite Dish Specifications and Antennas — Article VI (n)
Signage— VI(m)
Solicitations within the Community
Speed Limits within the Community
Storage Buildings/Sheds and Greenhouses — Articles V (2), VI (cc)
Storm Doors and Windows — Article V (2)
Streets (see Driveways)
Swimming Pools — Article V (2)
Transfer Fee Charge (upon the sale of a Dwelling)
Trash Disposal — V (2)
Walkways and Entrances
Window Coverings — V (2)

Air Conditioners

Window air conditioners will not be approved unless good cause is shown for their use. Central A/C compressors are not permitted in the front of a Dwelling but on the side or rear of the Dwelling and screened from view.

Animal Policy

The following policies have been created in accordance with Walnut Creek North Declaration and City Ordinances.

1. No animals, livestock or poultry of any kind shall be raised, bred or kept on any Lot.
2. No more than four animals may be kept on any Lot at one time, to be housed on the interior of the Dwelling or in a fenced yard, as long as the animals do not become a nuisance to neighbors.
3. Animal owners must immediately pick up animal feces anywhere on the Common Area and/or other Lots and dispose of waste accordingly.
4. In accordance with the City Ordinances, a person commits an offense if they fail to keep an animal they own from "being at large". "Animals" are defined as any member of the animal kingdom other than Homo sapiens. "At large" shall mean:
 - a. On any Lot and/or Common Property. - Any animal not confined to the Lot by some physical means of sufficient height, strength, length and/or manner of construction to preclude the animal from leaving the Lot.
 - b. Off Premises of Owner - Any animal which is not physically and continually restrained by some person by means of a leash or chain of proper strength and length that precludes the animal from making any unsolicited contact with any person, their clothing and/or their property.
 - c. Provided, however, that any animal confined within a cage, automobile or other vehicle of its owner shall not be deemed at large.
5. Animals must be properly vaccinated according to City Ordinances, and have a proper tag with the pet owner's name and phone number for identification.
6. Animal owners are solely responsible for any damage caused by their animals.
7. An animal found on Common Property unattended is subject to being picked up by City Animal Control.

Architectural Control Committee (ACC) Procedures

Two identical sets of requested changes that include drawings detailing any structural modification finished exterior, and/or interior views and materials and finish coatings to be used on the completed project are to be submitted for approval no less than thirty (30) days in advance of the projected start date. These items are to be directed to the Walnut Creek North HOA in care of the Managing Agent using the "Architectural Control — Property Modification Request" form that follows or providing in the same format as shown on this form. Proof of delivery of Owners' request may be required.

The Association Manager will direct the request to the Architectural Control Committee for review. In the event any information is to be clarified, the Owner will be contacted and the needed information requested. Although it normally will not be needed, the Architectural Control Committee reserves the right to request the expert opinion of a professional third party, at the Owner's expense, to determine appropriateness of proposed construction methods for the proposed structure, and for proper permits to

be obtained from the City before approval is granted. The Architectural Control Committee also reserves the right to require that the approved work be completed in no more than ninety (90) days (unless an extension is approved by the ACC) and/or to be reviewed, at the Owner's expense, by a professional third party at selected phases of construction. If the Architectural Control Committee fails to approve or disapprove a "written request" made by Owner within thirty (30) days of submission, and Owner has not been contacted to the contrary, approval of Owner's request is assumed. Every effort will be made to review each request made on a timely basis with the Owner contacted in writing regarding the decision of the ACC. If approval is not obtained, the Association has the right to remove any additions to the Property at the Owner's expense. Prior notice will be given before removal of adjustments or additions are made.

Basketball Goals and Play Equipment

Basketball goals and/or play equipment (I.E. swings, slides, etc.) are allowed provided they are of a color that blends with the surrounding structures and they are installed in the rear of a Dwelling.

Collection Policy and Procedures

The payment of Association dues and/or other Assessments are essential for activities and responsibilities of the Association to be performed. These dues must be paid on or before the due date as noted on a statement that the Managing Agent will mail to each owner's address of record.

Assessments or Dues are due on January 1st of each year (unless otherwise modified by the Board) and may be paid with a check or money order that is mailed (or delivered) to the Association's Managing Agent. When making a payment, provide your Lot address so that proper credit can be given.

For collection purposes, when payments are received, payments will first be applied to late charges, legal fees, fines and/or other charges that are due, then to Association dues.

In the Event any Assessment or Dues Payment becomes 30 Days Delinquent:

If the amount is \$10.00 or more, a notice will be prepared with a \$50.00 late fee added, and may be added each 30-day period that the delinquency continues. Notification of the delinquency, as well as the amount of late fee charged (if any) will be provided by mail forwarded to the Owner's address of record.

In the Event any Assessment or Dues Payment Becomes 60 days Delinquent:

The Association will cause a lien to be filed on the Owner's lot, with the Association proceeding to foreclosing on their lien on or about thirty (30) days thereafter.

Attorney fees and/or any other legal expenses necessary to file a lien and/or to foreclose on a Lot will be assessed against the Lot, with the Owner of that Lot being responsible for payment.

No delinquency (whether the delinquency existing is dues, late fees, legal fees or any other assessments) can be forgiven without the consent of the Walnut Creek North Board of Directors.

OTHERWISE, THERE WILL BE NO EXCEPTIONS TO THIS COLLECTION POLICY AND PROCEDURES WITH THESE TO APPLY TO EVERYONE.

Common Property

Common Property is owned by and is for the use and enjoyment of all owners and/or residents. All Common Area walkways, streets and entrances are to be kept free and unobstructed at all times and may not be used for any purpose other than entry and exit. Owners and Residents, including their families and guests may not use any portion of the Common Area as play areas. For reasons of personal safety, use extreme caution when using skates, roller blades, skateboards and other similar recreational items. There is to be no planting or gardening on Common Property and these areas are not to be tilled, gardened, planted or otherwise altered in any way without the approval of the Board. Also, no personal articles may be placed or stored on any portion of Common Property and may be removed by the Association without notice. Any damage caused to Common Property by any Owner and/or Resident, the cost of repair will be the paid by the responsible Owner. In the event proper repairs are not made within a reasonable period of time after notice has been given to the Owner, the Association reserves the right to make the repairs needed at the expense of the Owner.

Construction and/or Modification of Dwellings or Other Structures

It is not the intent to prohibit or discourage Owners from protecting or improving their property. These provisions are necessary however, in order to protect the physical and visual integrity of all buildings within the Walnut Creek North Community. All Dwellings and Lots are to be maintained in order for the appearance not to be unsightly. No buildings, fence, wall or other structures shall be commenced, erected or maintained upon any Lot, nor shall any exterior addition to or change or alteration to the existing Dwelling be made unless written approval is obtained by the Architectural Control Committee. This includes color of fencing materials. No change may be made to the exterior of any Dwelling within the prior written approval of the Architectural Control Committee. Modifications include but are not necessarily limited to any decorations, painting, repair or replacement of roofs or exterior surfaces. Exterior maintenance (excluding glass surfaces, windows, door fixtures and hardware, air conditioning equipment or any Owner or Resident's personal landscaping). This does include any improvements to a Lot that may interfere with the established drainage pattern over any part of the Property.

Decks

No decks shall be erected on any Lot without the written approval of the Architectural Control Committee. Review Declaration carefully for specific deck requirements.

Driveways (also see Parking)

Driveways are to be used for vehicle access to and from a garage and not to be used for storage of boats, trailers and/or inoperative vehicles unless this is done so temporarily. Temporary is defined as being no more than 24-hours. Emergency maintenance of a vehicle within a driveway is acceptable but constant or frequent work on one or more autos is not permitted.

Emergences — what to do

In all cases of fire, suspected fire, vandalism, theft or suspected vandalism or theft within the Community, call 911 immediately. After emergency personnel have been notified, notify your neighbors any way possible to warn them of the emergency. If a vehicle is involved, record the license plate number. If a person or persons are involved, record a description of the person(s). Once emergency personnel and neighbors have been notified, contact the Association Manager and report the emergency. In the event the emergency occurs at any time other than normal business hours, **call the Association Manager's 24 Hour emergency line.**

Enforcement of Declaration, Bylaws and Association Community Policies — Fines Assessed
The Association Declaration, Bylaws and Community Policies clearly outline the established guidelines adopted for the overall benefit of everyone within the Community. These guidelines are necessary not only for everyone’s personal welfare but to also enhance the future value of all homes and safeguard the “quality of life” that our Community provides.

While some policies are specific in nature and establish “rules of conduct” within the Community, others are made to reinforce certain provisions of the Declaration and By-Laws. Other policies are necessary to reinforce City Ordinances as well as Federal and State Laws that everyone is obligated to follow because... it’s the law.

The majority of Owners and/or Residents and guests within our Community conduct their personal activities to fully comply with these regulatory documents but occasionally there are those who refuse to do so. Therefore, when any provisions of these documents are violated, a fine will be assessed against the Owner, whether such violations are caused by Owner, members of their family, Occupants, Lessees or guests. When violations exist, fines will be assessed as follows:

1. When violation(s) are observed or discovered, the Association Manager shall have the authority to forward a notice of an assessment that contains the following:
 - A. Describing the policy violated and the amount of fines that will be assessed in the event the violation(s) are not corrected. This notification is to be provided in writing and forwarded to the owner via regular mail to the address of record and will be assumed to have been received unless returned, “undeliverable” to the Association Manager; and
 - B. Allow the Owner a reasonable period of time, but to provide a specific date in which to cure the violation(s) and avoid the assessment unless the Owner was given notice and a reasonable opportunity to cure was given for a similar violation within the preceding 12 months. A reasonable time to cure is not necessary in a notice of a damage assessment or in the notice of a violation that is similar to a violation that the Owner was given notice of previously; and
 - C. State that the Owner may, no later than 30 days after the date of the notice, request a hearing before the Board of Directors to contest the assessment. The request for a hearing with the Board must be received by the Association Manager within 30 days from the date of notice of the original fine.
 - D. Following the period of time given to the owner to resolve the violation(s) voluntarily, an assessment will be made against the owner. Each day that violation(s) exists may be considered a separate violation if the violation(s) continue after written notice has been provided.

2. Assessments are due immediately after the expiration of the 30-day period provided to the owner to request a hearing with the Board. If a hearing is requested, the assessment(s) shall be due immediately after the Board's decision at the hearing, assuming that an assessment of some amount is confirmed by the Board at such hearing.
3. Failure to pay any fine(s) or assessments by the Owner will be subject to collections as outlined within the Walnut Creek North Homeowners Association Collection Policy and Procedures. Any costs incurred by the Association (i.e., attorney fees, court costs, etc.) will be assessed to the Lot Owner. Any consent or approval given under these policies may be amended or repealed at any time by resolution of the Board.
4. Fines will be assessed under the following guidelines:
 - First Violation:
 - Warning letter provided to the Owner (and Lessee if the Owner's Dwelling is leased) notifying them of the violation(s) and requesting that the violation(s) be resolved within a reasonable amount of time, with a specific date being given.
 - Second Violation:
 - Owner notified that a \$50.00 fine has been assessed.
 - Third Violation:
 - Owner notified that a \$100.00 fine has been assessed.
 - Subsequent Violations:
 - Owner notified that a \$250.00 fine has been assessed with this fine continuing to be assessed in reasonable time increments until the violation(s) is resolved.

An assessment for damages (equal to all costs of repair or replacement of the damaged property) may be made against an Owner for any financial loss suffered by the Association from property damage or destruction of common areas or common facilities by the Owner or the Owner's family, guests, employees, contractors, agents, tenants or invitees. The procedures for notification and collection of an assessment for damages shall be identical to that which is described in the Declaration.

Fences

No fence shall be erected on any Lot without the approval of the Architectural Control Committee.

Flags

Flags will be allowed but must be well maintained and tasteful in design, with the Board having the final determining authority. The installing of a flagpole on any Lot is not permissible.

Garages and Garage Doors

Garages may not be enclosed without the permission of the Board. These are intended for the purpose of storing two standard sized vehicles that are in operative condition and are not to be used as storage shed or living quarters. Garage doors are to remain closed at all times except when entering or exiting the garage, except however, the door may be raised no higher than twelve inches for circulation purposes. Garage windows (if any) are to contain window coverings of a neutral color that does not clash with the Dwelling in order to screen autos or equipment from view.

Gardening

No gardening is allowed on Association Common Property at any time. Personal gardens are allowed in the back yard area of the Dwelling, provided they are shaded from view from the street.

Homeowner Disputes

The Walnut Creek North Homeowners Association Inc., Officers and Board of Directors, as well as the Association Manager shall refrain from attempting to resolve any disputes which may arise between individual members unless such disputes directly affects common property and/or improvements owned by and under the control of the Association.

House Numbers

Must be legible from the street and be appropriate for the house.

Insurance

The Association does not provide insurance that covers property casualty losses and/or your personal liability in regards to individual Owner Lots. Each Owner is responsibility for obtaining their own personal insurance coverage as they deem appropriate.

The Association does however maintain insurance for casualty losses of Association physical improvements located on Common Property and Association liability insurance. Directors and Officers Liability insurance is also maintained by the Association to protect those who volunteer their time to serve as a member of the Board.

Landscaping (common areas and personal property)

No landscaping on Association Common Property is permitted without approval of the Board.

The landscaping of each Lot is the responsibility of the Owner. Provisions require that landscaping be mowed and edged as needed as well as be void of weeds and/or clutter (including bicycles, toys, trash cans etc.) In the event any Owner fails to fulfill their obligation in this regard, the Association may cause the landscaping to be serviced with the Owner assessed all charges and/or, fines may be assessed.

Shrubs that are visible from the street are not permitted to cover more than one-half (1/2) of any window of a Dwelling. Trees or shrubs may not be planted in such a manner as to interfere with the sidewalk.

Leasing of Dwellings

Owners that lease their Dwelling are subject to the following restrictions. The lease agreement must be in writing and executed by the Owner and Lessee for a period of not less than thirty (30) days. It is recommended that the Owner use a residential lease form that is provided by the Texas Apartment Association or Texas Association of Realtors since these lease forms are continually up-dated as and when state and federal laws are changed that may affect an Owner and/or their Lessee. Regardless of the lease form used however, the terms of the lease agreement must contain the provision:

“Tenant/Lessee and Occupants agree to abide by the terms and conditions of the Walnut Creek North Homeowners Association Declaration, Bylaws and Community Policies. Non-compliance with any provisions of these documents shall constitute a default of this Lease Agreement”.

Owners must provide the Association Manager with a copy of the application and lease agreement containing the names of all Occupants as well as the name and address of Owner’s Managing Agent (if any) at the beginning of the lease term. To obtain a criminal background check for each adult Resident of a leased Dwelling is strongly recommended.

Lighting

Owner/Residents are requested to immediately report Common Area lighting problems (including street lights) to the Association Manager. The Association and/or the Association Manager cannot and does not check exterior lighting on a daily basis and must rely on Owners/Residents for notification if and when lights are not working. Otherwise, lighting and/or any light fixtures that are installed by the Owner are subject to certain restrictions and must be approved by the Architectural Control Committee if lights or a light fixture is to be altered.

Mailboxes

Any addition and/or change requires the written approval of the Architectural Control Committee before installation and must be installed according to US Postal Service Rules and Regulations.

Nuisances (excessive noise, noxious odors, etc.)

All residents must exercise reasonable care to avoid making or permitting to be made loud, disturbing, or objectionable noises or noxious odors that are likely to disturb or annoy residents of neighboring lots. In the event this is experienced, you are to call 911 and report the disturbance. The Association Manager should also be contacted and made aware of the disturbance.

Occupancy of a Dwelling (Residence)

All Lots shall be used for single-family residential purposes only. Each residence may be occupied by only one family consisting of persons related by blood, adoption or marriage or no more than two unrelated persons living together as a single housekeeping unit. -

Owner/Resident Safety

Neither the Association nor the Association Manager provides or warrants security of any nature. Each Resident is responsible for their own safety and that of their family or guests. In the event of an emergency or any suspicious activity is observed, call 911 immediately. The Managing Agent should also be contacted and made aware of the emergency.

Painting

Repainting or staining to match original colors need not be submitted to the Architectural Control Committee for approval. Otherwise, ACC approval is required if there is a color change that applies to siding, door, shutters, trim, roofs, etc.

Parking

Unless Board approval is obtained, no vehicle (whether owned or operated by a Resident, their families or guests) may be stored anywhere on the Lot including mobile homes, motor homes, buses, trailers, boats, inoperable vehicles, commercial truck cabs, trucks with tonnage over one ton, vehicles with advertising signage and/or any vehicles that the Board deems to be a nuisance. Review the Declaration for more specific requirements. This restriction does not include vehicles and/or equipment parked temporarily on a Lot in connection with deliveries, the construction or maintenance of a Dwelling or when physically moving personal property to or from a Dwelling. Parking in a driveway must not block any portion of the sidewalk. All vehicles within the Property are required to be operable, with current license and state inspections. The Association may, without notice or liability to the owner or operator of a vehicle, remove any vehicle from the Property at the vehicle owner's expense in the event any violations exist.

Personal Property Required to be Screened From View

Personal property that exists on any Lot (such as clotheslines, yard equipment, firewood, compost piles, dog houses, dog runs, permanent barbecue grills and/or other items stored other than patio furniture, etc.) must be screened from view and not be visible from the street or from another lot.

Retaining Walls

May be used to preserve trees, improve drainage patterns, and define areas. Because retaining walls may alter existing land forms, the design of such walls should be carefully considered to avoid adversely affecting drainage patterns. Written approval by the Architectural Control Committee is reviewed before any retaining walls are installed.

Satellite Dish Specifications and Antennas

Written approval from the Architectural Control Committee is required before installing a satellite dish or antenna on any lot. Basically however, a satellite dish may be installed on any Lot or attached to a Dwelling only to the extent that it does not exceed two feet in diameter and is screened from view. An antenna will not be permitted to exceed 15-feet above the highest point of the roof. Wires must be neatly attached to the Dwelling with no loose or dangling wires.

Signage

The only signage that is allowed on the Owner's Lot for public view (including posted in a window or the exterior of a Dwelling) is one "For Sale" sign that is no more than fifteen square feet in size. No identifying sign may be placed at any entrance of the Property. Any exterior signs that are in violation may be removed without notice and discarded. The Declarant/Developer and/or the Association are exempt from this policy.

Small security service I.D. signs and those identifying school-sponsored activities shall be allowed provided however that these are not deemed to be a nuisance and/or violate any City Ordinances. "Political" signs are not allowed. Otherwise, all signs must be in compliance with City Ordinances. The Board is the final authority to approve any other signage that might be posted other than that which is identified.

Solicitations within the Community

Unless otherwise approved by the Board or permitted within the Declaration and/or City Ordinances, no business solicitation activities may be conducted on Association Common Property or within individual Dwellings or on individual Lots located within the Walnut Creek North Community.

Speed Limits within the Community

Observe all speed limit and stop signs that may be posted within the Community. The Board may cause the speed limits to be established and install traffic signs (of any type) that are believed to be needed. In the event no speed limit signs are posted, it is strongly recommended for the safety and welfare of the children who live within the Community, that you do not exceed 20 miles per hour.

Storage Buildings/Sheds/Greenhouses

Are allowed but may not be installed unless approved by the Architectural Control Committee in writing. Basically however, such structures shall be used for storage purposes only, be no more than six (6) feet high and contain no more than 100 square feet. (See "Construction or Modification of Dwellings or Other Structures" and "Arc Architectural Control Committee Procedures").

Storm Doors and Windows

Written approval from the Architectural Control Committee is required, but may be installed provided the color is compatible with existing doors and/or window frames.

Swimming Pools

Written approval from the Architectural Control Committee is required prior to installation. No above the ground pools will be permitted.

Transfer Fee Charge (upon the sale of a Dwelling)

A transfer fee of \$200.00 (or an amount otherwise approved by the Board) will be charged for each Lot that is sold and/or conveyed to another party, unless such sale is by the Declarant/Developer or approved Builder. This fee is necessary to cover the costs incurred for preparation of documents required by the buyer, seller, mortgage company and/or title company. This transfer fee is to be paid at the time of each conveyance by the Owner of the Lot (or buyer) with payment made at the time that notification of the sale to the Association or, by the Title Company handling the sale at time of closing with the exception of certain conveyance exclusions as noted in the Declaration. Specific requirements are summarized as follows:

1. Notice to the Association of an Owners intent to sell, including the name, address and telephone numbers of the intended purchaser, Title Company or attorney designated to close the transaction, real estate agents representing both the seller and purchaser.
2. Upon conclusion of the sale, a copy of the deed or documents verifying the name of the purchaser and/or new Owner(s) reflecting their mailing address.

Failure of Owner to provide this information may result in the Association withholding information that may be necessary to conclude the conveyance of a Lot. All information required by the Association is to be directed to the Association Manager or such other person that may be designated by the Board.

Trash Disposal

The disposal of any trash items must fully comply with City Ordinances. Trash cans, containers for garbage, tied bundles of plant material, bags of rubbish, etc. should be kept inside the garage or suitable screened area on the side or rear of the Dwelling. To store these items at locations at the front of a Dwelling are not permitted.

Walkways and Community Entrances

All Common Property and walkways, streets and entrances are to be kept free and unobstructed at all times and may not be used for any purpose other than entry and exit.

Window Coverings (blinds, drapes, solar screens, etc.)

Shading from the sun (window treatments) may be accomplished by the use of blinds and/or drapes but must be neutral in color that does not clash with the color of the Dwelling and/or the surrounding area. Solar screens are also permitted but it is recommended that written approval be obtained from the Architectural Control Committee before they are installed. Newspapers, cardboard, aluminum foil or like coverings are prohibited.

(This area left blank intentionally)

Approved this _____ day of _____, 2010

Walnut Creek North Declarant

(Signature)

(Printed Name)

Walnut Creek North Homeowners Association Board of Directors

(Signature)

(Printed Name)

(Signature)

(Printed Name)

(Signature)

(Printed Name)

Architectural Change Application

Date: _____ Phone: _____ E-Mail: _____
Owner: _____ 2nd Phone: _____
Address: _____

Improvement Project: (Pool, Patio Cover, Fence, Front Porch, Building Additions)

Plot Plan: Please submit a Sketch, Photograph, or Blueprint that shows dimensions and location of the planned improvements. Note existing structures and lot set backs on the plot plan.

Dimensions: _____

Construction Materials: _____

Colors: (Please include sample if possible) _____

Supplier/Contractor: _____

Notes:

To expedite the approval process, please include any additional information about your improvement project that will show compliance with the Covenants, Conditions, and Restrictions of Walnut Creek North HOA. No drainage alteration of lots is allowed.

It is recommended that you discuss planned improvements with your neighbors, so that any issues are resolved before construction begins. This is not a requirement of the application.

It is responsibility of the homeowner to ensure that all necessary permits (City and County) are obtained from the proper agencies prior to beginning construction.

All improvements must be done with professional quality workmanship, and must be substantially the same as the diagram and/or drawings submitted for approval.

Neighbor Awareness Signatures (optional, may support your request)

Signature: _____ Signature: _____

Name: _____ Name: _____

Address: _____ Address: _____

Comment: _____ Comment: _____

Signature: _____ Signature: _____

Name: _____ Name: _____

Address: _____ Address: _____

Comment: _____ Comment: _____

Owner Acknowledgments

1. No work on this request shall commence until written approval from the Architectural Committee is received.
2. If any construction or exterior alteration is undertaken without approval, I understand that I may be required to restore the property to its original condition at my own expense.
3. Any variation from the approved application must be resubmitted for approval.

Owner/Applicants Signature: _____ Date: _____

Please submit to Circle C Properties by-

Scan to: hoacare@circlec.com

Fax to: 1-866-812-8811

Mail to: 2828 West Parker Road, Suite 104, Plano, TX 75075

Submit this form along with detailed Sketch, Diagram, Drawing, Illustrations, Photos, Plat, Etc.

FOR COMMITTEE OR BOARD OF DIRECTORS USE ONLY:

Approved By: _____

Disapproved By: _____

Comments: _____
